



ASSOCIATE OF APPLIED SCIENCE DEGREE

BUSINESS ADMINISTRATION MANAGEMENT OPTION

Program Description

Thank you for your interest in the Associate of Applied Science Business Administration Management Option. The Business Administration 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 curriculum is designed for those who seek entry level jobs as well as for currently employed individuals wishing to enhance their skills. The Management Option prepares the student with broad-based management knowledge and skills which lead to a variety of positions in organizations.

List of Colleges

[Ashland Community & Technical College](#), [Big Sandy Community & Technical College](#), [Elizabethtown Community & Technical College](#), [Gateway Community & Technical College](#), [Hazard Community & Technical College](#), [Henderson Community College](#), [Hopkinsville Community College](#), [Jefferson Community & Technical College](#), [Madisonville Community College](#), [Maysville Community & Technical College](#), [Somerset Community College](#), [Owensboro Community & Technical College](#), [Southeast Kentucky Community & Technical College](#), and [West Kentucky Community & Technical College](#) offer this degree.

One of these colleges must be designated as your Home College because only a Home College can confer a degree. Even though the classes will be delivered by different KCTCS colleges, 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 www.kctcs.edu/distancelearning.

Management Option Competencies

Upon completion of this option, the graduate can:

1. Set goals, formulate plans, and utilize resources.
2. Determine activities to accomplish objectives, assign work, and delegate authority.
3. Design jobs, incentive systems, and training programs to improve productivity.
4. Assess progress by utilizing qualitative and quantitative techniques.
5. Demonstrate an awareness of trends and their impact on management decisions.

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 www.kctcs.edu/distancelearning under student services.

General Education:	
ENG 101 Writing I	3
CIS 100 Introduction to Computers OR	3
CS 101 Introduction to Computers I OR	(3)
OST 105 Introduction to Information Systems	(3)
Oral Communications Course	3
Economics Course	3
Mathematics Course	3
Heritage/Humanities Course	3
Science Course	3

Technical Core Courses:	
Writing Course as Approved by Business Administration Program Coordinator	3
CIS 130 Microcomputer Applications and Development OR	3
OST 240 Software Integration	(3)
BA 160 Introduction to Business OR	3
B&E 100 Introduction to Business and Economics	(1)
BA 250 Business Employability Seminar	1
BA 267 Introduction to Business Law	3
BA 282 Principles of Marketing	3
BA 283 Principles of Management	3
ACC 201 Financial Accounting I OR	3

ACT 101 Fundamentals of Accounting I AND	(3)
ACT102 Fundamentals of Accounting II	(3)
ACC 202 Managerial Uses of Accounting Information	3
QMS 101 Quality Management Principles	3
Subtotal	47 - 52

MANAGEMENT OPTION

Required:	
BA 212 Introduction to Financial Management OR	3
Second Mathematics Course	(3)
BA 284 Applied Management Skills	3
Choose a total of 11 – 12 hours from the following Approved Management/Technical Courses – up to 3 hours of the total 12 may be selected from the “Technical Courses.”**	
Management Courses:	
ACT 277 Managerial Accounting	3
BA 200 Small Business Management	3
BA 212* Introduction to Financial Management	3
BA 220 Labor Relations in the Industrial and Public Safety Sectors	3
BA 256 International Business	3
BA 260 Professional Development and Protocol	2
BA 274 Human Resources Management	3
BA 285 Problems in Marketing and Management	3
BA 287 Supervisory Managements	3
BA 288 Personal and Organizational Leadership	3
BA 291 Retail Management	3
BA 299 Selected Topics in Business Administration : (Topic)	1 – 3
OST 275 Office Management	3

QMS 202 Performance Management	3
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**Technical Courses	
ACT 277 Managerial Accounting	3
ACT 280 Cost Accounting	3
BA 120 Personal Finance	3
BA 150 Doing Business on the Internet OR	1
CIS 150 Doing Business on the Internet	(1)
BA 151 Introduction to Electronic Commerce OR	3
CIS 151 Introduction to Electronic Commerce	(3)
CIS 230 Advanced Microcomputer Applications	3
CMS 152+Writing for Business and Industry OR	3
ENG 203+ Business Writing OR	(3)
OST 235+ Business Communications Technology	(3)
COE 199 Cooperative Education: Business Administration OR	1-4
BA 280 Business Internship	(1-4)
ECO 201++ Principles of Economics I OR	3
ECO 202++ Principles of Economics II	(3)
IT 132 Web Page Development	3
IT 237 Help Desk I	3
OST 110 Document Formatting and Word Processing	3
QMS 201 Quality Customer Service	3
Subtotal	17-18
Total Credit	64-70

*Not allowed as an Approved Management Course if course has been taken as an option required course.

**Students may select other courses approved by the Business Administration Program Coordinator

+Not allowed as a technical course if courses have been taken for a requirement in the core.

++Not allowed as a technical course if course has been taken for general education requirement in the core.

Helpful links:

COURSES: <http://www.kctcs.edu/distancelearning/Courses.htm>

CONTACTS: <http://www.kctcs.edu/distancelearning/collegeContacts.htm>

FINANCIAL AID: <http://kctcs.edu/student/financialaidscholarships/index.htm>

GETTING STARTED: <http://www.kctcs.edu/distancelearning/gettingstarted.htm>

KCTCS CONTACTS: <http://kctcs.edu/distancelearning/DLPeerTeam.htm>

ONLINE BOOKSTORE: <http://www.campusstores.com/kctcs/index.asp>

STUDENT TUTORIAL: <http://www.kctcs.edu/distancelearning/tutorials.htm>

Revised: April 2008