

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



Name	Empl. ID	Date Entered	Date Grad

DEVELOPMENTAL COURSES AS NEEDED		Notes
RDG 20/100	3-6	
ENC 90/100	2-5	
MAT 55/61	3-4	

First Semester	Credit	Res	Tr	Notes
BAS 160 Introduction to Business	3			
CIT 105 Introduction to Computers <i>OR</i> OST 105 Introduction to Information Systems	3			
ENG 101 Writing I	3			
MAT 105 Business Mathematics <i>OR</i> Higher-Level Quantitative Reasoning Course	3			
Natural Sciences	3			
Total Semester Credit Hours	15			

Second Semester	Credit	Res	Tr	Notes
BAS 282 Principles of Marketing <i>OR</i> MKT 282 Principles of Marketing	3			Prereq: BAS 160 or instructor consent
BAS 283 Principles of Management <i>OR</i> MGT 283 Principles of Management	3			Prereq: BAS 160 or instructor consent
ENG 102 Writing II <i>OR</i> OST 235 Business Communications Technology	3			ENG 102 prereq: ENG 101 OST 235 prereq: (ENG 101 and OST 110) or (OST 108 and OST 110)
Heritage/Humanities	3			
Program Approved Course (see list below)	3			
Total Semester Credit Hours	15			

Third Semester	Credit	Res	Tr	Notes
ACC 201 Financial Accounting	3			
BAS 260 Professional Development and Protocol	2			
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			
Program Approved Course (see list below)	3			
Total Semester Credit Hours	17			

Fourth Semester	Credit	Res	Tr	Notes
ACT 196 Payroll Accounting	3			
ACC 202 Managerial Accounting	3			Prereq: ACC 201
BAS 267 Introduction to Business Law	3			

Fourth Semester	Credit	Res	Tr	Notes
BAS 270 Business Employability Seminar	1			Prereq: CIT 105 or instructor consent
ECO 101 Contemporary Economic Issues OR ECO 201 Principles of Microeconomics OR ECO 202 Principles of Macroeconomics	3			
Program Approved Course (listed below)	3			
Total Semester Credit Hours	16			

APPROVED TECHNICAL COURSES* (Choose 9 credit hours from the following courses)	Credit	Notes
BAS 110 Worksheets in Business Applications OR CIT 130 Productivity Software OR OST 240 Software Integration	3	Prereq: CIT 105 or OST 105
BAS 201 Customer Service Improvement Skills	3	
BAS 212 Introduction to Financial Management OR Second Quantitative Reasoning Course	3	Prereq: MAT 105 or instructor consent
BAS 280 Business Internship OR COE 199 Cooperative Education	1-3	Prereq: instructor consent
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
PSY 180 Human Relations	3	
HUMAN RESOURCE MANAGEMENT TRACK PROGRAM TOTAL	63	

*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 KCTCS general education classes in each category, go to

<https://kctcs.edu/education-training/course-catalog/2019-2020-KCTCS-Catalog.pdf> pp. 77-80.

Or KCTCS homepage (www.kctcs.edu)> education & training> course catalog> 2019-20 catalog> pp. 77-80.

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