

## BUSINESS ADMINISTRATION SYSTEMS

### What is

### Business Administration systems?

If you are highly organized and enjoy working with people, you might enjoy working in customer service, sales or human resources. OCTC's Business Administration Systems program can help you prepare for those careers and others.

Some of our students are preparing for their first jobs

while others are making plans for second careers. Either way, OCTC offers associate degrees as well as diplomas and certificates. You may tailor your studies to your interests. Get ready to climb that corporate ladder with a degree from OCTC.



### Job Outlook

In Kentucky, human resource assistants earn an average of 37,642 while customer service representatives earn an

average of 29,384.\* Salaries vary by area of specialization. See where our graduates Go2Work at [www.owensboro.kctcs.edu/gradsGo2Work](http://www.owensboro.kctcs.edu/gradsGo2Work).

\*Source: Kentucky Labor Market Information



# BUSINESS ADMINISTRATION SYSTEMS

## Recommended Course Sequence

### General Education Courses

24 credit hours

ENG 101	Writing 1
ENG 102	Writing 2
COM 181	Public Speaking
ECO 201	Micro Economics
HIS 104	History
MAT 150	College Algebra
	Science Course
CIT 105	Introduction to Computers

### Business Administration Core Courses

22 credit hours

BAS 160	Introduction to Business
BAS 250	Business Employability Seminar
BAS 267	Introduction to Business Law
BAS 282	Principles of Marketing
BAS 283	Principles of Management
ACC 201	Financial Accounting
ACC 202	Managerial Uses of Accounting Info.
CIT 130	PC Applications and Development

### Management Option Courses

18 credit hours

BE 284	Applied Management Skills
STA 220	Math Preferred or
BAS 212	Introduction to Financial Management
ECO 202	
SPA 101	Elementary Spanish I or
PHI 150	Business Ethics
PSY 110	Psychology
	Business Elective Course

For more information on the Business Administration Systems program, contact Michael Boyd at 270-686-4584 or [michael.boyd@kctcs.edu](mailto:michael.boyd@kctcs.edu).

[www.owensboro.kctcs.edu](http://www.owensboro.kctcs.edu)

