



Business Administration – Human Resource Management (520201715)
Associate in Applied Science

Program Coordinator: Dave Magee

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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

| 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 | | | |

| 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 | | | |

| 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 | | | |

| 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: _____

Special Instructions:

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

Approved Electives

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|---------|--|
| 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 | Client-Side Informatics Software OR |
| IFM 128 | Principles of Informatics OR |
| IFM 130 | Business Data Communications OR |
| IFM 211 | Collaboration Software OR |
| IFM 215 | Information Systems Analysis OR |
| IFM 225 | Advanced Informatics OR |
| IFM 235 | Information Systems and Business Intelligence |
| BAS 280 | Business Internship OR |
| COE 199 | Cooperative Education |
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