

MANAGEMENT - CERTIFICATE

Offered at: Ashland Community and Technical College, Big Sandy Community and Technical College, Elizabethtown Community and Technical College, Gateway Community and Technical College, Hazard Community and Technical College, Henderson Community College, Hopkinsville Community College, Jefferson Community and Technical College, Madisonville Community College, Maysville Community and Technical College, Owensboro Community and Technical College, Somerset Community College, Southcentral Kentucky Community and Technical College, Southeast Kentucky Community and Technical College, West Kentucky Community and Technical College

Program Plan Number: 5202013209

May be available completely online. Please check with your academic advisor.

Course	Title	Credits
Required		
BAS 283	Principles of Management	3
Select one of the following three course options.		3
BAS 120	Personal Finance	
BAS 212	Introduction to Financial Management	
Second Quantitative Reasoning Course		
BAS 284	Applied Management Skills	3
or BAS 256	International Business	
Choose 2 courses from the following course list. Students may select other courses as approved by the Business Administration Program Coordinator.		6
BAS 110	Worksheets in Business Applications	
or CIT 130	Productivity Software	
or OST 240	Advanced Microsoft Applications	
BAS 200	Small Business Management	
BAS 201	Customer Service Improvement Skills	
BAS 256	International Business	
BAS 260	Professional Development and Protocol	
BAS 274	Human Resource Management	
BAS 287	Supervisory Management	
BAS 288	Personal and Organizational Leadership	
BAS 289	Operations Management	
BAS 290	Management, Ethics and Society	
or PHI 150	Business Ethics	
BAS 291	Retail Management	
BAS 299	Selected Topics in Business Management: (Option Topic)	
OST 275	Office Management	
Total Credits		15