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**Business Administration – Human Resource Management (520201715)**

**Associate in Applied Science**

**(Certificate, Diploma, AAS)**

**Program Coordinator:** Dave Magee **E-mail:** david.magee@kctcs.edu **Phone:** 859-246-6267

**Program Website:** <https://bluegrass.kctcs.edu/education-training/program-finder/business-administration.aspx>

**Student Name: Student ID:**

***Students need to be at KCTCS placement levels for all courses***

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| **First Semester** | **Credits** | **Term** | **Grade** | **Prereqs/Notes** |
| ENG 101 Writing I | 3 |  |  |  |
| BAS 160 Introduction to Business (MGT160) | 3 |  |  |  |
| BAS 267 Introduction to Business Law (MGT267) | 3 |  |  |  |
| Heritage/Humanities Course | 3 |  |  |  |
| CIT 105 Introduction to Computers **OR**  OST 105 Introduction to Information Systems | 3 |  |  |  |
| Science Course | 3 |  |  |  |
| **Total Semester Credit Hours** | **18** |  |  |  |

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| **Second Semester** | **Credits** | **Term** | **Grade** | **Prereqs/Notes** |
| ENG 102 Writing II | 3 |  |  |  |
| MGT 283 Principles of Management (BAS283) | 3 |  |  |  |
| MKT 282 Principles of Marketing (BAS282) | 3 |  |  |  |
| CIT 130 Productivity Software **OR**  OST 240 Software Integration | 3 |  |  |  |
| COM 181 Basic Public Speaking **OR**  COM 252 Intro. Interpersonal Comm. | 3 |  |  |  |
| **Total Semester Credit Hours** | **15** |  |  |  |

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| **Third Semester** | **Credits** | **Term** | **Grade** | **Prereqs/Notes** |
| ACC 201 Financial Accounting | 3 |  |  |  |
| MGT 274 Human Resource Management | 3 |  |  |  |
| Program Approved Course | 3 |  |  |  |
| ACT 196 Payroll Accounting | 3 |  |  |  |
| College Algebra or approved math\* | 3 |  |  |  |
| **Total Semester Credit Hours** | **15** |  |  |  |

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| **Fourth Semester** | **Credits** | **Term** | **Grade** | **Prereqs/Notes** |
| ACC 202 Managerial Accounting | 3 |  |  |  |
| MGT 287 Supervisory Management | 3 |  |  |  |
| Program Approved Course | 6 |  |  |  |
| ECO 201 Principles of Microeconomics  Or ECO202 | 3 |  |  |  |
| BAS 250 Business Employability Seminar | 1 |  |  |  |
| **Total Semester Credit Hours** | **16** |  |  |  |
| **Total Credential Hours** | **64** |

***Note: 25% of Total Program Credit Hours must be earned at Bluegrass Community and Technical College.***

**Advisor Name: Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Name: Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Special Instructions:** |
| \*Math requirements can be satisfied by the following courses: MAT150, MAT105, MAT110, MAT170, or STA296. |

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| **Approved Electives** | |
| MGT 240 | Business Ethics and Self-Management (BAS290) |
| MGT 284 | Applied Management Skills (BAS284) |
| MGT 288 | Self-Management (BAS288) |
| MGT 299 | Selected Topics in Business Management: (Topic) (BAS299) |
| ISX 100 | Industrial Safety |
| OST 275 | Office Management |
| MGT 101 | Quality Management Principles (QMS101) |
| QMS 202 | Performance Management |
| PSY 180 | Human Relations |
| IFM 111  IFM 128  IFM 130  IFM 211  IFM 215  IFM 225  IFM 235 | Client-Side Informatics Software **OR**  Principles of Informatics **OR**  Business Data Communications **OR**  Collaboration Software **OR**  Information Systems Analysis **OR**  Advanced Informatics **OR**  Information Systems and Business Intelligence |
| BAS 280  COE 199 | Business Internship OR  Cooperative Education |
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