

**BUSINESS STUDIES  
BUSINESS ADMINISTRATION  
Supervisory Management  
Certificate**

Academic Plan Code

5202013279

Academic Subplan Code

<b>Contact Information:</b> Allison Smith				
<a href="mailto:allison.smith@kctcs.edu">allison.smith@kctcs.edu</a>		270-534-3274		
Student Name		Student ID#		
	Course	Hours	Grade	Semester
<b>Required:</b>				
BAS 160 Introduction to Business		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		
<b>Technical Courses:</b>				
<b>Choose a total of 6 hours from the following Approved Technical Courses: *</b>				
BAS 201 Customer Service Improvement Skills		3		
BAS 274 Human Resource Management		3		
BAS 283 Principles of Management		3		
BAS 288 Personal and Organizational Leadership		3		
BAS 290 Management, Ethics & Society		3		
OST 275 Office Management		3		
<b>Total Credits</b>		<b>18</b>		
			<b>Revised Date:</b> 10/14/2019	

*KCTCS is an equal opportunity employer and educational institution.*

**KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM**

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<b>First Semester</b>		
Course No.	Course Title	Credit Hours
BAS 160	Introduction to Business	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
<b>Total Credits</b>		<b>18</b>

**Program Coordinator Notes:**

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