

Business Administration

Business Administration (A25120)

Degree Awarded

The Associate in Applied Science Degree – Business Administration is awarded by the college upon completion of this program.

Admissions

- A high school diploma or equivalent is required.
- Submit a completed admissions application to Central Piedmont.
- Submit high school transcripts and any former college transcripts to Admissions, Records & Registration.
- Request all former college transcripts be evaluated for transfer credit to Central Piedmont. Business and Accounting courses taken at Central Piedmont or transferred in from another institution over 10 years old will not be counted towards a degree or certificate unless approved by the Business and Accounting program chairs.
- Central Piedmont placement tests are required in reading comprehension and algebra. Developmental courses in English and mathematics are available for students to build basic skills and knowledge. All necessary developmental courses must be completed prior to beginning courses with the following prefixes: ACC, BUS, ECM, INT, LOG, and MKT.
- Consult with an advisement counselor and attend an orientation session following placement testing.
- Consult with the Program Chair regarding program sequence of courses and course registration. Call the Business and Accounting Division at 704.330.4865 for an appointment.
- Many courses have prerequisites or co-requisites; check the Courses section for details.

Method of Study

Business Administration Degree courses are either web-enhanced face to face, hybrid or offered fully online.

Transferring to Senior Institutions

In order to transfer courses more effectively, students intending to transfer from Central Piedmont to a senior institution should check with the four-year school(s) of their choice for general education, program and GPA requirements for transfer. Information on transfer institutions is available through the Business and Accounting Division Office.

For More Information

The Business Administration program is in the Business and Accounting Division. For information, call the Business and Accounting Division office at 704.330.4865 or email BusAcc@cpcc.edu (busacc@cpcc.edu).

Business Administration (A25120)

General Education Requirements

ENG 111	Writing and Inquiry	3.0
Select 3 credits from the following courses:		3.0
ENG 112	Writing and Research in the Disciplines	
ENG 113	Literature-Based Research	
ENG 114	Professional Research & Reporting	
COM 110	Introduction to Communication	

COM 231	Public Speaking	
Select 3 credits from the following courses:		3.0
MAT 143	Quantitative Literacy	
MAT 152	Statistical Methods I	
MAT 171	Precalculus Algebra	
Select 3 credits from the following courses:		3.0
ART 111	Art Appreciation	
ART 114	Art History Survey I	
ART 115	Art History Survey II	
DRA 111	Theatre Appreciation	
HUM 120	Cultural Studies	
HUM 130	Myth in Human Culture	
MUS 110	Music Appreciation	
MUS 112	Introduction to Jazz	
PHI 215	Philosophical Issues	
PHI 240	Introduction to Ethics	
REL 110	World Religions	
Select 3 credits from the following courses:		3.0
ECO 252	Principles of Macroeconomics	
HIS 111	World Civilizations I	
HIS 112	World Civilizations II	
HIS 131	American History I	
HIS 132	American History II	
POL 120	American Government	
PSY 150	General Psychology	
SOC 210	Introduction to Sociology	

Major Requirements

ACA 122	College Transfer Success	1.0
BUS 110	Introduction to Business	3.0
BUS 115	Business Law I	3.0
BUS 137	Principles of Management	3.0
MKT 120	Principles of Marketing	3.0
ACC 120	Principles of Financial Accounting	4.0
CIS 110	Introduction to Computers	3.0
ECO 251	Principles of Microeconomics	3.0
or ECO 151	Survey of Economics	
BUS 125	Personal Finance	3.0
BUS 139	Entrepreneurship I	3.0
BUS 153	Human Resource Management	3.0
BUS 240	Business Ethics	3.0
BUS 253	Leadership and Management Skills	3.0

Technical Electives

Select 12 credits from the following:		12.0
Global Business Management Specialty:		
INT 110	International Business	
INT 115	Global Communication	
INT 210	International Trade	
Human Resources Management Specialty:		
BUS 217	Employment Law and Regulations	
BUS 234	Training and Development	
BUS 256	Recruiting, Selection & Personnel Planning	
Logistics Specialty:		

Business Administration

LOG 110	Introduction to Logistics
LOG 125	Transportation Logistics
LOG 215	Supply Chain Management
Marketing Specialty:	
MKT 220	Advertising and Sales Promotion
MKT 225	Marketing Research
MKT 232	Social Media Marketing
ECM 210	Introduction to E-Commerce
Office Management Specialty:	
OST 122	Office Computations
OST 171	Intro. to Virtual Office
OST 286	Professional Development
Project Management Specialty:	
PMT 110	Introduction to Project Management
PMT 111	Project Management Assessing Risk
PMT 210	Project Management Issues
PMT 215	Project Management Leadership
Additional Elective Options:	
ACC 121	Principles of Managerial Accounting
ACC 150	Accounting Software Applications
ACC 270	International Accounting
BAF 110	Principles of Banking
BAF 121	Economics for Bankers
BAS 120	Introduction to Analytics
BAS 121	Data Visualization
BAS 150	Introduction to Analytical Programming
BAS 220	Applied Analytical Programming
BUS 112	SIFE Business Development
BUS 116	Business Law II
BUS 135	Principles of Supervision
BUS 147	Business Insurance
BUS 152	Human Relations
BUS 228	Business Statistics
BUS 230	Small Business Management
BUS 255	Organizational Behavior in Business
BUS 258	Compensation and Benefits
BUS 259	Human Resource Management Applications
BUS 260	Business Communication
COM 231	Public Speaking
ECO 252	Principles of Macroeconomics
INT 180	Travel Study Abroad
INT 220	International Economics
INT 230	International Law
LOG 235	Import/Export Management
LOG 240	Purchasing Logistics
LOG 250	Advanced Global Logistics
MKT 121	Retailing
MKT 122	Visual Merchandising
MKT 123	Fundamentals of Selling
MKT 221	Consumer Behavior
MKT 223	Customer Service
MKT 224	International Marketing

MKT 227	Marketing Applications
MKT 228	Service Marketing
MKT 229	Special Events Production
MKT 230	Public Relations
ENT 211	Entertainment Promotion
OST 130	Comprehensive Keyboarding
OST 134	Text Entry & Formatting
OST 164	Office Editing
OMT 110	Intro to Operations Mgmt
SPA 111 & SPA 181	Elementary Spanish I and Spanish Lab 1
or SPA 112 & SPA 182	Elementary Spanish II and Spanish Lab 2
FRE 111 & FRE 181	Elementary French I and French Lab 1
or GER 111 & GER 181	Elementary German I and German Lab 1
SST 110	Introduction to Sustainability
SST 210	Issues in Sustainability
WBL 111	Work-Based Learning I
WBL 112	Work-Based Learning I
WBL 121	Work-Based Learning II
WBL 131	Work-Based Learning III

Total Credits **65**

BUS 110. Introduction to Business. 3.0 Credits. Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects.

BUS 112. SIFE Business Development. 2.0 Credits. Class-1.0. Clinical-0.0. Lab-2.0. Work-0.0

This course provides students with opportunities for practical application of concepts taught in business, marketing, and economics courses. Emphasis is placed on free markets in a global economy, how entrepreneurs succeed, personal financial success skills, and business ethics. Upon completion, students should be able to demonstrate knowledge in business, marketing, and economics and display creative problem-solving, public speaking, leadership, and public relations skills. Prerequisites: Take BUS 110

BUS 115. Business Law I. 3.0 Credits. Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.

Prerequisites: Take 1 group: Take DRE 097 or DRE 098; Take EFL 111 EFL 112, minimum grade of C; Take ENG 111, minimum grade of C; Take ENG 002

BUS 116. Business Law II. 3.0 Credits. Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course includes the study of the legal and ethical framework of business. Business Organizations, property law, intellectual property law, agency and employment law, consumer law, secured transactions, and bankruptcy are examined. Upon completion, the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.

Prerequisites: Take BUS 115

BUS 121. Business Math. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

Prerequisites: Take 1 group: Take DMA 010 DMA 020 and DMA 030; Take Mat 003. Take 1 group: Take DRE 097 or DRE 098; Take ENG 111, minimum grade of C; Take ENG 002

BUS 125. Personal Finance. 3.0 Credits. Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS 135. Principles of Supervision. 3.0 Credits. Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

Prerequisites: Take 1 group: Take DRE 097 or DRE 098; Take EFL 111 EFL 112, minimum grade of C; Take ENG 111 ENG 112 ENG 113 or ENG 114, minimum grade of C; Take ENG 002

BUS 137. Principles of Management. 3.0 Credits. Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

BUS 139. Entrepreneurship I. 3.0 Credits. Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs.

Prerequisites: Take 1 group: Take DRE 097 or DRE 098; Take EFL 111 EFL 112, minimum grade of C; Take ENG 111 ENG 112 ENG 113 or ENG 114, minimum grade of C; Take ENG 002

BUS 147. Business Insurance. 3.0 Credits. Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

BUS 152. Human Relations. 3.0 Credits. Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts.

Prerequisites: Take 1 group: Take DRE 097 or DRE 098; Take EFL 111 EFL 112, minimum grade of C; Take ENG 111 ENG 112 ENG 113 or ENG 114, minimum grade of C; Take ENG 002

BUS 153. Human Resource Management. 3.0 Credits. Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

Prerequisites: Take 1 group: Take DRE 097 or DRE 098; Take EFL 111 EFL 112, minimum grade of C; Take ENG 111 ENG 112 ENG 113 or ENG 114, minimum grade of C; Take ENG 002

BUS 217. Employment Law and Regulations. 3.0 Credits. Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

Prerequisites: Take 1 group: Take DRE 097 or DRE 098; Take EFL 111 EFL 112, minimum grade of C; Take ENG 111 ENG 112 ENG 113 or ENG 114, minimum grade of C; Take ENG 002

BUS 225. Business Finance. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

Prerequisites: Take ACC 120, minimum grade of C

BUS 228. Business Statistics. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0

This course introduces the use of statistical methods and tools in evaluating research data for business applications. Emphasis is placed on basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference. Upon completion, students should be able to apply statistical problem solving to business.

BUS 230. Small Business Management. 3.0 Credits. Class-3.0.

Clinical-0.0. Lab-0.0. Work-0.0

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

Prerequisites: Take 1 group: Take DRE 097 or DRE 098; Take EFL 111 EFL 112, minimum grade of C; Take ENG 111 ENG 112 ENG 113 or ENG 114, minimum grade of C; Take ENG 002

BUS 234. Training and Development. 3.0 Credits. Class-3.0.

Clinical-0.0. Lab-0.0. Work-0.0

This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.

Prerequisites: Take 1 group: Take DRE 097 or DRE 098; Take EFL 111 EFL 112, minimum grade of C; Take ENG 111 ENG 112 ENG 113 or ENG 114, minimum grade of C; Take ENG 002

BUS 240. Business Ethics. 3.0 Credits. Class-3.0. Clinical-0.0. Lab-0.0.

Work-0.0

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

Prerequisites: Take 1 group: Take DRE 097 or DRE 098; Take ENG 111, minimum grade of C; Take ENG 002. Take BUS 110, minimum grade of C

BUS 253. Leadership and Management Skills. 3.0 Credits. Class-3.0.

Clinical-0.0. Lab-0.0. Work-0.0

This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.

Prerequisites: Take 1 group: DRE 098 or ENG 111; Take EFL 111 or EFL 112; Take ENG 002; From rule RMINP2

BUS 255. Organizational Behavior in Business. 3.0 Credits. Class-3.0.

Clinical-0.0. Lab-0.0. Work-0.0

This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action.

Prerequisites: Take BUS 110, minimum grade of C

BUS 256. Recruiting, Selection & Personnel Planning. 3.0 Credits.

Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives.

Prerequisites: Take 1 group: Take DRE 097 or DRE 098; Take EFL 111 EFL 112, minimum grade of C; Take ENG 111 ENG 112 ENG 113 or ENG 114, minimum grade of C; Take ENG 002

BUS 258. Compensation and Benefits. 3.0 Credits. Class-3.0.

Clinical-0.0. Lab-0.0. Work-0.0

This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees.

Prerequisites: Take 1 group: Take DRE 097 or DRE 098; Take EFL 111 EFL 112, minimum grade of C; Take ENG 111 ENG 112 ENG 113 or ENG 114, minimum grade of C; Take ENG 002

BUS 259. Human Resource Management Applications. 3.0 Credits.

Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work.

Prerequisites: Take: BUS 217 or BUS 234

BUS 260. Business Communication. 3.0 Credits. Class-3.0.

Clinical-0.0. Lab-0.0. Work-0.0

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place. This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

Prerequisites: Take One: ENG 110 or ENG 111