

**BUSINESS STUDIES
BUSINESS ADMINISTRATION
Management
Certificate**

Academic Plan Code

5202013209

Academic Subplan Code

Contact Information: Allison McGullion				
allison.mcgullion@kctcs.edu		270-534-3274		
Student Name		Student ID#		
	Course	Hours	Grade	Semester
	Required:			
	BAS 212 Introduction to Financial Management OR Quantitative Reasoning Course from General Education	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 200 Small Business Management	3		
	BAS 256 International Business	3		
	BAS 260 Professional Development & Protocol	2		
	BAS 274 Human Resource Management	3		
	BAS 285 Problems in Marketing & 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		
	QMS 101 Introduction to Quality Systems	3		
	QMS 202 Performance Management	3		
	Total Credits	15		
		Revised Date: 1/30/2017		

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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	3
QMS 101	Introduction to Quality Systems OR	(3)
	Quantitative Reasoning Course from General Education	(3)
BAS 283	Principles of Management	3
BAS 284	Applied Management Skills	3
	Approved Technical Courses*	6
Total Credits		15

Program Coordinator Notes:

Courses listed may have prerequisites. Certificates and/or diplomas are awarded when the required course work is completed.

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

Available completely online