



Business Administration Systems – Human Resource Management Track
Associate in Applied Science degree

Program Coordinator: Lauren Campbell

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Program Website: <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 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				

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
CIT 130 Productivity Software OR OST 240 Software Integration	3			CIT 105 or OST 105	
COM 181 Basic Public Speaking OR COM 252 Introduction to Interpersonal Communication	3				
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 250 Business Employability Seminar	1				
MGT 287 Supervisory Management	3			MGT 283	Same as BAS 287
Human Resource Management Track courses	6				
Economics course	3				See Additional Information
Total Semester Credit Hours	16				
Total Degree Credit Hours	64				

- Graduation Requirements:
- 25% or more of Total Program Credit Hours must be earned at BCTC
 - Cumulative GPA must be 2.0 or higher

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 280 Business Internship or COE 199 Cooperative Education	1-4	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		
ISX 100 Industrial Safety	3		
MGT 284 Applied Management Skills	3		same as BAS 284
OST 275 Office Management	3		
PSY 180 Human Relations	3		
QMS 101 Introduction to Quality Systems	3		