



BUSINESS ADMINISTRATION

Associate in 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 OR		✓	✓				
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		✓					
Semester Hours Required for Degree			65-66	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= Small Business Start-Up Certificate

✓ Denotes required for degree completion

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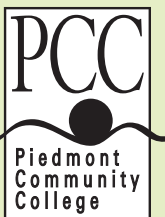
Procedures for ADMISSIONS

- 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.

Program CONTACTS

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Walter Montgomery, Dean
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Person County Campus - L119



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 IN APPLIED SCIENCE Suggested Course Sequence Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER					
ACA 111	College Student Success <i>OR</i>	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 <i>OR</i>	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 <i>OR</i>	2	2	0	3
MAT 152	Statistical Methods I <i>OR</i>	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 <i>OR</i>	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**