

**Business Administration Program
Maysville Community & Technical College
Certificate**

Open Admissions

Program and Management Option Coordinator:
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Management Certificate [Certificate Code: 5202013209]

Required:

_____BAS 283 Principles of Management (3)

_____BAS 212 Introduction to Financial Management (3) OR

_____QMS 101 Intro to Quality Systems OR

_____Second Mathematics Course from General Education not duplicative of core math

_____BAS 284 Applied Management Skills (3)

Choose 6 credit hours from the following approved Management Courses:

_____BAS 200 Small Business Management (3)

_____BAS 274 Human Resource Management (3)

_____BAS 285 Problems in Marketing & Management (3)

_____BAS 287 Supervisory Management (3)

_____BAS 288 Personal & Organizational Leadership (3)

_____BAS 291 Retail Management (3)

_____BAS 299 Selected Topics in Business Administration: (Topic) (1-3)

_____OST 275 Office Management

15 TOTAL CREDIT HOURS

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More detailed and updated information may be available www.maysville.kctcs.edu
KCTCS is an equal opportunity employer and education institution.

Note:

	Math	Reading	Writing
ACT	18	18	18
COMPASS	30 (Algebra)	81	70