BUSINESS ADMINISTRATION

Associate of Applied Science | Diploma | Certificate

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes and an understanding of business organizations in today's global economy.

To learn more visit **www.piedmontcc.edu/business**

More about BUSINESS ADMINISTRATION

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Outlook for EMPLOYMENT

There are many traditional careers for graduates of an Business Administration program at PCC.

Administrative Assistant
Executive Assistant
Office Manager
Chief Executives
Sales Managers
Security Managers
Management Analysts
Business Teachers

COURSES

Required Courses for Program	AAS	DIP	C1	C2	C3	C4
ACA 111 College Student Success *						
ACA 122 College Transfer Success *						
ACC 120 Principles of Financial Acct						
ACC 129 Individual Income Taxes						
BUS 110 Introduction to Business						
BUS 115 Business Law I						
BUS 121 Business Math						
BUS 137 Principles of Mgmt						
BUS 153 Human Resource Mgmt						
BUS 225 Business Finance						
BUS 230 Small Business Management						
BUS 260 Business Communications						
CIS 110 Introduction to Computers						
COM 231 Public Speaking						
CTS 130 Spreadsheet						
ECO 251 Micro Economics **						
ECO 252 Macro Economics **						
ENG 111 Writing and Inquiry						
MAT Elective (MAT 143, MAT 171 or MAT 152)						
MKT 120 Principles of Marketing						
MKT 123 Prin of Selling ***						
MKT 220 Advertising ***						
XXX Business Elective						
XXX Business Elective						
XXX HUM/Fine Arts Elective						
XXX Social/Behavioral Sc Elective						
Total Semester Hours Required for Degree	**65**	**38**	**15**	**18**	**16**	**16**

Courses with matching symbols indicate OR/AND requirements. Review back page or contact Student Development for more information.

AAS = Associate in Applied Science DIP = Diploma C1= General Certificate
C2= Marketing Certificate C3= Management Certificate C4= Startup Certificate

Denotes required for degree completion

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Procedures for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

William Hatchett

Program CONTACTS

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Person County Campus - L119

PCC Piedmont Community College

Person County Campus
1715 College Drive
Roxboro, NC 27573
(336) 599-1181

Caswell County Campus
331 Piedmont Drive
Yanceyville, NC 27379
(336) 694-5707

ASSOCIATE OF APPLIED SCIENCE

Suggested Course Sequence

Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER					
ACA 111	College Student Success *OR*	1	0	0	1
ACA 122	College Transfer Success	0	2	0	1
BUS 110	Introduction to Business	3	0	0	3
ECO 251	Micro Economics *OR*	3	0	0	3
ECO 252	Macro Economics	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
XXX	Business Elective	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
		14-15	**2-4**	**0**	**16**
SPRING SEMESTER					
BUS 121	Business Math	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
BUS 115	Business Law I	3	0	0	3
		13	**6**	**0**	**16**
FALL SEMESTER					
COM 231	Public Speaking	3	0	0	3
BUS 153	Human Resource Mgmt	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
BUS 260	Business Communications	3	0	0	3
MAT 143	Quantitative Literacy *OR*	2	2	0	3
MAT 152	Statistical Methods I *OR*	3	2	0	4
MAT 171	Precalculus Algebra	3	2	0	4
XXX	Business Elective	3	0	0	3
		17-18	**2**	**0**	**18-19**
SPRING SEMESTER					
MKT 123	Prin of Selling *OR*	3	0	0	3
MKT 220	Advertising	3	0	0	3
BUS 225	Business Finance	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
XXX	HUM/Fine Arts Elective	3	0	0	3
XXX	Social/Behavioral Sc Elective	3	0	0	3
		13	**4**	**0**	**15**
		57-59	**14-16**	**0**	**65-66**

TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE: 65-66