BUSINESS ADMINISTRATION SYSTEMS
TEAM LEADERSHIP
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 Leadership Certificate enables the student to qualify for leadership positions, work effectively in teams, lead problem solving work groups, understand the conflict resolution processes and plan effectively.

List of Colleges

Ashland Community and Technical College, Big Sandy Community and Technical College, Southcentral Kentucky Community and Technical College, Elizabethtown Community and Technical College, Gateway Community and Technical College, Hazard Community and Technical 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, Southeast Kentucky Community and Technical College and
West Kentucky Community and 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 – Team Leadership

Upon completion of this certificate, the graduate can:
1. Demonstrate basic skills in computer operations, software applications, and electronic business tools.
2. Demonstrate oral and written communication skills, including those required for formal presentations, interpersonal communications, and in using all aspects of communications technology.
3. Demonstrate an understanding of the roles and responsibilities of the leader, emphasizing human relations skills and recognizing the behavioral factors of individuals and groups in the work environment.
4. Demonstrate an understanding of the basic business terminology and interrelationships of business.
5. Apply techniques of leadership to achieve personal, group and organizational goals through the applications of behavioral and motivational understanding.
6. Apply a systematic, data oriented approach to managing quality and leading people.
7. Apply quality techniques to all functions of the management process.
8. Demonstrate an understanding of team building, employee empowerment, business ethics, decision making and problem solving.
9. Demonstrate an understanding of basic methods of recruiting, selecting, training, compensating, and maintaining a productive workforce.

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.

Team Leadership
Required Courses:

Introduction to Information Systems OR	3
Introduction to Computers	(3)
Business Communication Technology OR	3
Basic Public Speaking OR	(3)
Interpersonal Communications	(3)
Supervisory Management	3
Personal & Organizational Leadership	3
Quality Management Systems	3

Choose 3 hours from the following Technical Courses. Students may select other courses as approved by the Business Administration Systems Program Coordinator.

Performance Management	3
Introduction to Business	3
Human Resource Management	3
Management, Ethics & Society	3
Total Credits	**18**

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/