BUSINESS ADMINISTRATION SYSTEMS
ACCOUNTING
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 Accounting certificate leads to careers in accounting including bookkeeper, accounting clerk, cost payroll clerk and positions using microcomputer-based systems.

List of Colleges

Big Sandy Community and Technical College, Southcentral Kentucky Community and Technical College, Elizabethtown Community and Technical College, Gateway Community and Technical College, Hazard Community and Technical College, Henderson Community College, Hopkinsville Community 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 – Accounting Certificate

Upon completion of this option, the graduate can:

1. Explain the elements of internal control systems.
2. Demonstrate the use and function of emerging/existing communication and information processing technology and its application to accounting practice.
3. Demonstrate the knowledge of cost systems in relation to management control and decision-making.
4. Demonstrate the ability to identify, organize and communicate relevant data used in external financial reporting.
5. Demonstrate a basic understanding of the Federal Income Tax System as it applies to individuals.

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.

Program Title: Accounting

Course Prefix	Course Number	Course Title	Credit Hours
Required:			
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
Choose 12 hours from the following Technical Courses. Students may select other courses as approved by the Business Administration Systems Program Coordinator.			
ACT	196	Payroll Accounting	3
ACT	277	Managerial Accounting Topics	3
ACT	279	Computerized Accounting Systems	3
ACT	281	Individual Taxation	3

ACT	286	Financial Accounting Topics	3	
ACT	290	Selected Topics in Accounting (Topic)	1-3	
ACT	295	Corporate and Partnership Taxation	3	
BAS	120	Personal Finance	3	
BAS	212	Introduction to Financial Management	3	
CIS	230	Advanced Microcomputer Applications	3	
COE	199	Cooperative Education: (Business Administration) OR		
BAS	280	Business Internship	(3)	
		Total Credits		**18-21**

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

Accounting Recordkeeping Specialist

Course Prefix	Course Number	Course Title	Credit Hours
Required:			
ACC	201	Financial Accounting OR	3
ACT	101	Fundamentals of Accounting I AND	(3)
ACT	102	Fundamentals of Accounting II	(3)
ACT	196	Payroll Accounting	3
ACT	279	Computerized Accounting Systems	3
ACT	281	Individual Taxation	3
ACT	286	Financial Accounting Topics	3
IT	100	Computer Literacy OR	3
CIS	100	Introduction to Computers OR	(3)
OST	105	Introduction to Information Systems	(3)
		Total Credits	**18-21**

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/