

# Business Administration – Diploma\*\* - Small Business Management (36 credits)

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

**Madisonville**  
Advising Plan

2009  
-2010

\*\* Small Business Management 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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## SMB Technical Course Requirements

Course	Hrs	Grade	Semester
BA 160 Introduction to Business <u>or</u>	3		
BA 170 Entrepreneurship*	(3)		
BA 200 Small Business Management	3		
BA 212 Introduction to Business Management*	3		
BA 267 Introduction to Business Law	3		
BA 282 Principles of Marketing	3		
BA 283 Principles of Management	3		
ACC 201 Financial Accounting <u>or</u>	3		
ACT 177 Entrepreneurial Accounting <u>or</u>	(3)		
ACT 101 Fundamentals of Accounting I	(3)		
Choose from Approved Technical Courses:	6		
BA 150 Doing Business On The Internet			
BA 212 Introduction to Financial Management*			
BA 170 Entrepreneurship*			
BA 274 Human Resource Management			
BA 284 Applied Management Skills			
BA287 Supervisory Management			
BA 288 Personal and Organizational Leadership			
BA 290 Management, Ethics & Society			
ACT 196 Payroll Accounting			
ACC 202 Managerial Accounting			
CIS 130 Microcomputer Applications & Development <u>or</u>			
CIS 230 Advanced Computer Applications <u>or</u>			
CIS 240 Software Integrations			

*\*Not allowed as an Approved Technical Course if taken as required course.*

**Subtotal Credits: 27 hours**

## Business Administration–Diploma–Small Business Management (36 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 200 BA 212 BA 283 BA 267</p> <p><i>Total: 12 credits</i></p>
<p><u>Second Fall Semester</u> ACC 201 BA 282 Approved Technical Course* (6 credits)</p> <p><i>Total: 12 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> <i>Introduction to Business</i> → <b>BA283</b> <i>Principles of Management</i> → <b>BA282</b> <i>Principles of Marketing</i></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 150 Doing Business On The Internet BA 212 Introduction to Financial Management* BA 170 Entrepreneurship* BA 274 Human Resource Management BA 284 Applied Management Skills BA287 Supervisory Management BA 288 Personal and Organizational Leadership BA 290 Management, Ethics &amp; Society ACT 196 Payroll Accounting ACC 202 Managerial Accounting CIS 130 Microcomputer Applications &amp; Development <b><u>or</u></b> CIS 230 Advanced Computer Applications <b><u>or</u></b> CIS 240 Software Integrations</p> <p><i>*Students may select other courses approved by the Business Administration Program Coordinator.</i></p>