

# 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 |
|---|---|---------|
| <b>General Education</b>  |   |         |
| <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       |
| <b>Required Technical</b>   |   |         |
| 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 <sup>1</sup>                     |         |
| BAS 200   | Small Business Management                         | 3       |
| Select one of the following:  |   | 3       |
| BAS 212   | Introduction to Financial Management <sup>1</sup> |         |
| Second Quantitative Reasoning Course <sup>1</sup>   |   |         |
| 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  | Entrepreneurial Accounting                        |         |
| 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 <sup>1</sup>                     |         |
| BAS 201   | Customer Service Improvement Skills               |         |
| BAS 212   | Introduction to Financial Management <sup>1</sup> |         |
| 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**

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