ASSOCIATE IN APPLIED SCIENCE DEGREE

BUSINESS ADMINISTRATION SYSTEMS
REAL ESTATE 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 Real Estate Management Track leads to a career in real estate which may include sales, finance, counseling, development, marketing analysis, valuation, and/or property management.

List of Colleges

The following colleges offer this degree:

Ashland Community & Technical College
Big Sandy Community & Technical College
Elizabethtown Community & Technical College
West Kentucky Community & Technical College

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 – Real Estate Management Track

Upon completion of this option, the graduate can:

1. Demonstrate an understanding and knowledge of the real estate profession.
2. Demonstrate a working knowledge of licensing requirements, real estate law, and the Basic elements of brokerage and property management.
3. Select and use appropriate techniques/methods of appraising real estate property for loans, estate settlements and listings.
4. Demonstrate an understanding of the current financial instruments and financial institutions used in real estate transactions.
5. Identify and explain pertinent laws and regulations as applied to real estate and environmental issues.

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: **Real Estate Management Track**

Course Prefix	Course Number	Course Title	Credit Hours
Required:			
REA	100	Real Estate Principles I	3
REA	121	Appraising	3
REA	225	Real Estate Finance	3
REA	230	Real Estate Law	3
Choose 6 hours (not duplicated from the core) from the following Technical Courses. Students may select other courses as approved by the Real Estate Program Coordinator.			
REA	120	Real Estate Marketing	3
REA	122	Construction and Blueprints	3
REA	200	Real Estate Principles II	3
REA	201	Property Management	3
REA	202	Real Estate Investments I	3
REA	203	Commercial and Industrial Property	3
REA	204	Land Planning and Development	3
REA	205	Farm Brokerage	3
REA	212	Real Estate Investments II	3
REA	220	Real Estate Brokerage Management	3
COE	199	Cooperative Education: (Business Administration) OR	1-4

BAS	280	Business Internship	(1-4)
		Subtotal	**18**
		Total Credits	**64-67**

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/