HUMAN RESOURCE MANAGEMENT - CERTIFICATE

Offered at: Ashland Community and Technical College, Big Sandy Community and Technical College, Bluegrass Community and Technical College, Elizabethtown Community and Technical College, Gateway Community and Technical College, Henderson Community College, Madisonville Community College, Maysville Community and Technical College, Somerset Community College, Southcentral Kentucky Community and Technical College, Southeast Kentucky Community and Technical College, West Kentucky Community and Technical College

Program Plan Number: 5202013359

May be available completely online. Please check with your academic advisor.

Course	Title	Credits
Required		
BAS 274	Human Resource Management	3
BAS 287	Supervisory Management	3
ACT 196	Payroll Accounting	3
Select nine hours from the following Elective Courses. Students may select other courses as approved by the Business Administration Program Coordinator.		9
BAS 201	Customer Service Improvement Skills	
BAS 280	Business Internship	
or COE 199	Cooperative Education: (Topic)	
CIT 130	Productivity Software	
or OST 240	Advanced Microsoft Applications	
or BAS 110	Worksheets in Business Applications	
BAS 256	International Business	
BAS 284	Applied Management Skills	
BAS 288	Personal and Organizational Leadership	
BAS 290	Management, Ethics and Society	
or PHI 150	Business Ethics	
BAS 299	Selected Topics in Business Management: (Option Topic)	
OST 275	Office Management	
PSY 110	General Psychology	
PSY 180	Human Relations	
SPA 101	Elementary Spanish I (spoken approach)	
Total Credits		**18**