

**BUSINESS STUDIES
BUSINESS ADMINISTRATION
Team Leadership
Certificate**

Academic Plan Code

5202013309

Academic Subplan Code

Contact Information: Allison Smith				
allison.smith@kctcs.edu		270-534-3274		
Student Name		Student ID#		
	Course	Hours	Grade	Semester
	Required:			
	BAS 287 Supervisory Management	3		
	BAS 288 Personal & Organizational Leadership	3		
	CIT 105 Introduction to Computers OR	3		
	OST 105 Introduction to Information Systems	(3)		
	OST 235 Business Communications Technology	3		
	COM 181 Basic Public Speaking OR	3		
	COM 252 Interpersonal Communications	(3)		
	Technical Courses:			
	Choose 3 hours from the following Approved Courses*			
	BAS 160 Introduction to Business	3		
	BAS 201 Customer Service Improvement Skills	3		
	BAS 274 Human Resource Management	3		
	BAS 290 Management, Ethics & Society	3		
	Total Credits	18		
		Revised Date:	10/14/2019	

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 287	Supervisory Management	3
BAS 288	Personal & Organizational Leadership	3
CIT 105	Introduction to Computers OR	3
OST 105	Introduction to Information Systems	(3)
OST 235	Business Communications Technology	3
COM 181	Basic Public Speaking OR	3
	Technical Course	3
	*Choose from technical courses	3
Total Credits		18

Program Coordinator Notes:

Courses listed may have prerequisites. Certificates and/or diplomas are awarded when the required course work Available completely online.