

BUSINESS STUDIES
BUSINESS ADMINISTRATION
Organizational Leadership
Diploma

Academic Plan Code

5202014029

Academic Subplan Code

Contact Information: Allison McGullion				
allison.mcgullion@kctcs.edu		270-534-3274		
Student Name		Student ID#		
	Course	Hours	Grade	Semester
Required Technical:				
	BAS 160 Introduction to Business	3		
	BAS 283 Principles of Management	3		
	BAS 284 Applied Management Skills	3		
	BAS 287 Supervisory Management	3		
	BAS 288 Personal and Organizational Leadership	3		
	ACC 201 Financial Accounting OR	3		
	ACT 101 Fundamental of Accounting I AND	(3)		
	ACT 102 Fundamentals of Accounting II	(3)		
	CIT 105 Introduction to Computers OR	3		
	OST 105 Introduction to Information Systems	(3)		
	BAS 280 Business Internship OR	1-3		
	COE 199 Cooperative Education	(1-4)		
	Required Technical Subtotal	22-28		
General Education:				
Area 1=				
	ENG 101 Writing I OR	3		
	COM 181 Basic Public Speaking OR	(3)		
	COM 252 Introduction to Interpersonal Communication	(3)		
AREA 2=				
	Any Economics Course	3		
	General Education Subtotal	6		
Approved Technical Courses:				
Choose 11 - 12 hours of the following: (not duplicated from the core)				
	ACC 202 Managerial Accounting	3		
	BAS 212 Introduction to Financial Management	3		
	BAS 260 Professional Development and Protocol	2		
	BAS 267 Introduction to Business Law	3		
	BAS 274 Human Resource Management	3		
	BAS 282 Principles of Marketing	3		
	BAS 290 Management, Ethics & Society	3		
	CIT 130 Productivity Software OR	3		
	OST 240 Software Integration	(3)		
		Revised Date: 1/30/2017		

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KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

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Course	Hours	Grade	Semester
OST 275 Office Management	3		
QMS 101 Introduction to Quality Systems	3		
Quantitative Reasoning Course	3		
Approved Technical Courses Subtotal	11-12		
Total Credits	39-46		

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First Semester		
Course No.	Course Title	Credit Hours
BAS 160	Introduction to Business	3
BAS 283	Principles of Management	3
CIT 105	Introduction to Computers OR	3
OST 105	Introduction to Information Systems	(3)
	Any Economics Course	3
	Technical Course*	3
Subtotal		15
Second Semester		
Course No.	Course Title	Credit Hours
BAS 284	Applied Management Skills	3
BAS 287	Supervisory Management	3
BAS 288	Personal and Organizational Leadership	3
ENG 101	Writing I OR	3
COM 181	Basic Public Speaking OR	(3)
COM 252	Introduction to Interpersonal Communication	(3)
	Technical Course*	3
	Technical Course*	3
Subtotal		18

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Third Semester		
Course No.	Course Title	Credit Hours
ACC 201	Financial Accounting I OR	3
ACT 101	Fundamentals of Accounting I AND	(3)
ACT 102	Fundamentals of Accounting II	(3)
	Technical Course*	2-3
BAS 280	Business Internship OR	1-4
COE 199	Cooperative Education	(1-3)
Subtotal		6-13
Total Credits		39-46
Program Coordinator Notes:		
** Math Course: MAT 105, MAT 110, MAT 150, or Higher Math		
*Students may select other courses approved by the Business Administration Program Coordinator. Courses listed may have prerequisites. Certificates and/or diploma are awarded when the required course work is completed.		