



AAS-T Degree

Business Administration - Management Emphasis

Year One (Sample schedule)

Quarter One (Fall)

- Above 100 level Math Course.....5
- BUS& 101 Introduction to Business.....5
- BUS 220 International Business5

Quarter Two (Winter)

- BUS& 201 Business Law5
- Humanities Elective5
- CAT 140 Intro to Excel5

Quarter Three (Spring)

- BUS 205 Principles of Management.....5
- BUS 270 Management Information Systems.....5
- ENGL& 101 English Composition I.....5

Year Two (Sample schedule)

Quarter Four (Fall)

- ACCT& 201 Principles of Accounting I5
- BUS 282 Principles of Marketing5
- ECON& 202 Macroeconomics.....5

Quarter Five (Winter)

- ACCT& 202 Principles of Accounting II5
- BUS 283 Human Resources Management5
- ECON& 201 Microeconomics5

Quarter Six (Spring)

- ACCT& 203 Principles of Accounting III5
- BUS 250 Operations Management.....5
- BUS 280 Managerial Finance.....5

Total Credits Required 90

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: 502T

Program Coordinator (contact with questions)

Jill M. Snyder (360) 417-6492
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Apply online: <http://pencol.edu/GetStarted>

Notes



AAS-T Degree

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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.
- 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.

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 and global 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.
- Apply the skills needed to maintain effective working relationships in diverse groups.
- Identify and apply management skills and concepts that can be applied in a wide variety of situations.
- Demonstrate an understanding of marketing principles to promote a company.

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

Graduates with business management skills have found employment opportunities in a variety of business settings. Virtually every industry employs business managers; however, the largest employers of managers are the retail, wholesale, and service industries. The greatest expansion in the job market over the next ten years is expected to occur in the small business sector including employment prospects for business managers. Opportunities for advancement are enhanced by a student's motivation and desire to succeed. 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 assistant manager, buyer, department manager, management trainee, sales manager, store manager, and supervisor.

For current employment and wage estimates, please visit and search for the relevant occupational term:

www.bls.gov/oes

Test Fees

Placement test (one time cost):\$20.00

Approximate Additional Costs

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