ASSOCIATE IN APPLIED SCIENCE DEGREE

BUSINESS ADMINISTRATION SYSTEMS
HUMAN RESOURCE MANAGEMENT TRACK

Program Description

The Business Administration Systems Program prepares students for a variety of careers in business. A core curriculum provides students with a foundation of knowledge applicable to any business career. The Business Administration Systems Program offers an Associate in Applied Science degree, diplomas and a variety of certificates in the areas of Accounting, Entrepreneurship, Finance, Financial Perspectives, General Business, Hospitality Management, Human Resource Management, Industrial Supervisor, Leadership, Management, Office Systems, Operations Management, Real Estate Management, Sales, Small Business Management, Team Leadership, Telecommunications Systems Management and Turf Grass / Landscaping Management. The Human Resource Management Track prepares students for entry-level positions in the human resource field and related occupations.

List of Colleges

The following colleges offer this degree.

Elizabethtown Community & Technical College
Henderson Community College
Madisonville Community College
West Kentucky Community & Technical College

One of these colleges must be designated as your Home College. Even though the classes will be delivered by different KCTCS colleges, only the Home College will admit you and take care of all of your student service needs including advising, library services, billing, financial aid, etc.

Getting Started

Students may register for KCTCS online classes offered system wide directly at any KCTCS college. Individuals may also complete a "course inquiry" submit form through www.kyvc.org . KYVC course inquiries are submitted directly to the KCTCS Home College identified by the student. The student's chosen Home College processes the course inquiry either through formal admission procedures or class enrollment. Additional information about KCTCS admission requirements and college contacts may be accessed at http://www.kctcs.edu/en/Students/LearnByTerm.aspx.

BAS – Human Resource Management Track

Upon completion of this option, the graduate can:

1. Describe the human resource manager's job responsibilities in successfully completing the staffing function.
2. Describe various aspects of federal and state legislation affecting human resource management.
3. Evaluate human resource planning methods, sources of job candidates and the various steps of the selection process.
4. Evaluate different compensation methods, prepare payroll records, compute payroll deductions and complete payroll entries using both a manual and computerized accounting systems.
5. Describe the components of performance appraisal systems, training and development activities and the establishment of a safe work environment.
6. Demonstrate an understanding of employee rights, discipline issues and labor relations.
7. Describe the role of the supervisor and his/her responsibilities as it relates to the planning, organizing, staffing, directing and controlling activities in a modern organization.
8. Explain methods used for the improvement of productivity, the supervision of groups, the management of change and conflict and the establishment of total quality management principles of today's organizations.
9. Identify the different skills necessary for effective and ethnical supervision.
10. Utilize problem-solving and decision-making skill techniques.

Course Requirements

Here is a listing of the classes involved in this degree. There may be additional courses that meet these requirements. Please check the current course catalog and online class schedule for additional information and offerings. The entire Associate in Applied Science degree may be completed online; however, some faculty may require proctored exams. Approved

proctored sites are listed at http://www.kctcs.edu/en/Students/LearnByTerm.aspx under student services.

Outline:

Program Title: **AAS-Business Administration Systems**

Core

General Education:

Course Prefix	Course Number	Course Title	Credit Hours
ENG	101	Writing I	3
COM	181	Basic Public Speaking OR	3
COM	252	Introduction to Interpersonal Communication	(3)
ECO	101	Contemporary Economic Issues OR	3
ECO	201	Principles of Microeconomics OR	(3)
ECO	202	Principles of Macroeconomics	(3)
MAT	105	Business Mathematics OR	3
MAT	110	Applied Mathematics OR Higher Quantitative Reasoning	(3)
		Heritage/Humanities	3
		Natural Sciences	3
		Sub Total	**18**

Technical Courses:

CIS	100	Introduction to Computers OR	3
OST	105	Introduction to Information Systems	(3)
ENG	102	Writing II OR	3
OST	235	Business Communications Technology	(3)
CIS	130	Microcomputer Applications and Development OR	3
OST	240	Software Integration	(3)
BAS	160	Introduction to Business	3
BAS	250	Business Employability Seminar	1
BAS	267	Introduction to Business Law	3
BAS	282	Principles of Marketing	3
BAS	283	Principles of Management	3
ACC	201	Financial Accounting OR	3
ACT	101	Fundamentals of Accounting I AND	(3)
ACT	102	Fundamentals of Accounting II	(3)
ACC	202	Managerial Accounting	3
		Technical Subtotal	**28-31**
		Core Subtotal	**46-49**

Program Title: **Human Resource Management Track**

Course Prefix	Course Number	Course Title	Credit Hours
Required			
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	280	Business Internship OR	1-4
COE	199	Cooperative Education	(1-4)
BAS	284	Applied Management Skills	3
BAS	288	Person & Organizational Leadership	3
BAS	290	Management, Ethics & Society	3
BAS	299	Selected Topics in Management: (Option Topic)	1-3
ISX	100	Industrial Safety	3
OST	275	Office Management	3

QMS	101	Introduction to Quality Systems	3
QMS	202	Performance Management	3
PSY	180	Human Relations	3
		Subtotal	**18**
		Total Credits	**64-67**

Helpful links:

APPLICATION: http://www.kctcs.edu/students/admissions/apply_online.aspx

CALENDAR: http://www.kctcs.edu/Students/LearnByTerm/Calendar.aspx

CONTACTS: http://www.kctcs.edu/Students/LearnByTerm/Learn_By_Term_Advisors/College_Contacts.aspx

COURSES: http://www.kctcs.edu/Students/LearnByTerm/Online_Courses.aspx

FINANCIAL AID: http://www.kctcs.edu/Students/Costs_and_Financial_Aid.aspx

GETTING STARTED: http://www.kctcs.edu/Students/LearnByTerm/Getting_Started.aspx

STUDENT TUTORIAL: http://www.kctcs.edu/Students/LearnByTerm/Tutorials.aspx

KCTCS COURSES AVAILABLE AT KYVC: http://kyvc.org/