

BUSINESS STUDIES
BUSINESS ADMINISTRATION
Human Resource Management
Certificate

Academic Plan Code

5202013359

Academic Subplan Code

Contact Information: Allison Smith				
allison.smith@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 110 Workshops in Business Applications OR	3		
	CIT 130 Productivity Software OR	(3)		
	OST 240 Software Integration	(3)		
	BAS 212 Introduction to Financial Management OR	3		
	Quantitative Reasoning Course	(3)		
	BAS 280 Business Internship OR	1-4		
	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		
	OST 275 Office Management	3		
	PSY 180 Human Relations	3		
	BAS 201 Customer Service Improvement Skills	3		
	Total Credits	18		
			Revised Date: 10/14/2019	

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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:		
is completed.		