## Plan of Study

Name of Program: Business Administration Credential: Supervisory Management Certificate					
Location: Somers		Somerse	t Community College P	rogram Liais	on: Kevin Bradford
STUDENT NAME: Student ID Number					
Required:					Credit Hours
	BAS	160	<b>Introduction to Business</b>		3
	BAS	274+	<b>Human Resource Management</b>		3
	BAS	287	<b>Supervisory Management</b>		3
	CIT	105	<b>Introduction to Computers</b>		3
	OST	235+	<b>Business Communications Techno</b>	ology	3
			<b>Approved Technical Course*</b>		3
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			<b>Total Credits</b>		21
Choose 6 hours from the following Approved Technical Courses.* Credit Hours					
	BAS	283+	Principles of Management		3
	BAS	288	Personal and Organizational Lead	lership	3
	BAS	290+	Management, Ethics, and Society		3
	OST	275	Office Management		3
	QMS	101	Introduction to Quality Systems		3
Special Notes: *Students may select other technical courses approved by the Business Administration Program Coordinator. +Pre-requisite: please refer to current KCTCS Catalog.					
Student Signature  Advisor Signature				Pate	
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