

BUSINESS STUDIES
BUSINESS ADMINISTRATION
Human Resource Management
Certificate

Academic Plan Code

5202013359

Academic Subplan Code

Contact Information: Allison McGullion				
allison.mcgullion@kctcs.edu		270-534-3274		
Student Name		Student ID#		
	Course	Hours	Grade	Semester
	Required:			
	ACT 196 Payroll Accounting	3		
	BAS 274 Human Resource Management	3		
	BAS 287 Supervisory Management	3		
	Technical Courses:			
	Choose 9 hours from the following Approved Technical Courses*:			
	BAS 280 Business Internship OR	1-3		
	COE 199 Cooperative Education	(1-3)		
	BAS 284 Applied Management Skills	3		
	BAS 288 Personal & Organizational Leadership	3		
	BAS 290 Management, Ethics & Society	3		
	BAS 299 Selected Topics in Management: (Track Topic)	1-3		
	ISX 100 Industry Safety	3		
	OST 275 Office Management	3		
	PSY 180 Human Relations	3		
	QMS 101 Introduction to Quality Systems	3		
	QMS 201 Customer Service Improvement Skills	3		
	QMS 202 Performance Management	3		
	IFM 111 Client-Side Informatics Software	3		
	IFM 128 Principles of Informatics	3		
	IFM 130 Business Data Communications	3		
	IFM 211 Collaboration Software	3		
	IFM 215 Information System Analysis	3		
	IFM 225 Advanced Informatics	3		
	IFM 235 Information Systems and Business Intelligence	3		
	Total Credits	18		
		Revised Date:	1/30/2017	

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KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

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First Semester

Course No.	Course Title	Credit Hours
ACT 196	Payroll Accounting	3
BAS 274	Human Resource Management	3
BAS 287	Supervisory Management	3
	Approved Technical Courses*	9
Total Credits		18

Program Coordinator Notes:

Courses listed may have prerequisites. Certificates and/or diplomas are awarded when the required course work is completed.