

BUSINESS ADMINISTRATION, OFFICE MANAGEMENT CONCENTRATION, A.A.S. - OMG3

The Business Administration – Office Management concentration includes accounting, business, management, and technology courses designed to prepare a student for an office management position in both large and small businesses. Courses such as supervision, payroll, tax, and marketing provide the specific skills students need to manage employees, as well as the other resources in today's business offices. At the end of the program, students are required to complete a capstone course in which they participate in a global business simulation game to help solidify their skills in business, management, and accounting.

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 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 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
Courses Required for Graduation		
ACC 102	Accounting Principles II	3
ACC 124	Individual Tax Procedures	3
ACC 150	Payroll Accounting	3
AOT 165	Information Processing Software	3
BUS 101	Introduction to Business	3
CPT 274	Advanced Microcomputer Spreadsheets	3
IST 281	Presentation Graphics	3
MGT 120	Small Business Management	3
MGT 150	Fundamentals of Supervision	3
MGT 240	Management Decision Making	3

Subtotal	30
Total Hours	60

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
MGT 101	Principles of Management	3
Hours		15

Spring Semester

ACC 101	Accounting Principles I	3
ENG 102	English Composition II	3
IST 281	Presentation Graphics	3
MGT 150	Fundamentals of Supervision	3
MKT 101	Marketing	3
Hours		15

Summer Semester

AOT 165	Information Processing Software	3
ACC 102	Accounting Principles II	3
Hours		6

Second Year

Fall Semester

ACC 124	Individual Tax Procedures	3
BUS 121	Business Law I	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
Hours		12

Spring Semester

ACC 150	Payroll Accounting	3
CPT 274	Advanced Microcomputer Spreadsheets	3
MGT 120	Small Business Management	3
MGT 240	Management Decision Making	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	Probability and Statistics	3
MGT 101	Principles of Management	3
Hours		15

Summer Semester

ACC 101	Accounting Principles I	3
ENG 102	English Composition II	3
IST 281	Presentation Graphics	3
Hours		9

Fall Semester

ACC 102	Accounting Principles II	3
AOT 165	Information Processing Software	3
ECO 210 or ECO 211	Macroeconomics or Microeconomics	3
MGT 150	Fundamentals of Supervision	3
MKT 101	Marketing	3
Hours		15

Second Year

Spring Semester

ACC 124	Individual Tax Procedures	3
BUS 121	Business Law I	3
CPT 274	Advanced Microcomputer Spreadsheets	3
MGT 120	Small Business Management	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		3
Hours		15

Summer Semester

ACC 150	Payroll Accounting	3
MGT 240	Management Decision Making	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
BUS 121	Business Law I	3
CPT 274	Advanced Microcomputer Spreadsheets	3
ENG 101	English Composition I	3
MGT 101	Principles of Management	3
Hours		15

Spring Semester

ACC 102	Accounting Principles II	3
AOT 165	Information Processing Software	3
ENG 102	English Composition II	3
MGT 150	Fundamentals of Supervision	3
MKT 101	Marketing	3
Hours		15

Second Year

Summer Semester

ACC 124	Individual Tax Procedures	3
IST 281	Presentation Graphics	3
Hours		6

Fall Semester

ACC 150	Payroll Accounting	3
ECO 210 or ECO 211	Macroeconomics or Microeconomics	3
MGT 120	Small Business Management	3
MGT 240	Management Decision Making	3
Elective Humanities/Fine Arts (https://catalog.ptc.edu/student-handbook/advising-registration/general-education-courses/)		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

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.

MGT 240 is a capstone course. This class should be taken in the student's 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

- Office Management Course Work (OMG3)
- AOT sequence prerequisite is CPT 101 for AOT 165 and CPT 274.

Program Student Learning Outcomes

Purpose Statement

The purpose of the business administration with office management concentration 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.