BUSINESS ADMINISTRATION SYSTEMS
SMALL BUSINESS MANAGEMENT
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 Small Business Management Diploma curriculum 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.

List of Colleges

The following colleges offer this degree

Ashland Community & Technical College
Big Sandy Community & Technical College
Elizabethtown Community & Technical College
Hazard Community & Technical College
Jefferson Community & Technical College
Madisonville Community College
Somerset Community College
Southcentral Kentucky 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 – Small Business Management Diploma

Upon completion of this diploma, the graduate can:

Technical Competencies

1. Demonstrate an understanding of the basic financial accounting concepts, applications, reporting and interpretations.
2. Demonstrate an understanding of the operation of the economic system and how it affects individuals, organizations and society.
3. Describe and compare legal forms of small business operations.
4. Explain, identify and compare sources of funding for small business.
5. Analyze and interpret financial documents for planning, organizing, and controlling small business.
6. Demonstrate an understanding of the role of marketing and customer focus in an organization.
7. Demonstrate an understanding of the functions of management—planning, organizing, leading, staffing and controlling.

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: Small Business Management Diploma

Course Prefix	Course Number	Course Title	Credit Hours
General Education			
Area 1=			
ENG	101	Writing I OR	3
COM	181	Basic Public Speaking OR	(3)
COM	252	Introduction to Interpersonal Communication	(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:			
CIS	100	Introduction to Computers OR	3
OST	105	Introduction to Information Systems	(3)
BAS	160	Introduction to Business OR	3
BAS	170	Entrepreneurship*	(3)
BAS	200	Small Business Management	3
BAS	212	Introduction to Financial Management * OR	3
		Second Mathematics Course*	(3)
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	177	Entrepreneurial Accounting OR	(3)
ACT	101	Fundamentals of Accounting I AND	(3)
ACT	102	Fundamentals of Accounting II	(3)
		Required Technical Subtotal	**24-27**
Choose 6 hours (not duplicated from the core) from the following Technical Courses. Students may select other courses as approved by the Business Administration Systems Program Coordinator.			
CIS	150	Doing Business On The Internet	1
BAS	212	Introduction to Financial Management *	3
BAS	170	Entrepreneurship*	3
BAS	274	Human Resource Management	3
BAS	284	Applied Management Skills	3
BAS	287	Supervisory Management	3
BAS	288	Personal and Organizational Leadership	3
BAS	290	Management, Ethics & Society	3
ACT	196	Payroll Accounting	3
ACC	202	Managerial Accounting	3
CIS	130	Microcomputer Applications & Development OR	3
CIS	230	Advanced Computer Applications OR	(3)
OST	240	Software Integration	(3)
QMS	101	Introduction to Quality Systems	3
		Approved Technical Courses	**6**
		Total Credits	**36-39**

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/