

**Business Administration Program
Maysville Community & Technical College
Certificate**

Open Admissions

Program and Management Option Coordinator:
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Human Resource Management Certificate [Certificate Code –5202013359]

_____BAS 274 Human Resource Management (3)

_____BAS 287 Supervisory Management (3)

_____ACT 196 Payroll Accounting (3)

Choose 9 credit hours from the following approved Technical Courses:

_____BAS 290 Management, Ethics, & Society (3)

_____BAS 284 Applied Management Skills (3)

_____BAS 288 Personal & Organization Leadership (3)

_____QMS 101 Into to Quality Systems (3)

_____OST 275 Office Management (3)

_____PSY 180 Human Relations (3)

_____ISX 101 Introduction to Industrial Safety (3)

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More detailed and updated information may be available www.maysville.kctcs.edu
KCTCS is an equal opportunity employer and education institution.

Note:

	Math	Reading	Writing
ACT	18	18	18
COMPASS	30 (Algebra)	81	70