

BUSINESS ADMINISTRATION, A.A.S. - BUS3

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, 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.

Requirements

Courses	Course Title	Credit Hours
General Education Courses		
ENG 101	English Composition I	3
ENG 102	English Composition II	3
ECO 210 or ECO 211	Macroeconomics or Microeconomics	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
MAT 120 or MAT 122	Probability and Statistics or Finite College Mathematics	3
Subtotal		15
Required Core Subject Areas		
ACC 101	Accounting Principles I	3
BUS 121	Business Law I	3
CPT 101	Introduction to Computers	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
Subtotal		15
Other Courses Required for Graduation		
ACC 102	Accounting Principles II	3
ACC 124	Individual Tax Procedures	3
BUS 101	Introduction to Business	3
CPT 274	Advanced Microcomputer Spreadsheets	3

Approved Elective		3
Approved Elective		3
Approved Elective		3
Approved Elective		3
MGT 120	Small Business Management	3
MGT 240	Management Decision Making ¹	3
Subtotal		30
Total Hours		60

¹ MGT 240 Management Decision Making is the "capstone" course of the business curriculum and should be taken during the student's last semester before graduation.

Graduation Plan

Fall Start

Course	Title	Hours
First Year		
Fall Semester		
BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MAT 120 or MAT 122	Probability and Statistics or Finite College Mathematics	3
Approved Elective		3
Hours		15

Spring Semester

ACC 101	Accounting Principles I	3
ECO 210 or ECO 211	Macroeconomics or Microeconomics	3
ENG 102	English Composition II	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
Hours		15

Summer Semester

ACC 102	Accounting Principles II	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		6

Second Year

Fall Semester

MGT 120	Small Business Management	3
CPT 274	Advanced Microcomputer Spreadsheets	3
Approved Elective		3
Approved Elective		3
Hours		12

Spring Semester

ACC 124	Individual Tax Procedures	3
BUS 121	Business Law I	3
MGT 240	Management Decision Making	3



Approved Elective	3
Hours	12
Total Hours	60

Spring Start

Course	Title	Hours
First Year		
Spring Semester		
BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MAT 120 or MAT 122	Probability and Statistics or Finite College Mathematics	3
Approved Elective		3
Hours		15

Summer Semester

ACC 101	Accounting Principles I	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
Hours		9

Fall Semester

ACC 102	Accounting Principles II	3
ECO 210 or ECO 211	Macroeconomics or Microeconomics	3
ENG 102	English Composition II	3
BUS 121	Business Law I	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		15

Second Year

Spring Semester

ACC 124	Individual Tax Procedures	3
MGT 120	Small Business Management	3
CPT 274	Advanced Microcomputer Spreadsheets	3
Approved Elective		3
Approved Elective		3
Hours		15

Summer Semester

MGT 240	Management Decision Making	3
Approved Elective		3
Hours		6
Total Hours		60

Summer Start

Course	Title	Hours
First Year		
Summer Semester		
BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3

MAT 120 or MAT 122	Probability and Statistics or Finite College Mathematics	3
Hours		9

Fall Semester

ACC 101	Accounting Principles I	3
ECO 210 or ECO 211	Macroeconomics or Microeconomics	3
ENG 101	English Composition I	3
Approved Elective		3
Approved Elective		3
Hours		15

Spring Semester

ACC 102	Accounting Principles II	3
ENG 102	English Composition II	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		15

Second Year

Summer Semester

MGT 120	Small Business Management	3
CPT 274	Advanced Microcomputer Spreadsheets	3
Hours		6

Fall Semester

ACC 124	Individual Tax Procedures	3
BUS 121	Business Law I	3
MGT 240	Management Decision Making	3
Approved Elective		3
Approved Elective		3
Hours		15
Total Hours		60

Application and Advising

If you are ready to start your education, there are a few simple steps involved in enrolling at Piedmont Technical College.

Get Started Today (<https://www.ptc.edu/admissions/new-students/>)

Advising Information

The following information provides a guide for advisors who are helping students enroll in this program.

Program Notes

BUS courses are offered during days, evenings, and online.

Students who are planning to pursue a bachelor's degree should fully explore and understand transfer options. The number of business courses accepted varies from institution to institution. Written transfer agreements have been reached with Lander University and Newberry College in an attempt to provide maximum transferability of course work.

Notes About Individual Classes

ENG 101 is required for these programs. Students will follow this progression, with their starting point being determined by their placement test scores: ENG 032/012 and/or RDG 032/012 (or RWR 032/012) > ENG 100 and/or RDG 100 (or RWR 100) > ENG 101.

RDG 100 or appropriate placement test score is a prerequisite for all ACC, AOT, BUS, CPT, CWE, IST, and MGT courses.

Students may choose between MAT 120 and MAT 122 for these programs. Students will follow the progression for their chosen math course as outlined below, with their starting point being determined by their placement test scores:

For MAT 120, the progression is MAT 032/012 > MAT 152 or MAT 101 > MAT 120.

For MAT 122, the progression is MAT 032/012 > MAT 152 or MAT 101 > MAT 122.

Business electives must be from courses with the following prefixes: BUS, BAF, MGT, MKT, & ACC. Public Speaking (SPC 205) is also an acceptable business elective. It is important that advisors stress that other courses will not count as business electives.

Program Student Learning Outcomes

Purpose Statement

The purpose of the business program is to provide educational and training to prepare students for a variety of entry level career positions in the business profession, college transfer, or to provide career enhancement opportunities to individuals already employed in business fields.

Program Student Learning Outcomes:

1. Demonstrate an in-depth understanding of the various management theories and apply these appropriately on the job.
2. Demonstrate an understanding of the basic laws of contracts in the legal framework of business operations.
3. Demonstrate knowledge of the accounting process and prepare and interpret basic financial statements.
4. Apply basic marketing techniques to develop simple promotion, pricing, and distribution plans, and to identify markets.