

# Business Administration – Diploma\*\* – Organizational Leadership (38-39 credits)

Name \_\_\_\_\_ Empl ID# \_\_\_\_\_

**Madisonville**  
Advising Plan

2009  
-2010

\*\*Organizational Leadership Diploma Available Completely Online

## General Education Course Requirements

Course	Hrs	Grade	Semester
<b>Area 1</b> = ENG 101 Writing I <u>or</u> COM 181 Basic Public Speaking <u>or</u> COM 252 Introduction to Interpersonal Communication	3		
<b>Area 2</b> = OST 213 Business Calculations for the Office Professional <u>or</u> ECO 101 Contemporary Economics <u>or</u> ECO 201 Principles of Microeconomics <u>or</u> ECO 202 Principles of Macroeconomics	3		
<b>Area 3</b> = CIS 100 Introduction to Computers <u>or</u> OST 105 Introduction to Information Systems	3		

**Subtotal Credits: 9 hours**

**Program Coordinator: Kim Simons**

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## Organizational Leadership Technical Course Requirements

Course	Hrs	Grade	Semester
ACC 201 Financial Accounting	3		
BA 160 introduction to Business	3		
BA 283 Principles of Management	3		
BA 284 Applied Management Skills	3		
BA 287 Supervisory Management	3		
BA 288 Personal and Organizational Leadership	3		
Choose from Approved Technical Courses*:	11-12		
BA 212 Introduction to Financial Management			
BA 260 Professional Development and Protocol			
BA 267 Introduction to Business Law			
BA 274 Human Resource Management			
BA 282 Principles of Marketing			
BA 290 Management, Ethics & Society			
OST 275 Office Management			
ACC 202 Managerial Accounting			
CIS 130 Microcomputer Appl. & Development <u>or</u>			
OST 235 Business Communications Technology			
QMS 101 Introduction to Quality Systems			
Mathematics Course			

*\*Students may select other courses approved by Program Coordinator*

**Subtotal Credits: 28-30 hours**

## Business Administration–Diploma–Organizational Leadership (38-39 credits)

SAMPLE SCHEDULING PLAN
<p><u>First Fall Semester</u> Area 1 - General Education course (ENG 101) Area 2 General Education course (Economics course) Area 3 - General Education course (CIS 100) BA 160</p> <p><i>Total: 12 credits</i></p>
<p><u>First Spring Semester</u> BA 283 BA 284 BA 287 Approved Technical Course* (3 credits)</p> <p><i>Total: 12 credits</i></p>
<p><u>Second Fall Semester</u> ACC 201 BA 288 OST 220 Approved Technical Course* (8-9 credits)</p> <p><i>Total: 14-15 credits</i></p>
<p><b><u>Program Coordinator's Notes:</u></b></p> <p>Business Courses should be taken in the following sequence: <b>BA160</b> Introduction to Business → <b>BA283</b> Principles of Management → <b>BA282</b> Principles of Marketing</p> <p><b><u>Pre-requisites for specific courses</u></b> ACC 201- Financial Accounting - must have 30 college credit hours (sophomore standing)</p> <p><b><u>Technical Courses*</u></b> BA 212 Introduction to Financial Management BA 260 Professional Development and Protocol BA 267 Introduction to Business Law BA 274 Human Resource Management BA 282 Principles of Marketing BA 290 Management, Ethics &amp; Society OST 275 Office Management ACC 202 Managerial Accounting CIS 130 Microcomputer Appl. &amp; Development <b>or</b> OST 235 Business Communications Technology QMS 101 Introduction to Quality Systems Mathematics Course</p> <p><i>*Students may select other courses approved by the Business Administration Program Coordinator.</i></p>