

BUSINESS ADMINISTRATION, ACCOUNTING CONCENTRATION, A.A.S. - ACC3

Professional accountants process and communicate financial information about their organization's economic activities and convey this information to a variety of groups, including investors, creditors, managers, and regulators. Students in the Business Administration – Accounting concentration are required to take the full range of accounting courses, as well as other business and general education courses, offered by the College. Through their coursework, students learn the importance of being detail-oriented and possessing good analytical skills when comparing and interpreting facts and figures. Because accountants need to listen to their clients and managers and to be able to discuss the results of their work at meetings and in written reports, students learn the importance of communication skills as they are needed. Finally, students learn the necessity of being ethical and in possessing integrity when performing their duties as accountants.

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
MAT 120 or MAT 122	Probability and Statistics or Finite College Mathematics	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		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
ACC 150	Payroll Accounting	3
ACC 201	Intermediate Accounting I	3
ACC 202	Intermediate Accounting II	3
ACC 230	Cost Accounting I	3
ACC 240	Computerized Accounting	3

BAF 260	Financial Management	3
BUS 101	Introduction to Business	3
CPT 274	Advanced Microcomputer Spreadsheets	3
Subtotal		30
Total Hours		60

Graduation Plan

Fall Start

Course	Title	Hours
First Year		
Fall Semester		
ACC 101	Accounting Principles I	3
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
Hours		15

Spring Semester

ACC 102	Accounting Principles II	3
ECO 210 or ECO 211	Macroeconomics or Microeconomics	3
ENG 102	English Composition II	3
MKT 101	Marketing	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		15

Summer Semester

ACC 124	Individual Tax Procedures	3
CPT 274	Advanced Microcomputer Spreadsheets	3
Hours		6

Second Year

Fall Semester

ACC 201	Intermediate Accounting I	3
ACC 150	Payroll Accounting	3
BAF 260	Financial Management	3
MGT 101	Principles of Management	3
Hours		12

Spring Semester

ACC 202	Intermediate Accounting II	3
ACC 230	Cost Accounting I	3
ACC 240	Computerized Accounting	3
BUS 121	Business Law I	3
Hours		12
Total Hours		60



Spring Start

Course	Title	Hours
First Year		
Spring Semester		
ACC 101	Accounting Principles I	3
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
Hours		15
Summer Semester		
ACC 102	Accounting Principles II	3
MKT 101	Marketing	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		9
Fall Semester		
ACC 201	Intermediate Accounting I	3
ACC 124	Individual Tax Procedures	3
CPT 274	Advanced Microcomputer Spreadsheets	3
ECO 210 or ECO 211	Macroeconomics or Microeconomics	3
ENG 102	English Composition II	3
Hours		15
Second Year		
Spring Semester		
ACC 202	Intermediate Accounting II	3
ACC 150	Payroll Accounting	3
BAF 260	Financial Management	3
MGT 101	Principles of Management	3
Hours		12
Summer Semester		
ACC 230	Cost Accounting I	3
ACC 240	Computerized Accounting	3
BUS 121	Business Law I	3
Hours		9
Total Hours		60

Summer Start

Course	Title	Hours
First Year		
Summer Semester		
ACC 101	Accounting Principles I	3
BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
Hours		9
Fall Semester		
ACC 102	Accounting Principles II	3

ECO 210 or ECO 211	Macroeconomics or Microeconomics	3
ENG 101	English Composition I	3
MKT 101	Marketing	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		15
Spring Semester		
ACC 124	Individual Tax Procedures	3
CPT 274	Advanced Microcomputer Spreadsheets	3
ENG 102	English Composition II	3
MAT 120 or MAT 122	Probability and Statistics or Finite College Mathematics	3
MGT 101	Principles of Management	3
Hours		15
Second Year		
Summer Semester		
ACC 201	Intermediate Accounting I	3
ACC 230	Cost Accounting I	3
BAF 260	Financial Management	3
Hours		9
Fall Semester		
ACC 150	Payroll Accounting	3
ACC 202	Intermediate Accounting II	3
ACC 240	Computerized Accounting	3
BUS 121	Business Law I	3
Hours		12
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

This program can be started any semester.

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

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.

ACC 240 is a Capstone Course for ACC 3 and should be taken in the final semester.

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.

Requirements for specific BUS tracks

Accounting Course Work (ACC3)

ACC 101, 102, 201, and 202 must be taken in sequence.

Program Student Learning Outcomes

Purpose Statement

The purpose of the business administration program with an accounting concentration is to provide educational and training to prepare students for a variety of entry level career positions in the business profession that require accounting skills, 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.