



For more information contact:
Hazard Community & Technical College
One Community College Drive
Hazard, KY 41701
Program Coordinator: Tammy Richie
Phone: 606-487-3130 or Fax: 606-439-2988
Email: Tammy.Richie@kctcs.edu

All applicants meeting the appropriate academic requirement and technical standards shall be considered equally for admission to a community college or any academic program regardless of race, color, religion, sex, marital status, beliefs, sexual orientation, national origin, age, or physical or mental disability.

How to Apply

Please submit the following items to the Admissions Office

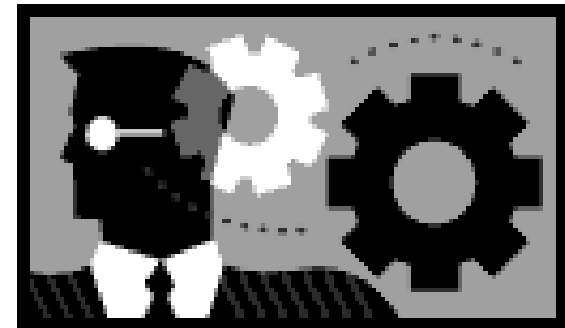
1. A completed HCTC admissions application.
2. Official high school transcripts or GED scores, as applicable.
3. Official transcripts from other non-KCTCS colleges or institutions you have attended, if applicable.
4. ACT scores, if available. If you have not taken the ACT or you did not receive an *18 or higher* in Writing, Reading, and/or Mathematics sections, you must take the COMPASS placement test, which is given at HCTC.

To contact the Admissions Office, call
800-246-7521, Ext. 73311.

www.hazard.kctcs.edu



Business Administration Program



Associate Degree In Applied Science

Hazard Community and Technical College AAS Degree—Business Administration Options

MANAGEMENT OPTION

Required:

BA 212 Introduction to Financial Management OR Second Math Course	3 (3)
BA 284 Applied Management Skills Management/Technical Electives	3 11-12
*6 hours of the total 12 may be selected from the "Technical Courses."	
Subtotal	17-18
Total Credits	64-70

Approved Management/Technical Courses
to be listed in the catalog.

OFFICE SYSTEM OPTION

Required:

OST 110 Document Formatting and Word Processing	3
OST 210 Advanced Word Processing Applications	3
OST 215 Office Procedures	3
OST 220 Administrative Office Simulation Technical Courses*	3 6
Subtotal	18
Total Credits	65-70

Approved Office Systems Technical Courses listed in the catalog.

FINANCIAL PERSPECTIVES

Required:

ACT 101 Fundamentals of Accounting I*	3
ACT 102 Fundamentals of Accounting II*	3
BA 160 Introductions to Business	3
BA 120 Personal Finance	3
*ACC 201 & ACC 202 may be substituted	
Subtotal	12
Total Credits	12

Hazard Community and Technical College Business Administration Program

Quick Reference

<i>Degree Options</i>	<i>Hours</i>
Finance	62-67
Information Systems Management	68-73
Office Systems Management	65-70
Management	64-70

<i>Diplomas</i>	<i>Hours</i>
Office Systems	42
Organizational Leadership	36-39
Small Business Management	36

<i>Certificates</i>	<i>Hours</i>
Accounting	18
Advanced Business Administration	15
Basic Business Administration	15
Business Transfer	15
Financial Perspectives	12
General Business	12
Information Systems Management	21
Leadership Management	17-18
Office Systems	18
Small Business Management	15
Supervisory Management	21

ACT WorkKeys is a nationwide testing system that assesses a student's abilities in practical skills used in the workplace. ACT WorkKeys results can be used as documentation of those skills that can be shown to a potential or current employer. As part of the enrollment to Technical Programs, program majors are required to take a pre-test and graduating students are required to take a post-test for the program. A low WorkKeys testing score will not keep you from graduating in the program, but many [employers](#) will use WorkKeys scoring to help in determining employees for their companies. You as a student can use these testing scores (and a certificate presented by KCTCS) in your portfolios or addition to your resume when looking for a job after you graduate.

Hazard Community and Technical College AAS Degree—Business Administration

GRADUATION REQUIREMENTS

General Education:

ENG 101 Writing I	3
CIS 100 Introduction to Computers Applications OR	3
CS 101 Introduction to Computing I OR	(3)
OST105 Introduction to Information Systems	(3)
Oral Communication Course	3
Economics Course	3
Mathematics Course	3
Humanities/Fine Arts Course	3
Natural/Applied Science Course	3
Subtotal	21

Technical 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)
ACT 102 Fundamentals of Accounting II	(3)
ACC 202 Managerial Uses of Accounting Information	3
QMS 101 Quality Management Principles	3
Subtotal	26-31

TOTAL CREDIT HOURS REQUIRED 47-52

CONTACT ADMISSIONS FOR CURRENT INFORMATION

Hazard Community and Technical College AAS Degree—Business Administration

FINANCE OPTION

Required:

REQUIRED COURSES

BA 293 Principles of Finance	3
BA 212 Introduction to Financial Management	3

Choose 9 hours from the following Approved Technical Courses*:

REQUIRED COURSES

BA 120 Personal Finance	3
BA 294 Money and Financial Institutions	3
BA 295 International Finance	3
BA 299 Selected Topics in Bus. Admin: (Topic)	3
BA 280 Business Internship OR	1-4
COE 199 Cooperative Education	(1-4)

Subtotal 15

Total Credit Hours 62-67

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

INFORMATION SYSTEMS MANAGEMENT OPTION

Required:

CIS 110 Operating Systems Concept OR	3
ET 232 Computer Software Maintenance	(3)
Beginning Level Programming Language Course	3
CIS 120 Program Design and Development	3
CIS 220 Systems Analysis and Design	3
NIS 160 Networking Core Technologies OR	3
CIS 210 Communications and Networking	(3)
IT 170 Introduction to Database Design	3
Technical Course	3

Subtotal 21

Total Credits 68-73

Approved ISM Technical Courses to be listed in the catalog.