

**BUSINESS STUDIES**  
**BUSINESS ADMINISTRATION**  
**Organizational Leadership**  
**Diploma**  
**5202014029**

Academic Plan Code

Academic Subplan Code

<b>Contact Information:</b> Allison Smith				
<a href="mailto:allison.smith@kctcs.edu">allison.smith@kctcs.edu</a>		270-534-3274		
Student Name		Student ID#		
	Course	Hours	Grade	Semester
<b>Required Technical:</b>				
	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	3		
	CIT 105 Introduction to Computers OR	3		
	OST 105 Introduction to Information Systems	(3)		
	BAS 280 Business Internship OR	1-4		
	COE 199 Cooperative Education	(1-3)		
	<b>Required Technical Subtotal</b>	<b>22-25</b>		
<b>General Education:</b>				
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		
	<b>General Education Subtotal</b>	<b>6</b>		
<b>Approved Technical Courses:</b>				
<b>Choose 11 - 12 hours of the following: (not duplicated from the core)</b>				
	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		
	BAS 110 Worksheets in Business Applications OR	3		
	CIT 130 Productivity Software OR	(3)		
	OST 240 Software Integration	(3)		



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**Revised Date:** 10/14/2019

*KCTCS is an equal opportunity employer and educational institution.*

**KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM**

Course	Hours	Grade	Semester
OST 275 Office Management	3		
Quantitative Reasoning Course	3		
<b>Approved Technical Courses Subtotal</b>	<b>11-12</b>		
<b>Total Credits</b>	<b>39-43</b>		

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<b>First Semester</b>		
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
<b>Subtotal</b>		<b>15</b>
<b>Second Semester</b>		
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
<b>Subtotal</b>		<b>18</b>

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Third Semester		
Course No.	Course Title	Credit Hours
ACC 201	Financial Accounting I	3
	Technical Course*	2-3
BAS 280	Business Internship OR	1-4
COE 199	Cooperative Education	(1-3)
<b>Subtotal</b>		<b>6-10</b>
<b>Total Credits</b>		<b>39-43</b>
<b>Program Coordinator Notes:</b>		
<p>** Math Course: MAT 105, MAT 110, MAT 150, or Higher Math</p> <p>*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.</p>		