

# BUSINESS ADMINISTRATION

The Business Administration 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 Program offers an Associate in Applied Science degree, diplomas, and a variety of certificates in the areas of Accounting, Entrepreneurship, Financial Perspectives, General Business, Hospitality Management, Human Resource Management, Informatics, Leadership, Management, Operations Management, Real Estate Management, Small Business Management, Team Leadership and more.

The curriculum is designed for those who seek entry level jobs as well as for currently employed individuals wishing to enhance their skills. A student specializes by choosing from the following Tracks, Diplomas and Certificates:

The Accounting Track/Certificate leads to careers in accounting including bookkeeper, accounting clerk, cost payroll clerk and positions using microcomputer-based systems.

The Business Management Track leads to careers for planning and managing people and other resources within organizations.

The Equine Business Management Track provides the knowledge and skills students need to take advantage of various employment opportunities within the horse industry.

The Hospitality Management Track/Certificate prepares students for careers directing specific aspects of hospitality operations and for overall hospitality management.

The Human Resource Management Track/Certificate prepares students for entry-level positions in the human resource field and related occupations.

The Management Track/Certificate prepares the student with broad-based management knowledge and skills which lead to a variety of positions in organizations.

The Marketing Track prepares for careers in various industries utilizing skills within marketing, sales, retail management, social media marketing or entrepreneurship.

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

The Organizational Leadership Diploma curriculum is designed to prepare students to manage a department or to become team leaders in team-based or self-managed organizations.

The Small Business Management Diploma/Certificate curricula 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.

The Accounting Recordkeeping Specialist Certificate prepares students for entry level employment as a bookkeeper.

The Advanced Business Administration Certificate is designed to be a building block to complete the Associate in Applied Science Degree, Business Administration Core courses.

The Business Transfer Certificate is designed to provide the business transfer student an exit point by offering business preparation courses that will transfer to a four-year institution.

The Entrepreneurship Certificate is focused on providing foundational business knowledge necessary to turn a project, idea, product, or service into a business venture. Certificate graduates will learn how to prepare a business plan, identify sources of venture and operating capital, gain product development knowledge, learn methods of marketing their idea or business, learn how to read and understand financial statements, and gain personal and organization leadership qualities that will provide business tools to new or current entrepreneurs.

The Financial Perspectives Certificate prepares the student for entry-level positions in accounting, financial services, and small business management.

The General Business Certificate prepares the student for positions in supervision, management, and general business.

The Operations Management Certificate provides students with the knowledge and skills needed to effectively function as first-line supervisors in an operations environment whether in distribution, services, or manufacturing. It will also increase the understanding of the operations function for non-operations students who will be working in a distribution, services or manufacturing organization.

The Payroll Accounting Specialist Certificate prepares the student for entry level work in payroll processing.

The Public Leadership Certificate enables the student to qualify for leadership positions, work effectively in teams, lead problem solving work groups, understand the conflict resolution processes and plan effectively. The Supervisory Management Certificate prepares the student in the field of front-line supervision.

The Social Media Marketing Certificate will provide students who are interested in social media technology a holistic approach to running a social media marketing campaign.

The Team Leadership Certificate prepares the student for a career in team leadership, supervision and/or management in a variety of different organizations. Modules are available.

## Degrees

- Business Administration - AAS (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/business-administration-aas/>)
  - Accounting Track (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/business-administration-aas/#accountingtrack>)
  - Business Management Track (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/business-administration-aas/#businessmanagementtrack>)
  - Equine Business Management Track (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/business-administration-aas/#equinebusinessmanagementtrack>)
  - Hospitality Management Track (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/business-administration-aas/#hospitalitymanagementtrack>)
  - Human Resource Management Track (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/business-administration-aas/#humanresourcemanagementtrack>)

- Management Track (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/business-administration-aas/#managementtrack>)
- Marketing Track (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/business-administration-aas/#marketingtrack>)
- Real Estate Management Track (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/business-administration-aas/#realestatemanagementtrack>)

## Diplomas

- Organizational Leadership - Diploma (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/organizational-leadership-diploma/>)
- Small Business Management - Diploma (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/small-business-management-diploma/>)

## Certificates

- Accounting - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/accounting-certificate/>)
- Accounting Recordkeeping Specialist - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/accounting-recordkeeping-specialist-certificate/>)
- Advanced Business Administration - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/advanced-business-administration-certificate/>)
- Business Transfer - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/business-transfer-certificate/>)
- Entrepreneurship - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/entrepreneurship-certificate/>)
- Financial Perspectives - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/financial-perspectives-certificate/>)
- General Business - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/general-business-certificate/>)
- Hospitality Management - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/hospitality-management-certificate/>)
- Human Resource Management - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/human-resource-management-certificate/>)
- Management - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/management-certificate/>)
- Operations Management - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/operations-management-certificate/>)
- Payroll Accounting Specialist - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/payroll-accounting-specialist-certificate/>)
- Public Leadership - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/public-leadership-certificate/>)
- Real Estate Pre-Licensing - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/real-estate-pre-licensing-certificate/>)

- Real Estate Residential - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/real-estate-residential-certificate/>)
- Small Business Management - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/small-business-management-certificate/>)
- Social Media Marketing - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/social-media-marketing-certificate/>)
- Supervisory Management - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/supervisory-management-certificate/>)
- Team Leadership - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/business-administration/team-leadership-certificate/>)