****

**Business Administration Systems – Supervisory Management**

**Certificate**

**For students enrolled in the Business Administration Systems program in Spring 2019**

**Program Coordinator: Lauren Campbell E-mail:** [**lauren.campbell@kctcs.edu**](mailto:lauren.campbell@kctcs.edu) **Phone: 859-246-6264**

**Program Website:** [**https://bluegrass.kctcs.edu/education-training/program-finder/business-administration.aspx**](https://bluegrass.kctcs.edu/education-training/program-finder/business-administration.aspx)

**Student Name: Student ID:**

***Students must meet college readiness benchmarks as identified by the Council on Postsecondary Education or remedy the identified skill deficiencies.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Semester** | **Credit**  **Hours** | **Term** | **Grade** | **Prerequisites** | **Notes** |
| BAS 160 Introduction to Business | 3 |  |  |  | Same as MGT 160 |
| CIT 105 Introduction to Computers OR  OST 105 Introduction to Information Systems | 3 |  |  |  |  |
| Supervisory Management Technical Course | 3 |  |  |  |  |
| **Total Semester Credit Hours** | **9** |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Second Semester** | **Cr. Hrs.** | **Term** | **Grade** | **Prerequisites** | **Notes** |
| OST 235 Business Communications Technology | 3 |  |  | ENG 101 AND  CIT 105 or OST 105 |  |
| MGT 274 Human Resource Management | 3 |  |  |  | Same as BAS 274 |
| MGT 287 Supervisory Management | 3 |  |  |  | Same as BAS 287 |
| Supervisory Management Technical Course | 3 |  |  |  |  |
| **Total Semester Credit Hours** | **12** |  |  |  |
| **Total Certificate Credit Hours** | **21** |  |  |  |

|  |
| --- |
| * **25% or more of Total Certificate Credit Hours must be earned at BCTC** * **Grade of C or higher in each course required for the certificate** |

**Graduation Requirements:**

**Advisor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **Additional Information** |
| BAS Supervisory Management certificate is available completely online. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Supervisory Management Technical Courses** | | | |
| **Course** | **Cr. Hrs.** | **Prerequisites** | **Notes** |
| BAS 288 Personal and Organizational Leadership | 3 |  | OR MGT 288 |
| BAS 290 Management, Ethics and Society | 3 |  | OR MGT 240 |
| MGT 283 Principles of Management | 3 | BAS 160 | Same as BAS 283 |
| OST 275 Office Management | 3 |  |  |
| QMS 101 Introduction to Quality Systems | 3 |  | OR MGT 101 |
| QMS 201 Customer Service Improvement Skills | 3 |  |  |
| Other courses approved by Business Administration Systems Program Coordinator |  |  |  |