

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

**Open Admissions**

Program and Management Option Coordinator:

Wendy Noble

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Accounting Option Advisor:

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Ext. 66162

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**Team Leadership Certificate [Certificate Code --5202013309]**

Required:

\_\_\_\_ OST 105 Intro to Information Systems **OR**

\_\_\_\_ CIT 105 Intro to Computers

\_\_\_\_ OST 235 Business Communications Technology **OR**

\_\_\_\_ COM 181 Basic Public Speaking (3) **OR**

\_\_\_\_ COM 252 Introduction to Interpersonal Skills (3)

\_\_\_\_ BAS 287 Supervisory Management (3)

\_\_\_\_ BAS 288 Personal & Organizational Leadership (3)

Choose 3 credit hours from the following approved Technical Courses:

\_\_\_\_ BAS 160 Introduction to Business (3)

\_\_\_\_ BAS 274 Human Resource Management (3)

\_\_\_\_ BAS 290 Management, Ethics, & Society (3)

\_\_\_\_ QMS 101 Introduction to Quality Systems (3)

\_\_\_\_ QMS 201 Computer Service Improvement Skills (3)

\_\_\_\_ QMS 202 Performance Management (3)

*Students may select other courses as approved by the Business Administration Systems Program Coordinator.*

**18 TOTAL CREDIT HOURS**