12th Grade:

**FALL**
- ENG 101
- MATH 120

**SPRING**
- PSY 120 or PSY 201*

*If you plan to continue education beyond Associate Degree.

** TAP credit available for CPT 170 with successful completion of TAP exam.

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**High School Graduation**

WITH 12 HOURS COLLEGE CREDIT

**FALL**
- BUS 101
- BUS 121
- CPT 170**
- MGT 101

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**SPRING**
- BUS 101
- BUS 121
- CPT 170**
- MGT 101

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**FALL**
- ACC 101
- BUS 175 or ECO 210*
- or ECO 211*
- MARKETING 101
- Humanities Requirement

**SPRING**
- ACC 101
- BUS 175 or ECO 210*
- MARKETING 101
- Humanities Requirement

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**FALL**
- BAF 260
- MGT 130
- Program Elective
- Program Elective

**SPRING**
- BAF 101
- MGT 240
- MGT 260
- Program Elective
- Program Elective

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**BUSINESS ADMINISTRATION ASSOCIATE IN APPLIED SCIENCE DEGREE**

- Build a competitive and marketable resume for work in a variety of settings following high school.
- Earn up to 15 hours of college credit (dual enrollment + TAP) that you can use toward an Associate in Applied Science Degree in Business Administration.
- Successful students are effective communicators, interested in solving problems, working as part of a team, and being leaders in a business environment.
- Students may also specialize in the following disciplines: Banking and Finance, Entrepreneurship, Management, Marketing, or Operations Management.
- Take your dual enrollment classes at a TCTC Campus alongside college students or at a college site in your district.

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Graduate from High School with 12 Hours of College Credit

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**Medians**

- $48,523 Annually

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**TRI-COUNTY TECHNICAL COLLEGE CONTACT:**
Marla Cobb • mcobb9@tctc.edu

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REVISED 03/2021
The Business Administration program prepares students with the knowledge and skills necessary for entry-level managerial positions. This program develops management communication and problem-solving skills required for these positions.

**ACC 101 - Accounting Principles I**  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. Accounting systems for various assets, liabilities, and equities are studied.

**BAF 101 - Personal Finance**  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments, and retirement planning.

**BUS 101 - Introduction to Business**  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed, and controlled. Topics include finance, marketing, production, quality assurance, and international business issues.

**BUS 121 - Business Law I**  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course is a study of legal procedures, law and society, classifications and systems of law, the tribunal's administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties.

**BUS 150 - The Enterprise Value Chain**  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course is a study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth. Credit cannot be awarded for both ECO 210 and ECO 211.

**CPT 170 - Microcomputer Applications**  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course introduces microcomputer applications software, including word processing, databases, spreadsheets, graphs, and their integration.

**ECO 101 - Basic Economics**  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course is a study of comparative economic systems, forms of business organization, business operation, and wage and price determination. Credit cannot be awarded for both ECO 101 and ECO 210 or ECO 211.

**ECO 210 - Macroeconomics**  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth. Credit cannot be awarded for both ECO 210 and ECO 101.

**ECO 211 - Microeconomics**  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/output in different market structures, pricing of resources, regulations, and comparative advantage and trade. Credit cannot be awarded for both ECO 211 and ECO 101.

**ENG 100 - English Composition I**  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course is a study of basic psychological principles of behavior, perception, motivation, learning memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology. Prerequisites: Reading and writing placement scores for ENG 101 or completion of ENG 100, ENG 101, ENG 103, or ENG 155 with a grade of C or higher; or satisfactory English placement scores for ENG 101 and completion of RDG 100 with a grade of C or higher. Satisfactory math placement scores for MAT 103 or MAT 120 or completion of MAT 102 with a grade of C or higher.

**ENG 101 - English Composition I**  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

**MGT 101 - Principles of Management**  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

**MGT 290 - Management Decision Making**  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course is a study of various structured approaches to managerial decision making. The situations are realistic and will aid in developing problem-solving skills. Prerequisites: ACC 101, CPT 170, MAT 101, & MKT 101.

**MKT 101 - Marketing**  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution.

**MKT 130 - Customer Service Principles**  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course is a study of the importance of customer service satisfaction and the functions of various customer relations systems.

**PSY 120 - Organizational Psychology**  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course is a study of basic psychological principles of supervision and organizational dynamics. Emphasis is placed on people skills and general human relation techniques in the workplace. This course will not satisfy any Associate of Arts or Associate of Science requirements.

**PSY 201 - General Psychology**  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology. Prerequisites: Reading and writing placement scores for ENG 101 or completion of ENG 100, ENG 101, or ENG 155 with a grade of C or higher. BIO 101 strongly recommended.

**SPC 205 - Public Speaking**  
Class Hours: 3  Lab Hours: 0  Credit Hours: 3  
This course is an introduction to principles of public speaking with application of speaking skills. Prerequisites: A grade of C or higher in ENG 101 or in ENG 103 or in ENG 155 or in ENG 156.