



CAREER PATHWAYS FOR SUCCESS

A DUAL ENROLLMENT CAREER PATHWAY FOR MANAGEMENT (BANKING AND FINANCE EMPHASIS)

12th Grade:

- | | |
|--|--|
| FALL | SPRING |
| <ul style="list-style-type: none"> • ENG 155 or ENG 101* • MAT 155 or MAT 120* or MAT 109* | <ul style="list-style-type: none"> • ENG 156 or SPC 205* • PSY 120 or PSY 201* |

High School Graduation
WITH 12-15 HOURS COLLEGE CREDIT

*These classes if you plan to continue education beyond Associate Degree.

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

- FALL
- BUS 101
 - MGT 101
 - BAF 101
 - MKT 101
 - BAF 150

- | | |
|--|---|
| FALL | SPRING |
| <ul style="list-style-type: none"> • BUS 275 or Program Elective • BUS 121 • Program Elective • General elective | <ul style="list-style-type: none"> • MGT 260 • CPT 170** • MKT 130 • Humanities |

- SPRING
- BAF 155
 - ACC 101
 - MGT 150
 - MGT 201
 - MGT 121

EXIT NOW

Entry-Level
\$24,000-32,000
Annually
Median
\$42,000 Annually

MANAGEMENT ASSOCIATE DEGREE

Pathway with 4-year university.

Southern Wesleyan University
Bachelor of Science Degree,
BUSINESS ADMINISTRATION

Graduate from High School with 12-15 Hours of College Credit

- 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 Degree in Management.
- Successful students are effective communicators, interested in financial markets, and interested in operating office finances.
- Earn a WorkKeys certificate to illustrate competency level with prospective employers.
- Take your dual enrollment classes at a TCTC Campus alongside college students or at a college site in your district.

COURSE DESCRIPTIONS

The Management (Banking and Finance Emphasis) program prepares students for entry-level positions in the banking and finance industry. Students will concentrate on studies in management, bank operations, credit and collections, and customer service.

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 150 - Principles of Bank Operations

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

This course is a study of the economic importance of banks, including processing of cash items, the payment system, management of deposits, bank services, and the regulatory structure affecting deposits.

BAF 155 - Credit and Collections

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

This course will provide students with an in-depth understanding of the credit and collections industry. Areas covered include the effects of credit and collections within the economy, roles and responsibilities of professional debt collectors, and laws and regulations.

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 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.

Prerequisites: COMPASS Reading score of 73 or higher is strongly recommended.

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

ENG 155 - Communications I

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

This course introduces the principles of expository writing and public speaking through practice and development of communication skills.

Prerequisites: Satisfactory Writing placement score or grade of C or higher in ENG 032 ; AND satisfactory Reading placement score or a grade of C or higher in RDG 100

ENG 156 - Communications II

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

This course is a continuation of the development of communication skills through writing, speaking, and library research assignments.

Prerequisites: A grade of C or better in ENG 155 or in ENG 101 .

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 above, or MAT 101 with a grade of A.

MAT 155 - Contemporary Mathematics

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

This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations, and descriptive statistics.

Prerequisites: Satisfactory math placement score or MAT 032 with a grade of C or above.

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 121 - Small Business Operations

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

This course is a study of the daily operations of an established small business, emphasizing staffing, recordkeeping inventory control and marketing.

MGT 150 - Fundamentals of Supervision

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

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

Prerequisites: MGT 101 .

MGT 201 - Human Resource Management

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

This course is a study of personnel administration functions within a business organization. Major areas of study include: job analysis; recruitment; selection and assessment of personnel; and wage, salary, and benefit administration.

Prerequisites: MGT 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: 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