

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, Administrative Office Technology, General Business, Management and Computer Technology are accredited by the Accreditation Council for 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
 - Supply-Chain Management
 - 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
- Microcomputer Business Applications
- Microcomputer Expert User
- Microcomputer Programming
- Microsoft Network Operations
- Mobile Application Programming
- Network Security
- Professional Accountancy
- Small Business/Entrepreneurship
- Transportation and Logistics
- UNIX Systems Operations

Accounting

Associate in Applied Science

Credit Requirements: 69 Semester Credit Hours

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 102	Accounting Principles II	3
ACC 112	Organizational Accounting	3
ACC 124	Individual Tax Procedures	3
BUS 121	Business Law	3
ECO 210	Macroeconomics	3
		Total 15

Business Technology

Third Semester

ACC 201	Intermediate Accounting I	3
ACC 150	Payroll Accounting	3
ACC 240	Computerized Accounting	3
ACC 245	Accounting Applications	3
		Total 12

Fourth Semester

ACC 202	Intermediate Accounting II	3
ACC 221	Corporate Taxation	3
ACC 260	Auditing	3
MAT 120	Probability and Statistics	3
PHI 110	Ethics	3
		Total 15

Fifth Semester

ACC 203	Intermediate Accounting III	3
ACC 226	Tax Audit and Research	3
ENG 260	Advanced Technical Communications	3
ACC 265	Not-for-Profit Accounting	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 265	Office Desktop Publishing	3
CPT 179	Microcomputer Word Processing	3
CPT 290	Microcomputer Multimedia Concepts and Applications	3
		Total 16

Third Semester

AOT 161	Records Management	3
BUS 220	Business Ethics	3
ELE AOT	Select one course from AOT Electives	3
REQ HUM	Select one course from Humanities listing 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
		Total 12

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
MGT 110	Office Management	3
		Total 15

Administrative Office Technology Electives

ACC 150	Payroll Accounting (ACC 101 prerequisite)	3
AOT 212	Medical Document Production	3
BUS 110	Entrepreneurship	3
BUS 112	Service Management Systems	3
BUS 121	Business Law	3
BUS 176	International Marketing	3
BUS 210	Introduction to e-Commerce	3
BUS 250	Introduction to International Business	3
CPT 220	e-Commerce	3
CWE	Cooperative Work Experience	
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4