

PIEDMONT TECHNICAL COLLEGE
ASSOCIATE IN APPLIED SCIENCE
MAJOR IN GENERAL BUSINESS - OFFICE MANAGEMENT CONCENTRATION

Day Program – 5 terms

First Semester		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
BUS 101	Introduction to Business	3.0	0.0	3.0
CPT 101	Introduction to Computers	3.0	0.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
MAT 122	Finite College Mathematics	3.0	0.0	3.0
MGT 101	Principles of Management	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		15.0	0.0	15.0
Second Semester				
ACC 101	Accounting Principles I	3.0	0.0	3.0
AOT 165	Information Processing Software	3.0	0.0	3.0
ENG 102	English Composition II	3.0	0.0	3.0
MGT 150	Fundamentals of Supervision	3.0	0.0	3.0
MKT 101	Marketing	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		15.0	0.0	15.0
Summer Term				
ACC 102	Accounting Principles II	3.0	0.0	3.0
IST 281	Presentation Graphics	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		6.0	0.0	6.0
Third Semester				
ACC 150	Payroll Accounting	3.0	0.0	3.0
CPT 274	Advanced Microcomputer Spreadsheets	3.0	0.0	3.0
ECO 210	Macroeconomics	3.0	0.0	3.0
MAT 120	Probability and Statistics	3.0	0.0	3.0
Elective	Humanities/Fine Arts	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		15.0	0.0	15.0
Fourth Semester				
ACC 124	Individual Tax Procedures	3.0	0.0	3.0
BUS 121	Business Law I	3.0	0.0	3.0
ECO 211	Microeconomics	3.0	0.0	3.0
MGT 120	Small Business Management	3.0	0.0	3.0
MGT 240	Management Decision Making	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		15.0	0.0	15.0
	 TOTAL CREDIT HOURS	 66.0	 0.0	 66.0

PIEDMONT TECHNICAL COLLEGE
ASSOCIATE IN APPLIED SCIENCE
MAJOR IN GENERAL BUSINESS - OFFICE MANAGEMENT CONCENTRATION

Evening Program – 6 terms

First Semester		<u>Class</u>	<u>Lab</u>	<u>Credit</u>
CPT 101	Introduction to Computers	3.0	0.0	3.0
ENG 101	English Composition I	3.0	0.0	3.0
MAT 122	Finite College Mathematics	3.0	0.0	3.0
MGT 101	Principles of Management	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		12.0	0.0	12.0
Second Semester				
ACC 101	Accounting Principles I	3.0	0.0	3.0
ENG 102	English Composition II	3.0	0.0	3.0
MGT 120	Small Business Management	3.0	0.0	3.0
MGT 150	Fundamentals of Supervision	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		12.0	0.0	12.0
Summer Term				
ACC 102	Accounting Principles II	3.0	0.0	3.0
IST 281	Presentation Graphics	3.0	0.0	3.0
MKT 101	Marketing	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		9.0	0.0	9.0
Third Semester				
ACC 150	Payroll Accounting	3.0	0.0	3.0
AOT 165	Information Processing Software	3.0	0.0	3.0
BUS 101	Introduction to Business	3.0	0.0	3.0
ECO 210	Macroeconomics	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		12.0	0.0	12.0
Fourth Semester				
ACC 124	Individual Tax Procedures	3.0	0.0	3.0
BUS 121	Business Law I	3.0	0.0	3.0
ECO 211	Microeconomics	3.0	0.0	3.0
MAT 120	Probability and Statistics	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		12.0	0.0	12.0
Summer Term				
CPT 274	Advanced Microcomputer Spreadsheets	3.0	0.0	3.0
MGT 240	Management Decision Making	3.0	0.0	3.0
Elective	Humanities/Fine Arts	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
		9.0	0.0	9.0
	TOTAL CREDIT HOURS	66.0	0.0	66.0