



LEARN BY TERM

BUSINESS ADMINISTRATION SYSTEMS INFORMATICS DIPLOMA

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 Diploma leads to careers in accounting including bookkeeper, accounting clerk, cost payroll clerk and positions using microcomputer-based systems.

List of Colleges

The following college offer this degree:

[Somerset Community College](#)

This college 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 – Informatics Diploma

Upon completion of this option, the graduate can:

Technical Competencies

1. Describe the foundations of information.
2. Demonstrate the transformation of data into meaningful information.
3. Demonstrate the use of reasoning and logic in solving problems.
4. Demonstrate the use of databases and database systems to provide meaningful information.
5. Describe the components and analysis of an information system.
6. Describe the use of network systems and data communication in a business environment.
7. Describe commonly used Enterprise Systems and Business Intelligence applications.
8. Describe and demonstrate tools and techniques used in quantitative analysis

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: Informatics Diploma			
General Education:			
Area 1 =			
ENG	101	Writing I	3
Area 2 =			
ECO	101	Contemporary Economics OR	3
ECO	201	Principles of Microeconomics OR	(3)
ECO	202	Principles of Macroeconomics	(3)
General Education Subtotal			6
Required Technical:			
CIT	105	Introduction to Computers OR	3
OST	105	Introduction to Information Systems	(3)
BAS	160	Introduction to Business	3
BAS	283	Principles of Management	3
BAS	282	Principles of Marketing	3
ACC	201	Financial Accounting OR	3
ACT	101	Fundamentals of Accounting I AND	(3)
ACT	102	Fundamentals of Accounting II	(3)
IFM	128	Principles of Informatics	3
CIT	120	Computational Thinking	3
CIT	170	Database Design Fundamentals	3
IFM	215	Information Systems Analysis	3
Required Technical Subtotal			27-30
Related Courses (Choose 6 credit hours from the following Technical Courses. Students may select other courses as approved by the Business Administration Program Coordinator.)			
IFM	130	Business Data Communications	3
IFM	235	Information Systems and Business Intelligence	3
MGT	258	Project Management	3
IFM	111	Client-Side Informatics Software	3
IFM	225	Advanced Informatics	3
IFM	211	Collaboration Software	3
Approved Technical Subtotal			6
Total			39 –42
* No course can be used to fulfill more than one requirement.			

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/>