# BUSINESS ADMINISTRATION SYSTEMS LEADERSHIP 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 Leadership Certificate enables the student to qualify for leadership positions, work effectively in teams, lead problem solving work groups, understand the conflict resolution processes and plan effectively.

## List of Colleges

**Ashland Community and Technical College, Big Sandy Community and Technical College, Bowling Green Technical College, Elizabethtown Community and Technical College, Gateway Community and Technical College, Hazard Community and Technical College, Hopkinsville Community College, Jefferson Community and Technical College, Madisonville Community College, Maysville Community and Technical College, Owensboro 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 – Leadership Certificate

Upon completion of this certificate, the graduate can:

1. Apply techniques of leadership to achieve personal, group and organizational goals through the applications of behavioral and motivational understanding.
2. Explain, analyze and interpret attitudes and behaviors that effect personal group interaction.
3. Explain and utilize effective verbal, nonverbal and written communication techniques.
4. Demonstrate an understanding of team-building, employee empowerment, business Ethics, decision-making, problem-solving and quality.
5. Set goals, formulate plans and utilize resources.

## 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.

| | | **Leadership** | |
|---|---|---|---|
| **Course Prefix** | **Course Number** | **Course Title** | **Credit Hours** |
| **Required:** | | | |
| BAS | 288 | Personal and Organizational Leadership | 3 |
| BAS | 160 | Introduction to Business | 3 |
| ECO | 101 | Contemporary Economic Issues OR | 3 |
| ECO | 201 | Principles of Microeconomics OR | (3) |
| ECO | 202 | Principles of Macroeconomics | (3) |
| COM | 181 | Basic Public Speaking OR | 3 |
| COM | 252 | Introduction to Interpersonal Communication | (3) |
| | | **Total Credits** | **12** |

**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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