

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

Open Admissions

Program and Management Option Coordinator:

Wendy Noble

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Supervisory Management [Certificate Code --5202013309]

Required:

_____ OST 105 Intro to Information Systems **OR**

_____ CIT 105 Intro to Computers

_____ OST 235 Business Communications Technology

_____ BAS 160 Introduction to Business (3)

_____ BAS 287 Supervisory Management (3)

Choose 6 credit hours from the following approved Technical Courses:

_____ BAS 274 Human Resource Management (3)

_____ BAS 283 Principles of Management (3)

_____ BAS 288 Personal & Organizational Leadership (3)

_____ OST 275 Office 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

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