

CAREER TECHNICAL EDUCATION PATHWAY: Business Administration (C25120HS)



Career & College Promise (CCP)

CCP provides opportunities for eligible NC high school students to take tuition-free, college courses for dual credit (some students may have to pay for textbooks and materials). Taking CCP courses accelerates completion of college certificates, diplomas, applied associate degrees that provide entry-level job skills, and associate degrees that lead to transfer within the UNC System of 4-year colleges and universities and many private institutions.

General Admission Requirements

- College CCP Admissions Application
- High School Transcript
- Verification Form

Business Administration Pathway

Eligibility Requirements

- High School Junior or Senior
- Unweighted GPA of 2.8 or higher, **OR**, demonstrate college readiness in English, reading and math on approved assessments.
- The GPA may **NOT** be waived for this pathway.



About the Business Administration Pathway:

This pathway is a set of courses that students can take to earn a certificate toward a Business Administration Associate of Applied Science Degree. These courses prepare students with a fundamental knowledge of business functions, processes, and organization in today's global economy.

Annual Median Wage for Financial Clerks

\$44,240 NCCareers.org

You will learn:

- Business concepts in accounting, management, law, economics, and marketing
- Business applications through computer software, communication, team building and decision making

Possible Job Titles:

- Customer Service Associates
- Retail Sales Workers/Sales consultants
Assistant Store Managers/Managers
- Administrative Assistants

Possible Employment Opportunities:

- Government Agencies
- Financial Institutions
- Large and small businesses or industries

Business Administration Certificate

Sem	Title	Class	Lab	Credit
FA/SP/SU	ACC 120 Principles of Financial Accounting	3	2	4
FA/SP	BUS 110 Introduction to Business	3	0	3
FA	BUS 115 Business Law 1	3	0	3
SP	BUS 137 Principles of Management	3	0	3
FA	ECO 251 Principles of Microeconomics	3	0	3
Total Semester Hours Credit for Certificate				16

For more information, contact: Trish Holsten, Secondary Partnerships Director
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CONNECTING HIGH SCHOOL, COLLEGE, AND CAREER



High School (electives)

High School

COMPLETE GRAD REQ

- English (4), Math (4), Science (3), Social Studies (4), Health/PE (1), CCP electives

SUGGESTED HS ELECTIVES:

- Accounting I and II
- Microsoft Word, Excel, PowerPoint
- Principles of Business

CCP Dual Enrollment (college/HS concurrently)

Community College Business Admin CCP Pathway

CCP JR YEAR

- Princ of Financial Acct
- Intro to Business

CCP SR YEAR

- Business Law
- Princ of Management
- Princ of Microeconomics

After High School (post graduation)

Community College Business Admin AAS Degree

GEN ED:

- English, Math, Social Science, Public Speaking, Hum/FA

BUSINESS ADMIN CLASSES:

- Principles of Managerial Accounting
- Small Bus Management
- Business Finance
- Business Communications
- Fundamentals of Selling
- Business Ethics
- Business Management Issues
- Principles of Macroeconomics
- Principles of Marketing
- World of Work
- Major elective

ADDITIONAL REQUIRED CLASSES:

- College Student Success
- Intro to Computers

