****

**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.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 OROST 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** |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** |

|  |
| --- |
| * **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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **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.  |

|  |
| --- |
| **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 orCOE 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 |  |  |