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Program Overview

The mission of the Business Department is to provide quality education that is accessible, affordable and innovative with continuing involvement in partnering with all stakeholders of Piedmont Technical College.

The field of business offers numerous opportunities. Probably no other occupational area encompasses the diverse range of activities that is found in business. Accounting and management are typical examples of the potential career possibilities for business graduates.

By carefully selecting appropriate electives, Piedmont Technical College's business students can prepare for the specific aspect of business that they wish to pursue.

PROGRAM REQUIREMENTS

A.A.S., Major in General Business

The mission of the Business Department is to provide quality education that is accessible, affordable and innovative with continuing involvement in partnering with all stakeholders of Piedmont Technical College.

The field of business offers numerous opportunities. Probably no other occupational area encompasses the diverse range of activities that is found in business. Accounting and management are typical examples of the potential career possibilities for business graduates.

By carefully selecting appropriate electives, Piedmont Technical College's business students can prepare for the specific aspect of business that they wish to pursue. (Contingent on sufficient student interest and enrollment, elective courses are available that lead to a degree in General Business with concentrations in Accounting, Business Management, Office Management or General Business.) Students can pursue their studies in either day or night classes, if sufficient enrollment is maintained.

Transfer opportunities exist for business students upon completion of the two-year degree. The number of business

courses accepted varies from institution to institution and the student should contact his/her advisor as early as possible to explore transfer options. Written transfer agreements have been reached with Lander University and Newberry College in an attempt to provide maximum transferability of coursework.

Day Program

FIRST SEMESTER	CREDIT HOURS
BUS 101 Introduction to Business.....	3.0
CPT 101 Introduction to Computers	3.0
ENG 101 English Composition I	3.0
MAT 122 Finite College Mathematics.....	3.0
Business Elective	3.0

SECOND SEMESTER

ACC 101 Accounting Principles I.....	3.0
ENG 102 English Composition II.....	3.0
MAT 120 Probability and Statistics	3.0
MGT 120 Small Business Management.....	3.0
MKT 101 Marketing	3.0

SUMMER TERM

ACC 102 Accounting Principles II	3.0
Elective Humanities/Fine Arts	3.0

THIRD SEMESTER

ECO 210 Macroeconomics.....	3.0
MGT 101 Principles of Management	3.0
Business Elective	3.0
Business Elective	3.0
Business Elective	3.0

FOURTH SEMESTER

ACC 124 Individual Tax Procedures	3.0
BUS 121 Business Law I.....	3.0
CPT 274 Advanced Microcomputer Spreadsheets	3.0
ECO 211 Microeconomics	3.0
MGT 240 Management Decision Making.....	3.0

TOTAL CREDIT HOURS: 66.0

Evening Program

FIRST SEMESTER	CREDIT HOURS
BUS 101 Introduction to Business.....	3.0
CPT 101 Introduction to Computers	3.0
ENG 101 English Composition I	3.0
MAT 122 Finite College Mathematics.....	3.0

SECOND SEMESTER **CREDIT HOURS**

ACC 101	Accounting Principles I.....	3.0
ENG 102	English Composition II.....	3.0
MAT 120	Probability and Statistics	3.0
	Elective Humanities/Fine Arts	3.0

SUMMER TERM

ACC 102	Accounting Principles II	3.0
	Business Elective	3.0
	Business Elective	3.0

THIRD SEMESTER

ECO 210	Macroeconomics.....	3.0
MGT 101	Principles of Management	3.0
	Business Elective	3.0
	Business Elective	3.0

FOURTH SEMESTER

ACC 124	Individual Tax Procedures	3.0
BUS 121	Business Law I.....	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0
ECO 211	Microeconomics	3.0

SUMMER TERM

MGT 120	Small Business Management.....	3.0
MGT 240	Management Decision Making.....	3.0
MKT 101	Marketing.....	3.0

TOTAL CREDIT HOURS: 66.0**A.A.S., Major in General Business,
Accounting Concentration****Day Program****FIRST SEMESTER** **CREDIT HOURS**

ACC 101	Accounting Principles I.....	3.0
BUS 101	Introduction to Business.....	3.0
CPT 101	Introduction to Computers	3.0
ENG 101	English Composition I.....	3.0
MAT 122	Finite College Mathematics.....	3.0

SECOND SEMESTER

ACC 102	Accounting Principles II	3.0
ENG 102	English Composition II.....	3.0
MAT 120	Probability and Statistics	3.0
MKT 101	Marketing.....	3.0
	Elective Humanities/Fine Arts	3.0

SUMMER TERM

ACC 124	Individual Tax Procedures	3.0
ECO 211	Microeconomics	3.0

THIRD SEMESTER

ACC 150	Payroll Accounting.....	3.0
ACC 201	Intermediate Accounting I.....	3.0
BAF 260	Financial Management	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0
ECO 210	Macroeconomics.....	3.0

FOURTH SEMESTER

ACC 202	Intermediate Accounting II	3.0
ACC 230	Cost Accounting I.....	3.0
ACC 240	Computerized Accounting.....	3.0
BUS 121	Business Law I.....	3.0
MGT 101	Principles of Management	3.0

TOTAL CREDIT HOURS: 66.0**Evening Program****FIRST SEMESTER** **CREDIT HOURS**

ACC 101	Accounting Principles I.....	3.0
BUS 101	Introduction to Business.....	3.0
CPT 101	Introduction to Computers	3.0
ENG 101	English Composition I.....	3.0
MAT 122	Finite College Mathematics.....	3.0

SECOND SEMESTER

ACC 102	Accounting Principles II	3.0
ENG 102	English Composition II.....	3.0
MAT 120	Probability and Statistics	3.0
	Elective Humanities/Fine Arts	3.0

SUMMER TERM

ECO 211	Microeconomics	3.0
MKT 101	Marketing.....	3.0

THIRD SEMESTER

ACC 150	Payroll Accounting.....	3.0
ACC 201	Intermediate Accounting I.....	3.0
ECO 210	Macroeconomics.....	3.0
MGT 101	Principles of Management	3.0

FOURTH SEMESTER

ACC 124	Individual Tax Procedures	3.0
ACC 202	Intermediate Accounting II	3.0
BUS 121	Business Law I.....	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0

SUMMER TERM

ACC 230	Cost Accounting I.....	3.0
ACC 240	Computerized Accounting.....	3.0
BAF 260	Financial Management	3.0

TOTAL CREDIT HOURS: 66.0

A.A.S., Major in General Business, Management Concentration

Day Program

FIRST SEMESTER CREDIT HOURS

BUS 101	Introduction to Business.....	3.0
CPT 101	Introduction to Computers	3.0
MGT 101	Principles of Management	3.0
ENG 101	English Composition I.....	3.0
MAT 122	Finite College Mathematics.....	3.0

SECOND SEMESTER

ACC 101	Accounting Principles I.....	3.0
ECO 211	Microeconomics	3.0
ENG 102	English Composition II.....	3.0
MAT 120	Probability and Statistics	3.0
MKT 101	Marketing.....	3.0

SUMMER TERM

ACC 102	Accounting Principles II	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0

THIRD SEMESTER

BAF 260	Financial Management	3.0
BUS 210	Introduction to E-Commerce in Business.....	3.0
ECO 210	Macroeconomics.....	3.0
MGT 150	Fundamentals of Supervision	3.0
	Elective Humanities/Fine Arts	3.0

FOURTH SEMESTER

BAF 250	Investments	3.0
BUS 121	Business Law I.....	3.0
MGT 120	Small Business Management.....	3.0
MGT 240	Management Decision Making.....	3.0
MGT 201	Human Resource Management	3.0

TOTAL CREDIT HOURS: 66.0

Evening Program

FIRST SEMESTER CREDIT HOURS

BUS 101	Introduction to Business.....	3.0
CPT 101	Introduction to Computers	3.0
ENG 101	English Composition I.....	3.0
MAT 122	Finite College Mathematics.....	3.0

SECOND SEMESTER

ACC 101	Accounting Principles I.....	3.0
ENG 102	English Composition II.....	3.0
MAT 120	Probability and Statistics	3.0
	Elective Humanities/Fine Arts	3.0

SUMMER TERM CREDIT HOURS

ACC 102	Accounting Principles II	3.0
BAF 250	Investments	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0

THIRD SEMESTER

BUS 210	Introduction to E-Commerce in Business.....	3.0
ECO 210	Macroeconomics.....	3.0
MGT 101	Principles of Management	3.0
MGT 150	Fundamentals of Supervision	3.0

FOURTH SEMESTER

BUS 121	Business Law I.....	3.0
MKT 101	Marketing.....	3.0
ECO 211	Microeconomics	3.0
MGT 201	Human Resource Management	3.0

SUMMER TERM

BAF 260	Financial Management	3.0
MGT 120	Small Business Management.....	3.0
MGT 240	Management Decision Making.....	3.0

TOTAL CREDIT HOURS: 66.0

A.A.S., Major in General Business, Office Management Concentration

Day Program

FIRST SEMESTER CREDIT HOURS

BUS 101	Introduction to Business.....	3.0
CPT 101	Introduction to Computers	3.0
ENG 101	English Composition I.....	3.0
MAT 122	Finite College Mathematics.....	3.0
MGT 101	Principles of Management	3.0

SECOND SEMESTER

ACC 101	Accounting Principles I.....	3.0
AOT 165	Information Processing Software.....	3.0
ENG 102	English Composition II.....	3.0
MGT 150	Fundamentals of Supervision	3.0
MKT 101	Marketing	3.0

SUMMER TERM

ACC 102	Accounting Principles II	3.0
IST 281	Presentation Graphics.....	3.0

THIRD SEMESTER

ACC 150	Payroll Accounting	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0
ECO 210	Macroeconomics.....	3.0
MAT 120	Probability and Statistics	3.0
	Elective Humanities/Fine Arts	3.0

FOURTH SEMESTER **CREDIT HOURS**

ACC 124	Individual Tax Procedures	3.0
BUS 121	Business Law I.....	3.0
ECO 211	Microeconomics	3.0
MGT 120	Small Business Management.....	3.0
MGT 240	Management Decision Making.....	3.0

TOTAL CREDIT HOURS: 66.0**Evening Program****FIRST SEMESTER** **CREDIT HOURS**

CPT 101	Introduction to Computers	3.0
ENG 101	English Composition I.....	3.0
MAT 122	Finite College Mathematics.....	3.0
MGT 101	Principles of Management	3.0

SECOND SEMESTER

ACC 101	Accounting Principles I.....	3.0
ENG 102	English Composition II.....	3.0
MGT 120	Small Business Management.....	3.0
MGT 150	Fundamentals of Supervision	3.0

SUMMER TERM

ACC 102	Accounting Principles II	3.0
IST 281	Presentation Graphics.....	3.0
MKT 101	Marketing.....	3.0

THIRD SEMESTER

ACC 150	Payroll Accounting	3.0
AOT 165	Information Processing Software.....	3.0
BUS 101	Introduction to Business.....	3.0
ECO 210	Macroeconomics.....	3.0

FOURTH SEMESTER

ACC 124	Individual Tax Procedures	3.0
BUS 121	Business Law I.....	3.0
ECO 211	Microeconomics	3.0
MAT 120	Probability and Statistics	3.0

SUMMER TERM

CPT 274	Advanced Microcomputer Spreadsheets	3.0
MGT 240	Management Decision Making.....	3.0
	Elective Humanities/Fine Arts	3.0

TOTAL CREDIT HOURS: 66.0**Accounting Certificate**

The certificate in Accounting is designed to provide students with a specialized body of knowledge in accounting. The courses are sequenced to advance from the basic principles through more advanced applications. The courses in the Accounting certificate apply toward the major in Business, Accounting concentration.

Day Program**FIRST SEMESTER** **CREDIT HOURS**

ACC 101	Accounting Principles I.....	3.0
CPT 101	Introduction to Computers	3.0

SECOND SEMESTER

ACC 102	Accounting Principles II	3.0
ACC 124	Individual Tax Procedures	3.0

SUMMER TERM

BAF 260	Financial Management.....	3.0
MAT 122	Finite College Mathematics.....	3.0

THIRD SEMESTER

ACC 150	Payroll Accounting	3.0
ACC 201	Intermediate Accounting I.....	3.0

FOURTH SEMESTER

ACC 202	Intermediate Accounting II	3.0
ACC 230	Cost Accounting I.....	3.0
ACC 240	Computerized Accounting.....	3.0

TOTAL CREDIT HOURS: 33.0**Evening Program****FIRST SEMESTER** **CREDIT HOURS**

ACC 101	Accounting Principles I.....	3.0
CPT 101	Introduction to Computers	3.0
MAT 122	Finite College Mathematics.....	3.0

SECOND SEMESTER

ACC 102	Accounting Principles II	3.0
ACC 124	Individual Tax Procedures	3.0

SUMMER TERM

ACC 230	Cost Accounting I.....	3.0
BAF 260	Financial Management.....	3.0

THIRD SEMESTER

ACC 150	Payroll Accounting.....	3.0
ACC 201	Intermediate Accounting.....	3.0

FOURTH SEMESTER

ACC 202	Intermediate Accounting II	3.0
ACC 240	Computerized Accounting.....	3.0

TOTAL CREDIT HOURS: 33.0

Entrepreneurship Certificate

The Entrepreneurship certificate is designed to give students the basic business concepts necessary to start and operate their own small business. It is useful for Industrial Technology students, for example, who have gained technical skill, but may be lacking the business understanding to make their new venture successful. Current entrepreneurs may also benefit from this class as they will gain practical knowledge useful in growing and managing their existing business. The certificate introduces students to various core business aspects found in all businesses.

Day Program

FIRST SEMESTER

CREDIT HOURS

ACC 101	Accounting Principles I.....	3.0
CPT 101	Introduction to Computers	3.0
MGT 120	Small Business Management.....	3.0
MKT 101	Marketing	3.0

SECOND SEMESTER

BUS 121	Business Law.....	3.0
MKT 135	Customer Service Techniques.....	3.0
	Elective Business	3.0
	Elective Business	3.0

TOTAL CREDIT HOURS: 24.0

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