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**Business Administration Systems – Human Resource Management Track**

**Associate in Applied Science degree**

**(Certificate, Diploma, AAS)**

**EFFECTIVE FALL 2019**

**Program Coordinator: Lauren Campbell E-mail: lauren.campbell@kctcs.edu Phone: 859-246-6264**

**Program Website:** [**https://bluegrass.kctcs.edu/education-training/program-finder/business-administration.aspx**](https://bluegrass.kctcs.edu/education-training/program-finder/business-administration.aspx)

**Student Name: Student ID:**

***Students must meet college readiness benchmarks as identified by the Council on Postsecondary Education or remedy the identified skill deficiencies.***

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| **First Semester** | **Credits** | **Term** | **Grade** | **Prerequisites** | **Notes** |
| BAS 160 Introduction to Business | 3 |  |  |  | Same as MGT 160 |
| BAS 267 Introduction to Business Law | 3 |  |  |  | Same as MGT 267 |
| CIT 105 Introduction to Computers OR  OST 105 Introduction to Information Systems | 3 |  |  |  |  |
| ENG 101 Writing I | 3 |  |  |  |  |
| Heritage or Humanities course | 3 |  |  |  |  |
| Natural Sciences course | 3 |  |  |  |  |
| **Total Semester Credit Hours** | **18** |  |  |  |

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| **Second Semester** | **Cr. Hrs.** | **Term** | **Grade** | **Prerequisites** | **Notes** |
| MGT 283 Principles of Management | 3 |  |  | BAS 160 | Same as BAS 283 |
| MKT 282 Principles of Marketing | 3 |  |  | BAS 160 | Same as BAS 282 |
| COM 181 Basic Public Speaking OR COM 252 Introduction to Interpersonal Communication | 3 |  |  |  |  |
| Economics course |  |  |  |  | See Additional Information |
| ENG 102 Writing II | 3 |  |  |  |  |
| **Total Semester Credit Hours** | **15** |  |  |  |

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| **Third Semester** | **Cr. Hrs.** | **Term** | **Grade** | **Prerequisites** | **Notes** |
| ACC 201 Financial Accounting | 3 |  |  | Sophomore Standing |  |
| ACT 196 Payroll Accounting | 3 |  |  |  |  |
| MGT 274 Human Resource Management | 3 |  |  | MGT 283 | Same as BAS 274 |
| Human Resource Management Track course | 3 |  |  |  |  |
| Quantitative Reasoning course | 3 |  |  |  | See Additional Information |
| **Total Semester Credit Hours** | **15** |  |  |  |

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| **Fourth Semester** | **Cr. Hrs.** | **Term** | **Grade** | **Prerequisites** | **Notes** |
| ACC 202 Managerial Accounting | 3 |  |  | ACC 201 |  |
| BAS 260 Professional Development and Protocol | 2 |  |  |  |  |
| BAS 270 Business Employability Seminar | 1 |  |  | CIT 105 and sophomore standing |  |
| MGT 287 Supervisory Management | 3 |  |  | MGT 283 | Same as BAS 287 |
| Human Resource Management Track courses | 6 |  |  |  |  |
| **Total Semester Credit Hours** | **15** |  |  |  |
| **Total Degree Credit Hours** | **63** |

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| * **25% or more of Total Degree Credit Hours must be earned at BCTC** * **Cumulative GPA must be 2.0 or higher** |

**Graduation Requirements:**

**Advisor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Additional Information** |
| BAS Human Resources Management Track is available completely online.  Quantitative Reasoning course can be satisfied by MAT 105 Business Mathematics OR MAT 110 Applied Mathematics OR MAT 150 College Algebra or a Higher Level Quantitative Reasoning course.  Economics course can be satisfied by ECO 201 Principles of Microeconomics OR ECO 202 Principles of Macroeconomics OR ECO 101 Contemporary Economic Issues. |

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| **Approved Human Resource Management Track Courses**  **(must be different from courses taken to fulfill other requirements)** | | | |
| **Course** | **Cr. Hrs.** | **Prerequisites** | **Notes** |
| BAS 201 Customer Service Improvement Skills | 3 |  |  |
| BAS 212 Introduction to Financial Management OR 2nd Quantitative Reasoning course | 3 |  |  |
| BAS 280 Business Internship or  COE 199 Cooperative Education | 1 – 3 | Completion of at least 12 credit hours in AAS , minimum 2.0 GPA |  |
| BAS 284 Applied Management Skills | 3 | BAS 150 and BAS 283 or supervisory experience |  |
| BAS 288 Person & Organizational Leadership | 3 |  |  |
| BAS 290 Management, Ethics & Society | 3 | BAS 283 (MGT 283) |  |
| BAS 299 Selected Topics in Management | 1 – 3 |  |  |
| BAS 110 Worksheets in Business Applications OR  CIT 130 Productivity Software OR  OST 240 Software Integration | 3 |  |  |
| PSY 180 Human Relations | 3 |  |  |