Business Administration Systems
Supervisory Certificate

Name		Student ID Number		Proposed Graduation Date:
Address		Phone:		
		Email:		

Advisor: Arthur Pendleton
Associate Professor and Coordinator
Business Administration Systems Program
TC 124 I
P. O. Box 2100, 720 North Drive
Hopkinsville, KY 42241-2100
(270) 707-3898
Email: arthur.pendleton@kctcs.edu

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

General Education Courses (Core Curiculum)	Credit Hours	Semester Taken	Complete	Note
CIT 105 Introduction to Computers	3			
OST 235 Business Communications Technology	3			
BAS 160 Introduction to Business	3			
BAS 287 Supervisory Management	3			
BAS 274 Human Resource Management	3			
Total Gen. Ed/Curruculm. Semester Hours	15			
Technical Courses (6 hours from the approved Technical Courses)				
QMS 101 Introduction to Quality Systems	3			
BAS 288 Personal and Organizational Leadership	3			
TOTAL CREDITS	21			