

## Contact Us:

Menka Brown, Department Head

Phone: (864) 941-8343 | Email: brown.me@ptc.edu

## 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.

## PROGRAM REQUIREMENTS

### A.A.S., Major in Business Administration

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 Business Administration with concentrations in Accounting, Management or Office Management.) 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.

*\*MGT 240 is the "capstone" course of the business curriculum and should be taken during the student's last semester before graduation.*

### GENERAL EDUCATION COURSES

| COURSES                             | CREDIT HOURS |
|-------------------------------------|--------------|
| ENG 101 English Composition I ..... | 3.0          |
| ENG 102 English Composition II..... | 3.0          |
| ECO 210 Macroeconomics.....         | 3.0          |
| or ECO 211 Microeconomics           |              |

|  |     |
|--|-----|
| Elective Humanities/Fine Arts .....      | 3.0 |
| MAT 120 Probability and Statistics ..... | 3.0 |
| or MAT 122 Finite College Mathematics    |     |

**SUBTOTAL: 15.0**

### REQUIRED CORE SUBJECT AREAS

| COURSES                                 | CREDIT HOURS |
|---|--------------|
| ACC 101 Accounting Principles I.....    | 3.0          |
| BUS 121 Business Law I.....             | 3.0          |
| CPT 101 Introduction to Computers ..... | 3.0          |
| MGT 101 Principles of Management .....  | 3.0          |
| MKT 101 Marketing.....                  | 3.0          |

**SUBTOTAL: 15.0**

### OTHER COURSES REQUIRED FOR GRADUATION

| COURSES   | CREDIT HOURS |
|---|--------------|
| ACC 102 Accounting Principles II .....            | 3.0          |
| ACC 124 Individual Tax Procedures .....           | 3.0          |
| BUS 101 Introduction to Business.....             | 3.0          |
| CPT 274 Advanced Microcomputer Spreadsheets ..... | 3.0          |
| Approved Elective .....                           | 3.0          |
| Approved Elective .....                           | 3.0          |
| Approved Elective .....                           | 3.0          |
| Approved Elective .....                           | 3.0          |

|   |     |
|---|-----|
| MGT 120 Small Business Management.....  | 3.0 |
| MGT 240 Management Decision Making..... | 3.0 |

**SUBTOTAL: 30.0**

**TOTAL CREDIT HOURS: 60.0**

### A.A.S., Major in Business Administration, Accounting Concentration

#### GENERAL EDUCATION COURSES

| COURSES                                  | CREDIT HOURS |
|--|--------------|
| ENG 101 English Composition I .....      | 3.0          |
| ENG 102 English Composition II.....      | 3.0          |
| ECO 210 Macroeconomics.....              | 3.0          |
| or ECO 211 Microeconomics                |              |
| MAT 120 Probability and Statistics ..... | 3.0          |
| or MAT 122 Finite College Mathematics    |              |
| Elective Humanities/Fine Arts .....      | 3.0          |

**SUBTOTAL: 15.0**

## REQUIRED CORE SUBJECT AREAS

| COURSES                                 | CREDIT HOURS |
|---|--------------|
| ACC 101 Accounting Principles I.....    | 3.0          |
| BUS 121 Business Law I.....             | 3.0          |
| CPT 101 Introduction to Computers ..... | 3.0          |
| MGT 101 Principles of Management .....  | 3.0          |
| MKT 101 Marketing.....                  | 3.0          |

**SUBTOTAL: 15.0**

## OTHER COURSES REQUIRED FOR GRADUATION

| COURSES   | CREDIT HOURS |
|---|--------------|
| ACC 102 Accounting Principles II .....            | 3.0          |
| ACC 124 Individual Tax Procedures .....           | 3.0          |
| ACC 150 Payroll Accounting.....                   | 3.0          |
| ACC 201 Intermediate Accounting I.....            | 3.0          |
| ACC 202 Intermediate Accounting II .....          | 3.0          |
| ACC 230 Cost Accounting I.....                    | 3.0          |
| ACC 240 Computerized Accounting.....              | 3.0          |
| BAF 260 Financial Management .....                | 3.0          |
| BUS 101 Introduction to Business.....             | 3.0          |
| CPT 274 Advanced Microcomputer Spreadsheets ..... | 3.0          |

**SUBTOTAL: 30.0**

**TOTAL CREDIT HOURS: 60.0**

## A.A.S., Major in Business Administration, Management Concentration

### GENERAL EDUCATION COURSES

| COURSES                                  | CREDIT HOURS |
|--|--------------|
| ENG 101 English Composition I.....       | 3.0          |
| ENG 102 English Composition II.....      | 3.0          |
| ECO 210 Macroeconomics.....              | 3.0          |
| or ECO 211 Microeconomics                |              |
| Elective Humanities/Fine Arts .....      | 3.0          |
| MAT 120 Probability and Statistics ..... | 3.0          |
| or MAT 122 Finite College Mathematics    |              |

**SUBTOTAL: 15.0**

## REQUIRED CORE SUBJECT AREAS

| COURSES                                 | CREDIT HOURS |
|---|--------------|
| ACC 101 Accounting Principles I.....    | 3.0          |
| BUS 121 Business Law I.....             | 3.0          |
| CPT 101 Introduction to Computers ..... | 3.0          |
| MGT 101 Principles of Management .....  | 3.0          |
| MKT 101 Marketing.....                  | 3.0          |

**SUBTOTAL: 15.0**

## OTHER COURSES REQUIRED FOR GRADUATION

| COURSES   | CREDIT HOURS |
|---|--------------|
| ACC 102 Accounting Principles II .....              | 3.0          |
| BAF 250 Investments .....                           | 3.0          |
| BAF 260 Financial Management .....                  | 3.0          |
| BUS 101 Introduction to Business.....               | 3.0          |
| BUS 210 Introduction to E-Commerce in Business..... | 3.0          |
| CPT 274 Advanced Microcomputer Spreadsheets .....   | 3.0          |
| MGT 120 Small Business Management.....              | 3.0          |
| MGT 150 Fundamentals of Supervision .....           | 3.0          |
| MGT 201 Human Resource Management .....             | 3.0          |
| MGT 240 Management Decision Making.....             | 3.0          |

**SUBTOTAL: 30.0**

**TOTAL CREDIT HOURS: 60.0**

## A.A.S., Major in Business Administration, Office Management Concentration

### GENERAL EDUCATION COURSES

| COURSES                                  | CREDIT HOURS |
|--|--------------|
| ENG 101 English Composition I.....       | 3.0          |
| ENG 102 English Composition II.....      | 3.0          |
| ECO 210 Macroeconomics.....              | 3.0          |
| or ECO 211 Microeconomics                |              |
| Elective Humanities/Fine Arts .....      | 3.0          |
| MAT 120 Probability and Statistics ..... | 3.0          |
| or MAT 122 Finite College Mathematics    |              |

**SUBTOTAL: 15.0**

## REQUIRED CORE SUBJECT AREAS

| COURSES                                 | CREDIT HOURS |
|---|--------------|
| ACC 101 Accounting Principles I.....    | 3.0          |
| BUS 121 Business Law I.....             | 3.0          |
| CPT 101 Introduction to Computers ..... | 3.0          |
| MGT 101 Principles of Management .....  | 3.0          |
| MKT 101 Marketing.....                  | 3.0          |

**SUBTOTAL: 15.0**

## OTHER COURSES REQUIRED FOR GRADUATION

| COURSES   | CREDIT HOURS |
|---|--------------|
| ACC 102 Accounting Principles II .....            | 3.0          |
| ACC 124 Individual Tax Procedures .....           | 3.0          |
| ACC 150 Payroll Accounting.....                   | 3.0          |
| AOT 165 Information Processing Software.....      | 3.0          |
| BUS 101 Introduction to Business.....             | 3.0          |
| CPT 274 Advanced Microcomputer Spreadsheets ..... | 3.0          |
| IST 281 Presentation Graphics.....                | 3.0          |
| MGT 120 Small Business Management.....            | 3.0          |

|         |                                   |     |
|---------|-----------------------------------|-----|
| MGT 150 | Fundamentals of Supervision ..... | 3.0 |
| MGT 240 | Management Decision Making.....   | 3.0 |

**SUBTOTAL: 30.0**  
**TOTAL CREDIT HOURS: 60.0**

## 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 Administration, Accounting concentration.

### REQUIRED COURSE INFORMATION

| COURSES                                  | CREDIT HOURS |
|--|--------------|
| CPT 101 Introduction to Computers .....  | 3.0          |
| MAT 120 Probability and Statistics ..... | 3.0          |
| or MAT 122 Finite College Mathematics    |              |
| SUBTOTAL: 6.0                            |              |

### ELECTIVE COURSE INFORMATION

| COURSES |                                  | CREDIT HOURS          |
|---------|----------------------------------|-----------------------|
| ACC 101 | Accounting Principles I.....     | 3.0                   |
| ACC 102 | Accounting Principles II .....   | 3.0                   |
| ACC 124 | Individual Tax Procedures .....  | 3.0                   |
| ACC 150 | Payroll Accounting.....          | 3.0                   |
| ACC 201 | Intermediate Accounting I.....   | 3.0                   |
| ACC 202 | Intermediate Accounting II ..... | 3.0                   |
| ACC 230 | Cost Accounting I.....           | 3.0                   |
| ACC 240 | Computerized Accounting.....     | 3.0                   |
|         |                                  |                       |
|         |                                  | <b>SUBTOTAL: 24.0</b> |

### UNDEFINED ELECTIVES

| COURSES                           | CREDIT HOURS |
|-----------------------------------|--------------|
| BAF 260 Financial Management..... | 3.0          |
| SUBTOTAL: 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.

### REQUIRED COURSE INFORMATION

| COURSES |                                   | CREDIT HOURS          |
|---------|-----------------------------------|-----------------------|
| ACC 101 | Accounting Principles I.....      | 3.0                   |
| BUS 121 | Business Law .....                | 3.0                   |
| MGT 120 | Small Business Management.....    | 3.0                   |
| MKT 101 | Marketing .....                   | 3.0                   |
| MKT 135 | Customer Service Techniques ..... | 3.0                   |
|         |                                   |                       |
|         |                                   | <b>SUBTOTAL: 15.0</b> |

### ELECTIVE COURSE INFORMATION

| COURSES                                 | CREDIT HOURS |
|---|--------------|
| CPT 101 Introduction to Computers ..... | 3.0          |
| SUBTOTAL: 3.0                           |              |

### UNDEFINED ELECTIVES

| COURSES                  | CREDIT HOURS |
|--------------------------|--------------|
| Elective Business .....  | 3.0          |
| Elective Business .....  | 3.0          |
| SUBTOTAL: 6.0            |              |
| TOTAL CREDIT HOURS: 24.0 |              |

## Human Resource Management Certificate

The Human Resource Management certificate prepares students to pursue entry-level HR generalist positions. Students learn the basic types of management and supervisory skills. They also learn the employment laws that affect the workplace, as well as the main human resource functions that all HR professionals perform in business and industry.

### REQUIRED COURSE INFORMATION

| COURSES |                                   | CREDIT HOURS             |
|---------|-----------------------------------|--------------------------|
| BUS 121 | Business Law .....                | 3.0                      |
| MGT 101 | Principles of Management .....    | 3.0                      |
| MGT 150 | Fundamentals of Supervision ..... | 3.0                      |
| MGT 201 | Human Resource Management .....   | 3.0                      |
|         |                                   |                          |
|         |                                   | SUBTOTAL: 12.0           |
|         |                                   | TOTAL CREDIT HOURS: 12.0 |

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