# Business Administration - Accounting Emphasis

## Year One (Sample schedule)

### Quarter One (Fall)
- □ BUS&101 Introduction to Business ...................... 5
- □ ENGL& 101 English Composition I ...................... 5
- □ BUS 220 International Business ......................... 5

### Quarter Two (Winter)
- □ BUS& 201 Business Law .................................. 5
- □ BUS 283 Human Resources Management .............. 5
- □ Above 100 level Math Course ............................ 5

### Quarter Three (Spring)
- □ BUS 205 Principles of Management .................. 5
- □ BUS 270 Management Information Systems .......... 5
- □ CAT 140 Intro to Excel .................................. 5

## Year Two (Sample schedule)

### Quarter Four (Fall)
- □ ACCT& 201 Principles of Accounting I .............. 5
- □ BUS 247 Payroll and Business Taxes .................. 5
- □ Humanities Elective ..................................... 5

### Quarter Five (Winter)
- □ ACCT& 202 Principles of Accounting II ............ 5
- □ ECON& 201 Microeconomics ............................ 5
- □ ACCT 215 QuickBooks .................................. 5

### Quarter Six (Spring)
- □ ACCT& 203 Principles of Accounting III .......... 5
- □ BUS 280 Managerial Finance ........................... 5
- □ ECON& 202 Macroeconomics ............................ 5

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**Total Credits Required** 90

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## Specifics

### Length of Program
Courses with prerequisites, and the placement level of the student, may extend the Length of Program listed on this page.

### Which Quarter Can I begin?

The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

### A Note About Transfer Degrees

Students who wish to transfer to four-year colleges/universities or to technical institutions should obtain the institution’s catalog and review the requirements for the program to which they would like to transfer. Faculty advisors will work with the student to develop an educational plan to meet requirements for a transfer.

## Details

**Completion Award:** AAS-T Degree  
**Length of Program:** 6 Quarters  
**Program Code:** 505T

**Program Coordinator** (contact with questions)
- Jill M. Snyder  
  (360) 417-6492  
  Office: M-211  
  jsnyder@pencol.edu

**Apply online:** [http://pencol.edu/GetStarted](http://pencol.edu/GetStarted)

## Notes
Program Description
The Business Administration program is designed to allow students to pursue three different career options: Accounting, Management, and Entrepreneurship. The Washington State Workforce Training & Education Coordinating Board reports a skill gap in accounting jobs where the accounting jobs exceed worker supply. Jobs in business administration exist in a wide variety of career paths. Students develop a foundation of knowledge in accounting, management, business, entrepreneurship and application software related to business and communication.

Classroom instruction and practical experiences are combined into a course of study that provides students with broad exposure to the principles and philosophies of business and management. Students can continue their academic studies at Peninsula College in the Bachelor of Applied Management degree (BAS). Please contact the BAS advisor for additional prerequisite requirements at BAS@pencol.edu.

Program Goals
• Provide individualized advising.
• Develop a foundation in business, accounting and management related to business.
• Develop interpersonal, teamwork, communication, critical thinking, and problem solving skills.
• Explore ethical considerations in business decisions and develop a personal ethical framework.
• Develop proficiency in office and business application software programs.

Special Features
• Students can work closely with the program coordinator to schedule their classes on-line, in-class, and hybrid to best meet the needs of the student.
• Students are invited to join the Business & Leadership club to further improve their business acumen, interpersonal skills, and leadership abilities.

Student Learning Outcomes
When this program is completed, the student will be able to:
• Prepare and analyze company financial statements.
• Prepare budgets for a company using Microsoft Excel.
• Apply quantitative methods for critical thinking and problem solving.
• Formulate a personal code of ethical behavior as it relates to a modern business environment.
• Utilize electronic technology, including accessing information from various sources.
• Recognize and analyze how economic forces shape the environment of business and decision making.
• Demonstrate competency in written and oral communication.
• Identify key legal principles that apply in business transactions and demonstrate an understanding of legal risk management.
• Identify and apply management skills and concepts that can be applied in a wide variety of situations.
• Demonstrate proficiency in Quickbooks.
• Prepare payroll and business tax reports in compliance with state and federal laws.

Program Prerequisites
College-level skills in English and math (eligibility for courses numbered 100 or higher) are required before registering for the English or math courses required in this program. Students may need to complete prerequisite coursework. The placement test will help determine placement level if not known. Previous coursework may also indicate placement level.

Career Opportunities
Previous graduates have found employment in education, government, private industry, and self-employment. The accounting-related occupation has been identified as a high demand field in Washington State. Many of the new accounting positions will be created in small, rapidly growing businesses. The demand for persons trained in this field should remain strong over the next several years.

Potential Positions and Earning
Potential opportunities include careers in the areas of accounts receivable/accounts payable, bookkeeping, accounting, payroll, tax preparer, banking, and other paraprofessional positions in CPA firms.

For current employment and wage estimates, please visit and search for the relevant occupational term: www.bls.gov/oes

Assessment
College level skills in English and math (eligibility for courses numbered 100 or higher) are recommended before registering for the English, math, or applied math courses required in this program.

Visit the Assessment and Placement Center webpage to learn more: http://www.pencol.edu/placement-testing

Approximate Additional Costs
Books, supplies and miscellaneous fees (per quarter).................................................................................................................. $200.00 - $500.00
Calculator (Recommended)...................................................................................................................... $30.00