



Degree Guide:

## Human Resources Specialization, Bachelor of Applied Science in Management

### **Program**

[Human Resources Management \(HR-BAS, Bachelor of Applied Science\)](#)

### **Degree Type**

Bachelor's Degree

### **Offered Online**

Yes

### **Program Coordinator**

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### **Program Description**

The Human Resources Specialization for the Bachelor of Applied Science (BAS) in Management degree builds on an existing two year degree, adding upper division coursework to complete a four-year degree. Applicants are accepted year-round. The program can be completed in a two or three-year track and online. Students can enter the program in the fall, winter, or spring.

This degree is designed to provide program graduates with the knowledge and skills needed to move into Human Resources management or supervisory positions. The Bachelor's curriculum includes a mix of required core management and general studies courses.

Program Code: BAMAMBAS

### **Career Opportunities and Earnings**

Potential careers include:

- Compensation and benefits managers
- Compensation, benefits and job analysis specialists
- Human resources managers
- Human resources specialists
- Training and development managers
- Training and development specialists

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes)

### **Program Outcomes**

- Demonstrate ability to communicate effectively and use the language, tools, concepts and models of management applicable to the professional/technical discipline
- Demonstrate ability to apply critical thinking and knowledge in a field specific context
- Demonstrate an understanding of management roles and the nature of leadership
- Apply the principles and philosophy of management systems
- Analyze systems for planning and decision-making
- Prepare and complete cost control processes including the ability to establish a budget, prepare cost reports, and forecast expenditures



- Employ new and developing information technologies
- Acquire, organize, analyze, and interpret information and data to make informed, reasoned, equitable decisions
- Identify and describe human behavior in an organizational setting
- Identify and analyze human resource systems for employment, compensation and training
- Institute and facilitate team-based problem-solving environments
- Develop and articulate a statement of values or code of ethics
- Demonstrate a knowledge of the community and an understanding of issues related to diversity

**Special Features**

- Students in the BAS program have the advantage of a low faculty to student ratio.
- The BAS program does not currently have a waiting list.
- The BAS program curriculum is designed to prepare students for completing a master's degree.

**Program Prerequisites**

Students entering this program should have basic knowledge of a computer and touch-typing skills. It is recommended that online students complete [HUMDV 101](#). Writing classes are embedded in the program. Excel, Word, PowerPoint, and the use of email are tools BAS students will use throughout the program. Those who are not familiar with or comfortable using those programs should locate online, self-study resources or consider enrolling in courses offered by the college. Students may need to complete prerequisite coursework prior to full admittance to the program.

- 5 credits of [MATH& 107](#) or higher with a GPA of 2.0 or higher
- 5 credits of [ENGL& 101](#) with a GPA of 2.0 or higher
- Completion of a two-year degree, or equivalent junior level standing with a minimum cumulative GPA of a 2.0 or higher

**Approximate Additional Costs**

- Request official transcripts from outside colleges (estimated): \$20
- Books, supplies and miscellaneous fees: \$2400
- Laptop computer: \$1000
- Personal health insurance (recommended): \$39- \$190 per quarter
- Travel/Transportation: varies

Current tuition and fee information is published on the College website at [pencol.edu](http://pencol.edu) or by calling the Student Services Office at (360) 417-6340.

Financial aid is available to all students who qualify. To learn more about these opportunities, visit [pencol.edu/financial](http://pencol.edu/financial).

**Application Process**

Applications for admission are accepted year-round. Once accepted into the program, students may take courses fall, winter, or spring quarters. To learn more about the application process, visit [pencol.edu/applying-program/bas-application-form](http://pencol.edu/applying-program/bas-application-form).

**First Quarter (Fall)**

| Catalog # | Course Title                                 | Credits |
|-----------|--|---------|
| BAS 301   | Managerial Accounting                        | 5       |
| BAS 315   | Management, Leadership, and Organizations    | 5       |
| ENGL 325  | Professional and Organization Communications | 5       |



Second Quarter (Winter)

| Catalog # | Course Title                   | Credits |
|-----------|--------------------------------|---------|
| BAS 330   | Management Information Systems | 5       |
| BAS 390   | Human Resources Management     | 5       |
| BAS 485   | Ethics for Managers            | 5       |

Third Quarter (Spring)

| Catalog #  | Course Title                               | Credits |
|------------|--|---------|
| BAS 380    | Project Management                         | 5       |
| HR-BAS 320 | Compensation and Performance Management    | 5       |
| HR-BAS 346 | Application of HR Technology and Analytics | 5       |

Fourth Quarter (Fall)

| Catalog #  | Course Title               | Credits |
|------------|----------------------------|---------|
| BAS 435    | Operations Management      | 5       |
| CMST& 220  | Public Speaking            | 5       |
| HR-BAS 345 | HR Benefits Administration | 5       |

Fifth Quarter (Winter)

| Catalog #  | Course Title  | Credits |
|------------|---|---------|
| HR-BAS 401 | Managing Diversity, Equity, Inclusion and Belonging | 5       |
| HR-BAS 420 | Labor Relations-Union Management Relations          | 5       |
| HR-BAS 430 | Training and Development                            | 5       |

Sixth Quarter (Spring)

| Catalog #      | Course Title   | Credits |
|----------------|--|---------|
| HR-BAS 440     | Human Resources Recruitment, Staffing, and Selection | 5       |
| HR-BAS 450     | Employment Law and Compliance                        | 5       |
| HR-BAS 470-475 | Internship   | 5       |

|                      |           |
|----------------------|-----------|
| <b>Total Credits</b> | <b>90</b> |
|----------------------|-----------|



# Sample Schedule