

**BUSINESS STUDIES
BUSINESS ADMINISTRATION
Management
Certificate**

Academic Plan Code

5202013209

Academic Subplan Code

Contact Information: Allison Smith				
allison.smith@kctcs.edu		270-534-3274		
Student Name		Student ID#		
	Course	Hours	Grade	Semester
Required:				
BAS 212 Introduction to Financial Management OR Quantitative Reasoning Course		3 (3)		
BAS 283 Principles of Management		3		
BAS 284 Applied Management Skills		3		
Technical Courses:				
Choose 6 hours from the following Approved Technical Courses: *				
BAS 110 Worksheets in Business Applications		3		
BAS 200 Small Business Management		3		
BAS 201 Customer Service Improvement Skills		3		
BAS 256 International Business		3		
BAS 260 Professional Development & Protocol		2		
BAS 274 Human Resource Management		3		
BAS 287 Supervisory Management		3		
BAS 288 Personal & Organizational Leadership		3		
BAS 289 Operations Management		3		
BAS 290 Management, Ethics & Society		3		
BAS 291 Retail Management		3		
BAS 299 Selected Topics in Management: (Track Topic)		1-3		
OST 275 Office Management		3		
Total Credits		15		
			Revised Date:	10/14/2019

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KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

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First Semester

Course No.	Course Title	Credit Hours
BAS 212	Introduction to Financial Management OR Quantitative Reasoning Course	3 (3)
BAS 283	Principles of Management	3
BAS 284	Applied Management Skills	3
	Approved Technical Courses*	6
Total Credits		15
Program Coordinator Notes:		
is completed.		
**Students may select other courses approved by the Business Administration Program Coordinator.		