

## Contact Us:

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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 Business Administration

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 Business Administration with concentrations in Accounting, Business 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
ACC 124 Individual Tax Procedures .....	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 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 122 Finite College Mathematics .....	3.0

**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

**SUBTOTAL: 24.0**

### 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

**SUBTOTAL: 15.0**

### 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**

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