

Business Administration Systems

Associate of Applied Science Degree in Business Administration Systems

Somerset Community College
Program Overview

somerset.kctcs.edu

PROGRAM DETAILS

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 program offers an Associate in Applied Science degree, diplomas and a variety of certificates in the areas of Accounting, Financial Perspectives, General Business, Informatics, Leadership, Management, Office Systems, Sales, Small Business Management, and Supervisory Management.

The curriculum is designed for those who seek entry level jobs as well as for currently employed individuals wishing to enhance their skills. A student specializes by choosing from the available tracks, diplomas and certificates.

- The Accounting track/certificate leads to careers in accounting including bookkeeper, accounting clerk, cost payroll clerk and any position using microcomputer-based systems.
- The Informatics track/certificate prepares students for careers in business including Business Analyst and positions that query and report on the business's key performance indicators and success factors.
- The Management track/certificate prepares the student with broad-based management knowledge and skills which lead to a variety of positions in organizations.
- The Office Systems track/diploma/certificate prepares the student with a broad base of knowledge and skills needed for a variety of positions in an office.

OTHER DIPLOMAS AND CERTIFICATES:

- The Small Business Management diploma/certificate curricula is designed to prepare students for the position of entrepreneur and business owner and offers the prospective business owner the fundamentals of starting and operating a business.
- The Business Transfer and Advanced Business Administration certificates are designed to be building blocks to complete the Associate in Applied Science Degree, and Business Administration Core courses.
- The Business Transfer certificate is designed to provide the business transfer student an exit point by offering business preparation courses that will transfer to a four year institution.



- The Financial Perspective certificate prepares the student for entry level positions in accounting, financial services and small business management.
- The General Business certificate prepares the students for a variety positions in supervision, management and general business.
- 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.
- The Organization Leadership diploma curriculum is designed to prepare students to manage a department or to become team leaders in team-based or self-managed organizations.
- The Sales certificate prepares the student for a career in sales.
- The Supervisory Management certificate prepares the students in the field of front-line supervision.

ADVISOR

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BUSINESS ADMINISTRATION SYSTEMS CREDENTIALS:

AAS DEGREES—BUSINESS ADMINISTRATION SYSTEMS:
Accounting Track (61-64 credit hours)
Informatics Track (64-67 credit hours)
Management Track (63-67 credit hours)
Office Systems Track (64-67 credit hours)

DIPLOMAS:

Accounting (39-45 credit hours) Informatics (40-45 credit hours)
Office Systems (40-46 credit hours)
Organizational Leadership (39-46 credit hours)
Small Business Management (37-43 credit hours)

CERTIFICATES:

Accounting (18-21 credit hours)
Advanced Business Administration (15 credit hours)
Business Transfer (15 credit hours)
Financial Perspectives (9-12 credit hours)
General Business (12 credit hours)
Informatics Business Analyst (6 credit hours)
Informatics Fundamentals (9 credit hours)
Leadership (12 credit hours)
Management (15 credit hours)
Office Systems (18 credit hours)
Sales (12 credit hours)
Small Business Management (18-21 credit hours)
Supervisory Management (21 credit hours)

Management Track students can learn more about the Transfer Agreement with the University of the Cumberlands by visiting:
<http://gradweb.ucumberlands.edu/pathways-information-kctcs-students>



SOMERSET
COMMUNITY COLLEGE

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Advising Planner

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REQUIRED COURSES

GENERAL EDUCATION REQUIREMENTS (21 HOURS)

	Credits
ENG 101 Writing I	3
COM 181 Basic Public Speaking <u>OR</u>	3
COM 252 Introduction to Interpersonal Communication	(3)
ECO 101 Contemporary Economic Issues <u>OR</u>	3
ECO 201 Principles of Microeconomics <u>OR</u>	(3)
ECO 202 Principles of Macroeconomics	(3)
MAT 105 Business Mathematics <u>OR</u>	3
MAT 110 Applied Mathematics <u>OR</u> Higher Math.	(3)
Heritage/Humanities	3
Natural Sciences.	3

TECHNICAL COURSES REQUIRED (25-28 HOURS)

CIT 105 Introduction to Computers <u>OR</u>	3
OST 105 Introduction to Information Systems	(3)
ENG 102 Writing II <u>OR</u>	3
OST 235 Business Communications Technology	(3)
CIT 130 Productivity Software <u>OR</u>	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 <u>OR</u>	3
ACT 101 Fundamentals of Accounting I <u>AND</u>	(3)
ACT 102 Fundamentals of Accounting II <u>AND</u>	(3)
ACC 202 Managerial Accounting	3

DEGREE OPTION COURSES (15-18 HOURS)

Varied Depending on Degree Option 15-18
(See the Course Catalog or the Appropriate Advising Plan)

TOTAL HOURS FOR PROGRAM – 61-67

COORDINATOR'S NOTES:

All required courses are either offered on-campus, on-line, or in both formats.

Students in the program are a diverse group. A few are high school students; many are recent high school graduates, while others are non-traditional students who are returning to school after several years in the workforce. Students with varied backgrounds, viewpoints, and life/work experiences provide differing insights on the material being learned. The result of this diversity is more critical thinking on the part of the students and an enriched learning experience.

SEMESTER COURSE LISTING

SEMESTER ONE (15 HOURS)

ENG 101
BAS 160
ACC 201
MAT 105, 110 or higher
CIT 105 or OST 105

SEMESTER TWO (15 HOURS)

ENG 102 or OST 235
ACC 202
CIT 130 or OST 240
BAS 282
BAS 283

SEMESTER THREE (15-18 HOURS)

COM 181 or COM 252
Science Course
Degree Option Courses
(9-12 hrs.)

SEMESTER FOUR (16 HOURS)

BAS 250
BAS 267
ECO 101, 201, or 202
Heritage/Humanities
Degree Option Courses
(6 hours)

TOTAL HOURS FOR PROGRAM – 61-67

Notes: