



Business Administration (5202013279)
Supervisory Management Certificate

Program Coordinator: Dave Magee

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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

Required		Credits	Term	Grade	Prereqs/Notes
BAS 160	Introduction to Business (MGT160)	3			
CIT 105	Introduction to Computers OR	3			
OST 105	Introduction to Information Systems				
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: _____

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