

# Business Administration – AAS – Human Resource Management (67-70 credits)

Name \_\_\_\_\_ Empl ID# \_\_\_\_\_

**Madisonville**  
Advising Plan

2009  
-2010

## General Education and Technical Core Requirements

| Course  | Hrs        | Grade | Semester |
|---|------------|-------|----------|
| ENG 101 Writing I   | 3          |       |          |
| CIS 100 Introduction to Computers <u>or</u><br>IT 100 Computer Literacy <u>or</u><br>OST 105 Introduction to Information Systems        | 3          |       |          |
| ECO 101 Contemporary Economic Issues <u>or</u><br>ECO 201 Principle of Microeconomics <u>or</u><br>ECO 202 Principle of Macroeconomics  | 3          |       |          |
| MT 105 Business Math <u>or</u> MT 110 Applied<br>Mathematics <u>or</u> MT 150 College Algebra <u>or</u><br>higher level math            | 3          |       |          |
| Oral Communications   | 3          |       |          |
| Heritage <u>or</u> Humanities   | 3          |       |          |
| Natural <u>or</u> Applied Science   | 3          |       |          |
| ENG 102 Writing II <u>or</u> CMS 152 Writing for<br>Business & Industry <u>or</u> OST 235 Business<br>Communications Technology         | 3          |       |          |
| CIS 130 Microcomputer Application &<br>Development <u>or</u> OST 240 Software Integration   | 3          |       |          |
| *BA 160 Introduction to Business  | 3          |       |          |
| BA 250 Business Employability Seminar   | 1          |       |          |
| BA 267 Introduction to Business Law   | 3          |       |          |
| *BA 282 Principles of Marketing   | 3          |       |          |
| *BA 283 Principles of Management  | 3          |       |          |
| ACC 201 Financial Accounting I  | 3          |       |          |
| ACC 202 Managerial Accounting <u>or</u><br>(ACT 101 Fundamentals of Accounting I) <u>and</u><br>(ACT 102 Fundamentals of Accounting II) | (3)<br>(3) |       |          |
| QMS 101 Introduction to Quality Systems   | 3          |       |          |

**Subtotal Credits: 49-52 hours**

## Human Resource Management Option Courses

| Course  | Hrs          | Grade | Semester |
|---|--------------|-------|----------|
| BA 274 Human Resource Management  | 3            |       |          |
| BA 287 Supervisory Management   | 3            |       |          |
| ACT 196 Payroll Accounting  | 3            |       |          |
| Choose <u>9 hours</u> from Approved Technical Courses*                                |              |       |          |
| IS 100 Introduction to Industrial Safety  | 3            |       |          |
| BA 284 Applied Management Skills  | 3            |       |          |
| BA 288 Person & Organizational Leadership   | 3            |       |          |
| BA 290 Management, Ethics & Safety  | 3            |       |          |
| BA 299 Selected Topics in Management  | 1-3          |       |          |
| OST 275 Office Management   | 3            |       |          |
| QMS 202 Performance Management  | 3            |       |          |
| PY 180 Human Relations  | 3            |       |          |
| COE 199 Cooperative Education (Business Tech) <u>or</u><br>BA 280 Business Internship | 1-3<br>(1-3) |       |          |

*\*Students may select other courses approved by Business Admin  
Program Coordinator*

**Subtotal Credits: 18 hours**

**Program Coordinator: David Murphy**  
**270-824-8692 email: david.murphy@kctcs.edu**

\*BA 160, BA 282, BA 283 should be taken in following sequence:

BA160-Introduction to Business → BA283-Principles of Management → BA282-Principles of Marketing

## Business Administration - AAS – Human Resource Management (67-70 credits)

| SAMPLE SCHEDULING PLAN   |   |
|--|---|
| <u>First Summer Semester</u><br>Oral Communications course<br><br><i>Total: 3 credits</i>  | <u>Second Summer Semester</u><br>Heritage/Humanities course<br>Economics course<br><br><i>Total: 6 credits</i>  |
| <u>First Fall Semester</u><br>ENG 101      CIS 100<br>BA 160      QMS 101<br>Natural/Applied Science course<br><br><i>Total: 15 credits</i>  | <u>Second Fall Semester</u><br>ACC 201 <b>or</b> ACT 101 <b>and</b> ACT 102<br>BA 274<br>BA 282<br>Technical course* (3 credits)<br><br><i>Total: 12-15 credits</i> |
| <u>First Spring Semester</u><br>ENG 102      CIS 130<br>MT 110<br>BA 283      BA 287<br><br><i>Total: 15 credits</i>   | <u>Second Spring Semester</u><br>ACC 202      BA 250<br>ACT 179      BA 287<br>Technical courses* (6 credits)<br><br><i>Total: 16 credits</i>                       |
| <p><b><u>Program Coordinator's Notes:</u></b></p> <p><b><u>Pre-requisites for specific courses</u></b><br/>           ACC 201 - must have 30 college credit hours (sophomore standing).<br/>           ACT 196 – prerequisite course - ACC 201<br/>           BA 283; BA 282 – prerequisite course - BA 160<br/>           BA 250 – prerequisite course - CIS 100</p> <p><b><u>Technical Courses*</u></b><br/>           IS 100 Introduction to Industrial Safety<br/>           BA 284 Applied Management Skills<br/>           BA 288 Person &amp; Organizational Leadership<br/>           BA 290 Management, Ethics &amp; Safety<br/>           BA 299 Selected Topics in Management<br/>           OST 275 Office Management<br/>           QMS 202 Performance Management<br/>           PY 180 Human Relations<br/>           COE 199 Cooperative Education (Business Tech) <b>or</b> BA 280 Business Internship</p> <p><b><u>Economics Courses</u></b><br/>           ECO 101; ECO 201; ECO 202.</p> <p><i>*Students may select other courses approved by the Business Administration Program Coordinator.</i></p> |   |