



Business Administration Systems – Supervisory Management Certificate

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

Program Coordinator: Lauren Campbell

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Program Website: <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				

- Graduation Requirements:**
- 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

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			