BUSINESS ADMINISTRATION SYSTEMS
HOSPITALITY MANAGEMENT
CERTIFICATE

Program Description

The Business Administration Systems Program prepares students for a variety of careers in business. A core curriculum provides students with a foundation of knowledge applicable to any business career. The Business Administration Systems Program offers an Associate in Applied Science degree, diplomas and a variety of certificates in the areas of Accounting, Entrepreneurship, Finance, Financial Perspectives, General Business, Hospitality Management, Human Resource Management, Industrial Supervisor, Leadership, Management, Office Systems, Operations Management, Real Estate Management, Sales, Small Business Management, Team Leadership, Telecommunications Systems Management and Turf Grass / Landscaping Management. The Hospitality Management Certificate prepares students for careers directing specific aspects of hospitality operations and for overall hospitality management.

List of Colleges

Big Sandy Community and Technical College, Somerset Community College, Southeast Kentucky Community and Technical College and **West Kentucky Community and Technical College** offer this certificate.

One of these colleges must be designated as your Home College. Even though the classes will be delivered by different KCTCS colleges, only the Home College will admit you and take care of all of your student service needs including advising, library services, billing, financial aid, etc.

Getting Started

Students may register for KCTCS online classes offered system wide directly at any KCTCS college. Individuals may also complete a "course inquiry" submit form through www.kyvc.org . KYVC course inquiries are submitted directly to the KCTCS Home College identified by the student. The student's chosen Home College processes the course inquiry either through formal admission procedures or class enrollment. Additional information about KCTCS admission requirements and college contacts may be accessed at http://www.kctcs.edu/en/Students/LearnByTerm.aspx.

BAS – Hospitality Management Certificate

Upon completion of this certificate, the graduate can:

1. Demonstrate a working knowledge of current principles of hospitality management.
2. Demonstrate a working knowledge of current food service principles, procedures, and guidelines.
3. Demonstrate a working knowledge of current accounting, personnel, marketing, and management principles and guidelines.
4. Demonstrate a working knowledge of current housekeeping, maintenance, and security principles and guidelines.

Course Requirements

Here is a listing of the classes involved in this certificate. There may be additional courses that meet these requirements. Please check the current course catalog and online class schedule for additional information and offerings. The entire Associate in Applied Science degree may be completed online; however, some faculty may require proctored exams. Approved proctored sites are listed at http://www.kctcs.edu/en/Students/LearnByTerm.aspx under student services.

		Hospitality Management	
Course Prefix	**Course Number**	**Course Title**	**Credit Hours**
Required:			
HOS	100	Introduction to Hospitality	3
CUL	100	Culinary Arts Profession	2
HOS	282	Tourism Marketing	3
Choose 9 hours from the following Technical Courses. Students may select other courses (HOS or CUL) as approved by the Business Administration Systems Program Coordinator.			
BAS	200	Small Business Management	3
BAS	274	Human Resource Management	3
COE	199	Cooperative Education: (Business Administration OR	1-3

BAS	280	Business Internship	(1-3)
BAS	290	Management, Ethics & Society	(1-3)
CUL	200	Sanitation & Safety	3
CUL	105	Applied Fundamentals of the Culinary Arts Profession	2
CUL	280	Cost & Control	3
HOS	160	Security for the Hospitality Industry	3
HOS	200	Cultural Heritage Tourism	3
HOS	210	Front Office Operations & Management	3
HOS	220	Housekeeping & Maintenance Management	3
CUL	270	Human Relations Management	3
		Total Credits	**17**

Helpful links:

APPLICATION: http://www.kctcs.edu/students/admissions/apply_online.aspx

CALENDAR: http://www.kctcs.edu/Students/LearnByTerm/Calendar.aspx

CONTACTS: http://www.kctcs.edu/Students/LearnByTerm/Learn_By_Term_Advisors/College_Contacts.aspx

COURSES: http://www.kctcs.edu/Students/LearnByTerm/Online_Courses.aspx

FINANCIAL AID: http://www.kctcs.edu/Students/Costs_and_Financial_Aid.aspx

GETTING STARTED: http://www.kctcs.edu/Students/LearnByTerm/Getting_Started.aspx

STUDENT TUTORIAL: http://www.kctcs.edu/Students/LearnByTerm/Tutorials.aspx

KCTCS COURSES AVAILABLE AT KYVC: http://kyvc.org/

APPROVED:

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