

BUSINESS ADMINISTRATION SYSTEMS INDUSTRIAL SUPERVISOR CERTIFICATE

Program Description

The Business Administration Systems Program prepares students for a variety of careers in business. A core curriculum provides students with a foundation of knowledge applicable to any business career. The Business Administration Systems Program offers an Associate in Applied Science degree, diplomas and a variety of certificates in the areas of Accounting, Entrepreneurship, Finance, Financial Perspectives, General Business, Hospitality Management, Human Resource Management, Industrial Supervisor, Leadership, Management, Office Systems, Operations Management, Real Estate Management, Sales, Small Business Management, Team Leadership, Telecommunications Systems Management and Turf Grass / Landscaping Management. The Industrial Supervisor certificate prepares the student in the field of industrial front-line supervision.

List of Colleges

Ashland Community and Technical College and Southeast Kentucky Community Technical College offer this certificate.

One of these colleges must be designated as your Home College. Even though the classes will be delivered by different KCTCS colleges, only the Home College will admit you and take care of all of your student service needs including advising, library services, billing, financial aid, etc.

Getting Started

Students may register for KCTCS online classes offered system wide directly at any KCTCS college. Individuals may also complete a "course inquiry" submit form through www.kyvc.org. KYVC course inquiries are submitted directly to the KCTCS Home College identified by the student. The student's chosen Home College processes the course inquiry either through formal admission procedures or class enrollment. Additional information about KCTCS admission requirements and college contacts may be accessed at http://www.kctcs.edu/en/Students/LearnByTerm.aspx.

BAS – Industrial Supervisor Certificate

Upon completion of this certificate, the graduate can:

- 1. Demonstrate an understanding of the basic business terminology and interrelationships of business.
- 2. Demonstrate and understanding of the roles and responsibilities of the supervisor, emphasizing human relations skills and recognizing the behavioral factors of individuals and groups in the work environment.
- 3. Demonstrate oral and written communication skills, including those required for formal presentations, interpersonal communications and in using all aspects of communications technology.
- 4. Demonstrate an understanding of basic methods of recruiting, selecting, training, compensating, and maintaining a productive workforce.
- 5. Demonstrate basic skills in computer operations and/or software applications.
- 6. Demonstrate an understanding of the regulations governing safety in the workplace.
- 7. Demonstrate an understanding of the principles and methods of statistical process controls.

Course Requirements

Here is a listing of the classes involved in this certificate. There may be additional courses that meet these requirements. Please check the current course catalog and online class schedule for additional information and offerings. The entire Associate in Applied Science degree may be completed online; however, some faculty may require proctored exams. Approved proctored sites are listed at http://www.kctcs.edu/en/Students/LearnByTerm.aspx under student services.

		Industrial Supervisor	
<u>Course</u> <u>Prefix</u>	<u>Course</u> <u>Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
		General Education:	
ENG	101	Writing I	3
MAT	150	College Algebra	3
COM	181	Basic Public Speaking OR	3
COM	252	Interpersonal Communications OR	(3)
PSY	110	General Psychology	(3)
Required Tec	hnical:		
BAS	287	Supervisory Management	3
INDT	120	Industrial Safety	3
INDT	233	Statistical Process Control	3
BAS	274	Human Resource Management	3
CIS	100	Introduction to Computers OR	3
OST	105	Introduction to Information Systems	(3)
Choose 6 hour	s from the approv	ed Technical Courses:	
BAS	160	Introduction to Business	3
INDT	220	Introduction to Industrial Psychology	3
ENV	101	Fundamentals of Environment Science	1
ENV	131	Environment Management	2
INDT	250	Team Dynamics & Problem – Solving	3
		Total Credits	30

Helpful links:

APPLICATION: http://www.kctcs.edu/students/admissions/apply_online.aspx

CALENDAR: http://www.kctcs.edu/Students/LearnByTerm/Calendar.aspx

CONTACTS: http://www.kctcs.edu/Students/LearnByTerm/Learn_By_Term_Advisors/College_Contacts.aspx

COURSES: http://www.kctcs.edu/Students/LearnByTerm/Online_Courses.aspx

FINANCIAL AID: http://www.kctcs.edu/Students/Costs_and_Financial_Aid.aspx

GETTING STARTED: http://www.kctcs.edu/Students/LearnByTerm/Getting_Started.aspx

STUDENT TUTORIAL: http://www.kctcs.edu/Students/LearnByTerm/Tutorials.aspx

KCTCS COURSES AVAILABLE AT KYVC: http://kyvc.org/