

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

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
CIT 105	Introduction to Computers OR	3			
OST 105	Introduction to Information Systems				
OST 235	Business Communications Technology	3			
COM 181	Basic Public Speaking OR	3			
COM 252	Intro. Interpersonal Comm.				
MGT 287	Supervisory Management (BAS287)	3			
MGT 288	Self-Management (BAS288)	3			
	Program Approved Course	3			
Total Semester Credit Hours		18			

Approved Electives	
BAS 160	Introduction to Business (MGT160)
MGT 240	Business Ethics and Self-Management (BAS290)
MGT 274	Human Resource Management (BAS274)
MGT 101	Quality Management Principles (QMS101)
QMS 201	Customer Service Improvement Skills
QMS 202	Performance Management

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

Advisor Name: _____ **Advisor Signature:** _____

Student Name: _____ **Student Signature:** _____