

**Associate in Applied Science  
Business Administration  
Human Resource Management Track**

Name _____ Empl. ID# _____	Date Entered _____	Date Grad. _____
<b>DEVELOPMENTAL COURSES AS NEEDED</b>		<b>Notes</b>
RDG 30 <i>OR</i> RDG 100		
ENC 91		
MAT 55		
MAT 65		
MAT 85 (if taking MAT 146 or higher)		

<b>First Semester</b>	<b>Credit</b>	<b>Res</b>	<b>Tr</b>	<b>Notes</b>
BAS 160 Introduction to Business	3			
CIT 105 Introduction to Computing <i>OR</i> OST 105 Introduction to Information Systems	3 (3)			
ENG 101 Writing I	3			
MAT 105 Business Mathematics <i>OR</i> MAT 110 Applied Mathematics <i>OR</i> Higher Quantitative Reasoning Course (MAT 116, MAT 146 or higher)	3 (3) (3)			
Natural or Applied Science Course	3			
<b>Total Semester Credit Hours:</b>	<b>15</b>			

<b>Second Semester</b>	<b>Credit</b>	<b>Res</b>	<b>Tr</b>	<b>Notes</b>
BAS 282 Principles of Marketing <i>OR</i> MKT 282 Principles of Marketing	3 (3)			Prereq: BAS 160 or instructor consent
BAS 283 Principles of Management <i>OR</i> MGT 283 Principles of Management	3 (3)			Prereq: BAS 160 or instructor consent
CIT 130 Productivity Software <i>OR</i> OST 240 Software Integration	3 (3)			Prereq: CIT 105 Prereq: OST 105
ENG 102 Writing II <i>OR</i> OST 235 Business Communications Technology	3 (3)			ENG 102 prereq: ENG 101 OST 235 prereq: ENG 101 and OST 110 <i>OR</i> OST 108 and OST 110
Program Approved Course (listed below)	3			
<b>Total Semester Credit Hours:</b>	<b>15</b>			

<b>Third Semester</b>	<b>Credit</b>	<b>Res</b>	<b>Tr</b>	<b>Notes</b>
ACC 201 Financial Accounting <i>OR</i> ACT 101 Fundamentals of Accounting I <i>AND</i> ACT 102 Fundamentals of Accounting II	3 (3) (3)			Prereq: sophomore standing or instructor consent (ACT 101/102 do not transfer for bachelor's degrees; ACT 102 offered online only)
BAS 274 Human Resource Management	3			Prereq: BAS 160 and BAS 283 or instructor consent
BAS 287 Supervisory Management	3			
COM 181 Basic Public Speaking <i>OR</i> COM 252 Introduction to Interpersonal Communication	3 (3)			

Program Approved Course (listed below)	3			
Heritage/Humanities	3			
<b>Total Semester Credit Hours:</b>	<b>18</b>			

<b>Fourth Semester</b>	<b>Credit</b>	<b>Res</b>	<b>Tr</b>	<b>Notes</b>
ACC 202 Managerial Accounting	3			Prereq: ACC 201 <i>OR</i> ACT 101 & 102
ACT 196 Payroll Accounting	3			
BAS 250 Business Employability Seminar	1			Prereq: CIT 105 or instructor consent
BAS 267 Introduction to Business Law	3			
ECO 101 Contemporary Economic Issues <i>OR</i>	3			4-year gen ed elective
ECO 201 Principles of Microeconomics <i>OR</i>	(3)			
ECO 202 Principles of Macroeconomics	(3)			
Program Approved Course (listed below)	3			
<b>Total Semester Credit Hours:</b>	<b>16</b>			

<b>choose 9 credit hours from the following Approved Technical Courses*:</b>	<b>Credit</b>	<b>Res</b>	<b>Tr</b>	<b>Notes</b>
BAS 280 Business Internship	1-3			Prereq: sophomore standing
BAS 284 Applied Management Skills	3			Prereq: BAS 160 or BAS 283 or prior supervisory experience
BAS 288 Personal & Organizational Leadership	3			
BAS 290 Management, Ethics & Society	3			Prereq: BAS 283 or instructor consent
BAS 299 Selected Topics in Management: (Option Topic)	1-3			Prereq: instructor consent
COE 199 Cooperative Education	1-3			Prereq: instructor consent
IFM 111 Client-side Informatics Software	3			Prereq: digital lit or instructor consent
IFM 128 Principles of Informatics	3			Prereq: digital lit or instructor consent
IFM 130 Business Data Communications	3			
IFM 211 Collaboration Software	3			Prereq: digital literacy
IFM 215 Information Systems Analysis	3			Prereq: digital lit or instructor consent
IFM 225 Advanced Informatics	3			Prereq: digital literacy
IFM 235 Information Systems and Business Intelligence	3			Prereq: digital lit or instructor consent
ISX 100 Introduction to Industrial Safety	3			
OST 275 Office Management	3			
PSY 180 Human Relations	3			
QMS 101 Introduction to Quality Systems	3			
QMS 202 Performance Management	3			

<b>HUMAN RESOURCE OPTION PROGRAM TOTAL:</b>	<b>64</b>			
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\*Students may select other courses approved by the Business Administration Program Coordinator.

Most 4-year schools require ECO 201 & 202

Most 4-year schools require MAT 150

For a list of KCTC general education classes in each category, go to

[http:// https://kctcs.edu/media/student/2017-18-catalog/KCTCS%202017-18%20Catalog\\_for%20printer.pdf](http://https://kctcs.edu/media/student/2017-18-catalog/KCTCS%202017-18%20Catalog_for%20printer.pdf) >

Academic Services section > pp. 72-76.

Or [www.kctcs.edu](http://www.kctcs.edu) > degrees training > catalog > Academic Services section > pp. 72-76.