



**BELLEVUE**  
UNIVERSITY

## TRANSFER PATHWAY GUIDE

**Associate in Applied Science in Business Administration: Human Resources Management Track to Bachelor of Science in Management of Human Resources**

### ***Overview***

Completion of the following curriculum will satisfy the requirements for an Associate in Applied Science in Business Administration: Human Resources Management Track at the Kentucky Community and Technical College System and leads to the Bachelor of Science in Management of Human Resources at Bellevue University.

### ***Admission Requirements***

For admission into Bellevue University students are required to complete:

1. Application for Admission- Completed at <http://kentucky.maxtransferadvantage.com/apply~>
2. Official Transcripts- Order official transcripts from ALL universities and colleges attended. Electronic transcripts should be sent from the school to: [BUSRTRANSCRIPTS@bellevue.edu](mailto:BUSRTRANSCRIPTS@bellevue.edu)
3. Academic Readiness Assessment- This short assessment gauges the student's current academic skillset. This is not a pass or fail test; this helps the student identify their strengths and weaknesses and allows their Bellevue University admission representative (Next Degree Navigator) to address any areas of concern before the student enrolls. Once the application for admission is finished, the student will receive a unique link to complete the assessment.
4. Financing- Complete the FAFSA and add Bellevue University school code: **002538**  
**OR** discuss alternate financing options with your local Next Degree Navigator.

### ***Degree Requirements***

Prior to beginning a cohort-based major, you need to:

- Possess an associate degree or 60 semester hours completed with a grade of "C-" or higher from an accredited institution of higher learning.

### ***General Transfer Requirements***

Bellevue University accepts the Associate in Arts, Associate in Science, and the Associate in Applied Science degrees from KCTCS and has a generous credit transfer policy for students who may have credits from other institutions. Along with this flexibility, Bellevue University and the Kentucky Community and Technical College System (KCTCS) have a partnership where students from all 16 KCTCS colleges can receive assistance from a Bellevue University Next Degree Navigator and reduced pricing for their classes once they transfer to Bellevue University.

For a KCTCS graduate, they will receive a price of \$350 per credit hour for their Bellevue University classes when they work with their appropriate Next Degree Navigator listed below:

- Savannah Castle: [scastle@bellevue.edu](mailto:scastle@bellevue.edu); (606) 369-7198
  - Ashland, Big Sandy, Hazard, Maysville, Southeast Kentucky
- Angela Meyer: [anmeyer@bellevue.edu](mailto:anmeyer@bellevue.edu); (859) 533-7803
  - Bluegrass, Gateway, Jefferson, Somerset
- Courtney Sutherland: [csutherland@bellevue.edu](mailto:csutherland@bellevue.edu); (270) 816-4724
  - Elizabethtown, Henderson, Hopkinsville, Madisonville, Owensboro, Southcentral Kentucky, West Kentucky

~The Next Degree Navigators above can also waive the \$50 Bellevue University application fee for KCTCS students. For more information about the partnership, visit <http://kentucky.maxtransferadvantage.com/>.

**KCTCS AAS IN BUSINESS ADMINISTRATION: HUMAN RESOURCE MANAGEMENT TRACK TO BELLEVUE UNIVERSITY BS IN MANAGEMENT OF HUMAN RESOURCES CHECKLIST**

**Kentucky Community and Technical College System**

**Category 1: KCTCS General Education Requirements (18 hours)**

<b>KCTCS Course</b>	<b>Course or Category</b>	<b>Credits</b>	<b>Bellevue Course~~</b>	<b>Completed</b>
ENG 101	Writing I	3	EN 101	
COM 181 or COM 252	Basic Public Speaking OR Introduction to Interpersonal Communication	3	CA 103 OR CA 204	
TBS XXX	Heritage/Humanities	3	TBD XXX	
TBS XXX	Economics	3	TBD XXX	
TBS XXX	Natural Sciences	3	TBD XXX	
MAT 105 or MAT 110 or MAT 150	Business Mathematics OR Applied Mathematics OR College Algebra OR Higher Quantitative Reasoning	3	MA 140 OR MA TLL1 OR MA 102 OR MA TLL1	
	<b>Subtotal General Education Courses</b>	<b>18</b>		

TBS XXX means to be selected by KCTCS student.

TBD XXX means to be determined by Bellevue University based on course selected.

~~KCTCS graduates are general education certified upon completion of ANY Associate in Applied Science.

**Category 2: KCTCS AAS Requirements (45 hours)**

<b>KCTCS Course</b>	<b>Course or Category</b>	<b>Credits</b>	<b>Bellevue Course~~~~</b>	<b>Completed</b>
CIT 105	Introduction to Computers	3	CIS 101	

KCTCS Course	Course or Category	Credits	Bellevue Course <sup>~~~</sup>	Completed
ENG 102 OR OST 235	Writing II OR Business Communications Technology	3	EN 102 OR CIS TLL	
BAS 160	Introduction to Business	3	BA 101	
BAS 260	Professional Development and Protocol	2	BA TLL	
BAS 270	Business Employability Seminar	1	BA TLL	
BAS 267	Introduction to Business Law	3	BA 265	
BAS 282	Principles of Marketing	3	BA 252	
BAS 283	Principles of Management	3	BA 232	
ACC 201	Financial Accounting	3	AC 205	
ACC 202	Managerial Accounting	3	AC 206	
	<b>Subtotal Technical Courses</b>	<b>27</b>		

### Human Resource Management Track Courses

KCTCS Course	Course or Category	Credits	Bellevue Course <sup>~~~</sup>	Completed
BAS 274	Human Resource Management	3	BAL 333	
BAS 287	Supervisory Management	3	BA TLL	
ACT 196	Payroll Accounting	3	BA TLL	
TBS XXX	Approved Technical Course	3	TBD XXX	
TBS XXX	Approved Technical Course	3	TBD XXX	
TBS XXX	Approved Technical Course	3	TBD XXX	
	<b>Subtotal AAS Requirement Courses</b>	<b>18</b>		
	<b>TOTAL Associate Degree Hours</b>	<b>63</b>		

<sup>~~~</sup>Bellevue University accepts the full transfer of credits from ANY Associate in Applied Sciences from KCTCS

## BELLEVUE UNIVERSITY

### Major Requirements for Bachelor of Science in Management of Human Resources (64 hours)

Bellevue Course	Course	Credits	KCTCS Course	Taken at KCTCS
MHRC 311	Foundations for Professional Success	4	N/A	No
MHRC 309	Foundations of Business Communication	4	N/A	No
MHRC 319	Fundamentals of Human Resource Management	4	N/A	No
MHRC 329	Recruitment, Selection and Placement of Human Resources	4	N/A	No
MHRC 426	Training and Development of Human Resources	4	N/A	No
MHRC 436	Employee and Labor Relations	4	N/A	No
MHRC 446	Compensation Administration	4	N/A	No
MHRC 456	Benefits Administration	4	N/A	No

<b>Bellevue Course</b>	<b>Course</b>	<b>Credits</b>	<b>KCTCS Course</b>	<b>Taken at KCTCS</b>
MHRC 466	Business Operations and HR Strategy	4	N/A	No
MHRC 476	Human Resource Management Capstone Project	4	N/A	No
LA 400	American Vision & Values	3	N/A	No
LA 410	Tradition & Change	3	N/A	No
LA 420	Freedom & Responsibility	3	N/A	No
TBD XXX	Bellevue University Electives	15	TBS XXX	Yes
<b>Subtotal Bellevue Credit Hours</b>		<b>64</b>		
<b>Total Baccalaureate Degree Credit Hours</b>		<b>127</b>		

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