

**BUSINESS STUDIES
BUSINESS ADMINISTRATION
Supervisory Management
Certificate**

Academic Plan Code

5202013279

Academic Subplan Code

Contact Information: Allison McGullion				
allison.mcgullion@kctcs.edu		270-534-3274		
Student Name		Student ID#		
	Course	Hours	Grade	Semester
Required:				
BAS 160 Introduction to Business		3		
BAS 274 Human Resource Management		3		
BAS 287 Supervisory Management		3		
CIT 105 Introduction to Computers OR		3		
OST 105 Introduction to Information Systems		(3)		
OST 235 Business Communications Technology		3		
Technical Courses:				
Choose a total of 6 hours from the following Approved Technical Courses: *				
BAS 283 Principles of Management		3		
BAS 288 Personal and Organizational Leadership		3		
BAS 290 Management, Ethics & Society		3		
OST 275 Office Management		3		
QMS 101 Introduction to Quality Systems		3		
QMS 201 Customer Service Improvement Skills		3		
Total Credits		21		
				Revised Date: 1/30/2017

KCTCS is an equal opportunity employer and educational institution.

KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

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First Semester

Course No.	Course Title	Credit Hours
BAS 160	Introduction to Business	3
BAS 274	Human Resource Management	3
BAS 287	Supervisory Management	3
CIT 105	Introduction to Computers OR	3
OST 105	Introduction to Information Systems	(3)
OST 235	Business Communications Technology	3
	Approved Technical Courses*	6
Total Credits		21

Program Coordinator Notes:

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