BUSINESS ADMINISTRATION SYSTEMS
HUMAN RESOURCE MANAGEMENT
CERTIFICATE

Program Description

The Business Administration Systems Program prepares students for a variety of careers in business. A core curriculum provides students with a foundation of knowledge applicable to any business career. The Business Administration Systems Program offers an Associate in Applied Science degree, diplomas and a variety of certificates in the areas of Accounting, Entrepreneurship, Finance, Financial Perspectives, General Business, Hospitality Management, Human Resource Management, Industrial Supervisor, Leadership, Management, Office Systems, Operations Management, Real Estate Management, Sales, Small Business Management, Team Leadership, Telecommunications Systems Management and Turf Grass / Landscaping Management. The Human Resource Management Certificate prepares students for entry-level positions in the human resource field and related occupations.

List of Colleges

Ashland Community and Technical College, Big Sandy Community and Technical College, Bluegrass Community and Technical College, Bowling Green Technical College, Elizabethtown Community and Technical College, Gateway Community and Technical College, Hazard Community and Technical College, Henderson Community College, Hopkinsville Community College, Jefferson Community and Technical College, Madisonville Community College, Maysville Community and Technical College, Owensboro Community and Technical College, Somerset Community College, Southeast Kentucky Community and Technical College and **West Kentucky Community and Technical College** offer this certificate.

One of these colleges must be designated as your Home College. Even though the classes will be delivered by different KCTCS colleges, only the Home College will admit you and take care of all of your student service needs including advising, library services, billing, financial aid, etc.

Getting Started

Students may register for KCTCS online classes offered system wide directly at any KCTCS college. Individuals may also complete a "course inquiry" submit form through www.kyvc.org . KYVC course inquiries are submitted directly to the KCTCS Home College identified by the student. The student's chosen Home College processes the course inquiry either through formal admission procedures or class enrollment. Additional information about KCTCS admission requirements and college contacts may be accessed at http://www.kctcs.edu/en/Students/LearnByTerm.aspx.

BAS – Human Resource Management Certificate

Upon completion of this certificate, the graduate can:

1. Describe the human resource manager's job responsibilities in successfully completing the staffing function.
2. Describe various aspects of federal and state legislation affecting human resource management.
3. Evaluate human resource planning methods, sources of job candidates and the various steps of the selection process.
4. Evaluate different compensation methods, prepare payroll records, compute payroll deductions and complete payroll entries using both a manual and computerized accounting systems.
5. Describe the components of performance appraisal systems, training and development activities and the establishment of a safe work environment.
6. Demonstrate an understanding of employee rights, discipline issues and labor relations.
7. Describe the role of the supervisor and his/her responsibilities as it relates to the planning, organizing, staffing, directing and controlling activities in a modern organization.
8. Explain methods used for the improvement of productivity, the supervision of groups, the management of change and conflict and the establishment of total quality management principles of today's organizations.
9. Identify the different skills necessary for effective and ethnical supervision.
10. Utilize problem-solving and decision-making skill techniques.

Course Requirements

Here is a listing of the classes involved in this certificate. There may be additional courses that meet these requirements. Please check the current course catalog and online class schedule for additional information and offerings. The entire Associate in Applied Science degree may be completed online; however, some faculty may require proctored exams. Approved proctored sites are listed at http://www.kctcs.edu/en/Students/LearnByTerm.aspx under student services.

		Human Resource Management	
Course Prefix	**Course Number**	**Course Title**	**Credit Hours**
Required:			
BAS	274	Human Resource Management	3
BAS	287	Supervisory Management	3
ACT	196	Payroll Accounting	3
Choose 9 hours from the following Technical Courses. Students may select other courses as approved by the Business Administration Systems Program Coordinator.			
BAS	280	Business Internship OR	1-3
COE	199	Cooperative Education	(1-3)
ISX	100	Introduction to Industrial Safety	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: (Track Topic)	3
OST	275	Office Management	1-3
QMS	101	Introduction to Quality Systems	3
QMS	202	Performance Management	3
PSY	180	Human Relations	3
		Total Credits	**18**

Helpful links:

APPLICATION: http://www.kctcs.edu/students/admissions/apply_online.aspx

CALENDAR: http://www.kctcs.edu/Students/LearnByTerm/Calendar.aspx

CONTACTS: http://www.kctcs.edu/Students/LearnByTerm/Learn_By_Term_Advisors/College_Contacts.aspx

COURSES: http://www.kctcs.edu/Students/LearnByTerm/Online_Courses.aspx

FINANCIAL AID: http://www.kctcs.edu/Students/Costs_and_Financial_Aid.aspx

GETTING STARTED: http://www.kctcs.edu/Students/LearnByTerm/Getting_Started.aspx

STUDENT TUTORIAL: http://www.kctcs.edu/Students/LearnByTerm/Tutorials.aspx

KCTCS COURSES AVAILABLE AT KYVC: http://kyvc.org/

APPROVED:

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