

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

**Open Admissions**

Program and Management Option Coordinator:  
Wendy Noble

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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

\_\_\_\_\_ 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**

Maysville Community & Technical College

More detailed and updated information may be available [www.maysville.kctcs.edu](http://www.maysville.kctcs.edu)

KCTCS is an equal opportunity employer and education institution.

Note:

Minimum Placement Scores:

	Math	Reading	Writing
ACT	18	20	18
COMPASS	31 (Algebra)	85	74
KYOTE	18-21	-	-
TABE	-	12.2	12.8