

SMALL BUSINESS MANAGEMENT - DIPLOMA

Offered at: Big Sandy Community and Technical College, Elizabethtown Community and Technical College, Hazard Community and Technical College, Jefferson Community and Technical College, Madisonville Community College, Somerset Community College, Southcentral Kentucky Community and Technical College, West Kentucky Community and Technical College

Program Plan Number: 5202014039

May be available completely online. Please check with your academic advisor.

Course	Title	Credits
General Education		
<i>Area 1</i>		
Select one of the following three options:		3
ENG 101	Writing I	
COM 181	Basic Public Speaking	
COM 252	Introduction to Interpersonal Communication	
<i>Area 2</i>		
Any Economics Course		3
Subtotal		6
Required Technical		
CIT 105	Introduction to Computers	3
or OST 105	Introduction to Information Systems	
Select one of the following two options:		3
BAS 160	Introduction to Business	
BAS 170	Entrepreneurship ¹	
BAS 200	Small Business Management	3
Select one of the following:		3
BAS 212	Introduction to Financial Management ¹	
Second Quantitative Reasoning Course ¹		
BAS 267	Introduction to Business Law	3
BAS 282	Principles of Marketing	3
BAS 283	Principles of Management	3
ACC 201	Financial Accounting	3
or ACT 177		
BAS 280	Business Internship	1-4
or COE 199	Cooperative Education: (Topic)	
Subtotal		25-28
Select six credit hours (not duplicated from the core) from the following list of Technical Course options:		6
ACT 196	Payroll Accounting	
ACC 202	Managerial Accounting	
BAS 170	Entrepreneurship ¹	
BAS 201	Customer Service Improvement Skills	
BAS 212	Introduction to Financial Management ¹	
BAS 274	Human Resource Management	
BAS 284	Applied Management Skills	
BAS 287	Supervisory Management	
BAS 288	Personal and Organizational Leadership	

BAS 290 Management, Ethics and Society

or PHI 150 Business Ethics

CIT 130 Productivity Software

or OST 240 Advanced Microsoft Applications

or BAS 110 Worksheets in Business Applications

Students may select other courses as approved by the Business Administration Program Coordinator.

Total Credits **37-40**

¹ Not allowed as an Approved Technical Course if course has been taken as a required course.