A DUAL ENROLLMENT CAREER PATHWAY FOR
BUSINESS ADMINISTRATION

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
12th Grade:
1st Semester
• ENG 101 • MAT 120
2nd 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
• MGT 240 • Program Elective

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

CONNECT WITH US
hsde@tctc.edu | 864-646-1505

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. Prerequisites: BUS 101.

**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.

**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, & MGT 102.

**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 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 writing placement scores for ENG 101; or satisfactory English placement scores for 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.