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**Business Administration (5202013279)**

**Supervisory Management Certificate**

**Program Coordinator:** Dave Magee **E-mail:** david.magee@kctcs.edu **Phone:** (859) 246-6267

**Program Website**: <https://bluegrass.kctcs.edu/education-training/program-finder/business-administration.aspx>

**Student Name: Student ID:**

***Students need to be at KCTCS placement levels for all courses***

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| **Required** | **Credits** | **Term** | **Grade** | **Prereqs/Notes** |
| BAS 160 Introduction to Business (MGT160) | 3 |  |  |  |
| CIT 105 Introduction to Computers **OR**OST 105 Introduction to Information Systems | 3 |  |  |  |
| OST 235 Business Communications Technology | 3 |  |  |  |
| MGT 274 Human Resource Management (BAS274) | 3 |  |  |  |
| MGT 287 Supervisory Management (BAS287) | 3 |  |  |  |
|  Program Approved Course | 6 |  |  |  |
| **Total Semester Credit Hours** | **21** |  |  |  |

***Note: 25% of Total Program Credit Hours must be earned at Bluegrass Community and Technical College.***

**Advisor Name: Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Name: Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Approved Electives** |
| MGT 240 | Business Ethics and Self-Management (BAS290) |
| MGT 283 | Principles of Management (BAS283) |
| MGT 288 | Self-Management (BAS288) |
| OST 275 | Office Management |
| MGT 101 | Quality Management Principles (QMS101) |
| QMS 201 | Customer Service Improvement Skills |