

Name:		Student ID#:		
CERTIFICATE IN TEAM LEADERSHIP – 5202013309				
Required Courses		Credit	Grade	Complete
OST 105	Introduction to Information Systems OR	3		
CIT 105	Introduction to Computers	(3)		
OST 235	Business Communications Technology	3		
COM 181	Basic Public Speaking OR	3		
COM 252	Interpersonal Communications	(3)		
BAS 287	Supervisory Management	3		
BAS 288	Personal & Organizational Leadership	3		
Total Required Course Credits		15		

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

Technical Courses		Credit	Grade	Complete
QMS 101	Introduction to Quality Systems	3		
QMS 201	Customer Service Improvements Skills	3		
QMS 202	Performance Management	3		
BAS 160	Introduction to Business	3		
BAS 274	Human Resource Management	3		
BAS 290	Management, Ethics & Society	3		
Total Certificate Credits		18		

NOTES:

Requirements taken from 2016-2017 KCTCS Catalog
 *Revision to curriculum via Systems Office effective Spring 2017