

BUSINESS TECHNOLOGY

Overview

TTC's Business Technology programs are designed to prepare students for entry-level positions in business, industry and government. Responding to the needs of the growing business community, the Business Technology associate degree and certificate programs combine academic theory with hands-on training using state-of-the-art equipment. TTC's associate degree programs in Accounting, General Business, Management, Office Systems Technology and Computer Technology are accredited by the Association of Collegiate Business Schools and Programs.

General Information

As with all TTC programs, students interested in Business Technology programs should consult with a faculty advisor to discuss program requirements, class times and frequency of offerings. For more information, call 843.574.6252.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Programs

Accounting
Administrative Office Technology
Computer Technology
 Computer Programming
 Information Systems Specialist
General Business
 Customer Service
 e-Commerce
 International Business
 Marketing
 Small Business/Entrepreneurship
Management
 Business Information Systems
 Corporate Quality
 Fire Service
 Human Resources
 Leadership Development
 Transportation and Logistics
Telecommunications Systems Management

Certificate Programs

A+/Network+ Technician
Bookkeeping
Business Information Systems
Cisco Certified Network Associate
Cisco Certified Network Professional
Computer Game Design
Computer Network Technician
Corporate Quality
Customer Service
Database
e-Commerce
International Business
Internet Programming
Leadership Development
Medical Office Specialist
Medical Transcriptionist
Microcomputer Business Applications
Microcomputer Expert User
Microcomputer Programming
Microsoft Network Operations
Network Security
Professional Accountancy
Small Business/Entrepreneurship
Transportation and Logistics
UNIX Systems Operations

Accounting

Associate in Applied Science

Credit Requirements: 69 Semester Credit Hours

Day/Evening/Fall/Summer

The Accounting program prepares students for entry-level positions in the field of accounting. Typical jobs include full-charge bookkeeper and junior accountant.

Recommended Sequence of Courses

First Semester

ACC 111	Accounting Concepts	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MKT 101	Marketing	3

Total 12

Second Semester

ACC 112	Organizational Accounting	3
ACC 124	Individual Tax Procedures	3
ACC 245	Accounting Applications	3
BUS 121	Business Law	3
ECO 210	Macroeconomics	3

Total 15

Third Semester

ACC 201	Intermediate Accounting I	3
ACC 102	Accounting Principles II	3
ACC 150	Payroll Accounting	3
ACC 240	Computerized Accounting	3
Total 12		

Fourth Semester

ACC 202	Intermediate Accounting II	3
ACC 221	Corporate Taxation	3
ACC 265	Not-for-Profit Accounting	3
MAT 120	Probability and Statistics	3
IDS 201	Leadership Development	3
Total 15		

Fifth Semester

ACC 203	Intermediate Accounting III	3
ACC 226	Tax Audit and Research	3
ACC 260	Auditing	3
ENG 260	Advanced Technical Communications	3
ACC 275	Selected Topics in Accounting	3
Total 15		

Administrative Office Technology

Associate in Applied Science

Office Administration Career Path

Credit Requirements: 71 Semester Credit Hours

The Administrative Office Technology program prepares students for office work in business, industry, medical or legal offices. Students who have successfully completed the Certified Professional Secretaries exam or the Certified Administrative Professional exam may receive semester credit. See the department head for more information.

Recommended Sequence of Courses

First Semester

AOT 106	Keyboarding Lab I	1
BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
MKT 130	Customer Service Principles	3
Total 16		

Second Semester

AOT 107	Keyboarding Lab II	1
AOT 134	Office Communications	3
AOT 137	Office Accounting	3
AOT 250	Advanced Information Processing	3
AOT 265	Office Desktop Publishing	3
CPT 179	Microcomputer Word Processing	3
Total 16		

Third Semester

AOT 161	Records Management	3
BUS 220	Business Ethics	3
ELE AOT	Select one course from AOT Electives	3
ELE HUM	Select one course from Humanities Electives on page B-3	3
Total 12		

Fourth Semester

AOT 234	Administrative Office Communications	3
AOT 251	Administrative Systems and Procedures	3

or

AOT 252	Medical Systems and Procedures	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheets	3
MGT 110	Office Management	3
Total 15		

Fifth Semester

AOT 267	Integrated Information Processing	3
CPT 270	Advanced Microcomputer Applications	3
ECO 210	Macroeconomics	3
ELE AOT	Select one course from AOT Electives	3
Total 12		

Administrative Office Technology Electives

ACC 150	Payroll Accounting (ACC 101 prereq)
AOT 212	Medical Document Production
BUS 110	Entrepreneurship
BUS 112	Service Management Systems
BUS 121	Business Law
BUS 176	International Marketing
BUS 210	Introduction to e-Commerce
BUS 230	Purchasing
BUS 250	Introduction to International Business
CPT 220	e-Commerce
FRE 101	Elementary French I
FRE 102	Elementary French II
GER 101	Elementary German I
GER 102	Elementary German II
MGT 101	Principles of Management