[Business Administration Systems – Human Resource Management](https://bluegrass.kctcs.edu/education-training/program-finder/business-administration.aspx)

Certificate

Coordinator: Virginia Fairchild ([virginia.fairchild@kctcs.edu](mailto:virginia.fairchild@kctcs.edu)) 859-246-6265

Student Name: Student ID:

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

Semester 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| BAS 274 Human Resource Management | 3 |  |  |  |  |
| BAS 287 Supervisory Management | 3 |  |  |  |  |
| ACT 196 Payroll Accounting | 3 |  |  |  |  |
| Technical Electives | 9 |  |  |  |  |
| Total Certificate Credit Hours | 18 |  |  |  |  |

**Graduation Requirements:**

* 25% or more of Total Certificate Credit Hours must be earned at BCTC.
* Grade of C or higher in each course required for the certificate.

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

**Additional Information**

BAS Human Resource Management Certificate is available completely online.

**Approved Human Resource Management Technical Courses (Students may select other courses as approved by the Business Administration Program Coordinator.)**

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| --- | --- | --- | --- |
| Course | Cr. Hrs. | Prerequisites | Notes |
| BAS 201 Customer Service Improvement Skills | 3 |  |  |
| BAS 212 Introduction to Financial Management OR  Second Quantitative Reasoning Course | 3 |  |  |
| BAS 280 Business Internship OR  COE 199 Cooperative Education | 1-4 |  |  |
| CIT 130 Productivity Software OR  OST 240 Advanced Software Applications OR  BAS 110 Worksheets in Business Applications | 3 |  |  |
| BAS 284 Applied Management Skills | 3 |  |  |
| BAS 288 Person & Organizational Leadership | 3 |  |  |
| BAS 290 Management, Ethics & Society | 3 |  |  |
| BAS 299 Selected Topics in Management | 1-3 |  |  |
| OST 275 Office Management | 1-3 |  |  |
| PSY 180 Human Relations | 3 |  |  |

*Reviewed by: Ty Sturdivant Effective Term: Fall 2021*

*Review Date: 04/10/2021*