ASSOCIATE IN APPLIED SCIENCE DEGREE

BUSINESS ADMINISTRATION SYSTEMS
HOSPITALITY MANAGEMENT TRACK

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 Track prepare 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** and **West Kentucky Community and Technical College** offer this degree .

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 Track

Upon completion of this option, 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 degree. 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.

Outline:

Program Title: **AAS-Business Administration Systems**

Core

General Education:

Course Prefix	Course Number	Course Title	Credit Hours
ENG	101	Writing I	3
COM	181	Basic Public Speaking OR	3
COM	252	Introduction to Interpersonal Communication	(3)

ECO	101	Contemporary Economic Issues OR	3	
ECO	201	Principles of Microeconomics OR	(3)	
ECO	202	Principles of Macroeconomics	(3)	
MAT	105	Business Mathematics OR	3	
MAT	110	Applied Mathematics OR Higher Quantitative Reasoning	(3)	
		Heritage/Humanities	3	
		Natural Sciences	3	
		Sub Total	**18**	
Technical Courses:				
CIS	100	Introduction to Computers OR	3	
OST	105	Introduction to Information Systems	(3)	
ENG	102	Writing II OR	3	
OST	235	Business Communications Technology	(3)	
CIS	130	Microcomputer Applications and Development OR	3	
OST	240	Software Integration	(3)	
BAS	160	Introduction to Business	3	
BAS	250	Business Employability Seminar	1	
BAS	267	Introduction to Business Law	3	
BAS	282	Principles of Marketing	3	
BAS	283	Principles of Management	3	
ACC	201	Financial Accounting OR	3	
ACT	101	Fundamentals of Accounting I AND	(3)	
ACT	102	Fundamentals of Accounting II	(3)	
ACC	202	Managerial Accounting	3	
		Technical Subtotal		**28-31**
		Core Subtotal		**46-49**

Program Title: Hospitality Management Track

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 (not duplicated from the core) from the following Technical Courses. Students may select other courses (HOS, CUL, & BAS) as approved by the Business Administration Systems Program Coordinator.				
BAS	200	Small Business Management	3	
BAS	274	Human Resource Management	3	
BAS	290	Management, Ethics & Society	3	
COE	199	Cooperative Education: Business Administration OR	1-3	
BAS	280	Business Internship	(1-3)	
CUL	200	Sanitation & Safety	2	
CUL	105	Applied Fundamental 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 Management	3	
HOS	220	Housekeeping & Maintenance Management	3	
CUL	270	Human Relations Management	3	
		Subtotal		**17**
		Total Credit Hours		**63-66**

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:

REVISED: May 2003, May 2004, March 2005, December 2005, May 2007, March 2008; May 2009; January 2011, April 2011, March 2012