



A DUAL ENROLLMENT CAREER PATHWAY FOR

# BUSINESS ADMINISTRATION

[tctc.edu/careerpathways](https://tctc.edu/careerpathways)

## About the Program

- Build a competitive and marketable resume for work in a variety of settings following high school.
- 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.

## About the Pathway

- 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.
- Take your dual enrollment classes at a TCTC Campus alongside college students or at a college site in your district.

## Business Administration CAREER PATHWAY

### IN HIGH SCHOOL

#### 12<sup>th</sup> Grade:

1<sup>st</sup> Semester

- ENG 101 • MAT 120

2<sup>nd</sup> Semester

- SPC 205 • 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.

(please see course descriptions on back)

**HIGH SCHOOL GRADUATION +  
12 HOURS OF COLLEGE CREDIT**

### AFTER HIGH SCHOOL BUSINESS ADMINISTRATION ASSOCIATE IN APPLIED SCIENCE DEGREE

FALL		
• BUS 101	• CPT 170	• MKT 101
• BUS 121	• MGT 101	

SPRING		
• ACC 101	• ECO 101 or ECO 210 or ECO 211	
• BUS 175	• MKT 130	• Humanities Requirement

FALL		
• BAF 260	• Program Elective	
• BAF 101	• Program Elective	

SPRING			
• BUS 121	• MGT 260	• Program Elective	• Program Elective
• MGT 240			

SC Mean Annual Wages  
**\$49,592-\$99,1463**



CONNECT WITH US

[hsde@tctc.edu](mailto:hsde@tctc.edu) | 864-646-1505

# Business administration COURSE DESCRIPTIONS

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.

## BAF 260 - FINANCIAL MANAGEMENT

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of financial analysis and planning. Topics include working capital management, capital budgeting, and cost of capital.

Prerequisites: ACC 101 and CPT 170.

## 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 tribunals 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

Represents an enterprise-wide program aimed at defining and achieving customer satisfaction. This course is an introduction to the philosophies, organizational cultures, and practices that leading organizations implement to ensure and continuously improve upon quality and processes. Techniques such as Lean, Lean Six Sigma, and Six Sigma are explored. Upon completing this course, students should have an excellent understanding of tools and methods that focus all of an organization's resources on continuous and simultaneous improvement of quality and productivity to achieve highest performance and competitiveness.

## BUS 175 - INTERNATIONAL BUSINESS

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This is an introductory course in international business and trade. The course will explore the reasons companies choose to enter the international market, various marketing approaches, government regulations and opportunities for the individual. Prerequisites: BUS 101.

## BUS 275 - BUSINESS INTERNSHIP

Class Hours: 1 Lab Hours: 6 Credit Hours: 3

This course includes practical experience in an approved business setting as well as class meetings. Class meeting emphasis is placed on topics which will enhance employability skills.

Prerequisites: Requires Department Head or Program Coordinator Approval.

## 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.

Prerequisites: Satisfactory 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.

## 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.

Prerequisites: Satisfactory 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.

Prerequisites: Satisfactory Writing placement score or a grade of C or higher in ENG 100 or in ENG 155 ; AND satisfactory Reading placement score or a grade of C or higher in RDG 100.

## MAT 120 - PROBABILITY AND STATISTICS

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes the following topics: introductory probability and statistics, including organization of data; sample space concepts; random variables; counting problems; binomial and normal distributions; central limit theorem; confidence intervals and test hypothesis for large and small samples; types I and II errors; linear regression and correlation.

Prerequisites: Satisfactory math placement score; or MAT 102 with a grade of C or higher, or MAT 101 with a grade of A and a satisfactory reading placement score or RDG 100 with a grade of "C" or higher or ENG 101 or ENG 103 with a grade of "C" or higher.

## 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 240 - 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 or ACC 111 , CPT 170 , MGT 101 , & MKT 101 .

## MGT 260 - LEADERSHIP FUNDAMENTALS

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course examines the significant research and theories that provide the conceptual framework for viewing and practicing leadership as a collective enterprise. Emerging leaders are empowered through the leadership experience involving new organizational paradigms.

## 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: Satisfactory reading and English placement scores for ENG 101; or satisfactory English scores for ENG 101 and completion of RDG 100 with a grade of "C" or higher; or completion of ENG 100, ENG 101, ENG 103 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: ENG 101, ENG 103, ENG 155, or ENG 156 with a grade of "C" or higher.

