



## AAS-T Degree

# Business Administration - Accounting Emphasis

### Year One (Sample schedule)

#### Quarter One (Fall)

- BUS&101 Introduction to Business.....5
- BUS 220 International Business.....5
- ENGL& 101 English Composition I.....5

#### Quarter Two (Winter)

- BUS& 201 Business Law.....5
- BUS 205 Principles of Management.....5
- BUS 283 Human Resources Management.....5

#### Quarter Three (Spring)

- Above 100 level Math Course.....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
- ACCT 215 QuickBooks.....5
- ECON& 201 Microeconomics.....5

#### Quarter Six (Spring)

- ACCT& 203 Principles of Accounting III.....5
- BUS 280 Managerial Finance.....5
- ECON& 202 Macroeconomics.....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.

#### Details

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

#### Program Coordinator (contact with questions)

Robert DeCou (360) 417-6213  
 Office: M203 [rdecou@pencol.edu](mailto:rdecou@pencol.edu)

**Apply online:** <http://pencol.edu/GetStarted>

#### Notes



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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](mailto:BAS@pencol.edu).

### Program Goals

- Prepare students for a variety of business related job opportunities.
- Prepare students for a rapidly changing business environment.
- Measure and assess student learning and implement improvements to ensure a high quality program.
- Monitor the needs of the business community and maintain the relevancy of program curriculum through advisory committee meetings and program reviews.

### Special Features

- Interactive training, skill-based assessments, and online digital learning solutions provide timely feedback to enhance learning.
- Short-term certificates of proficiency, which include courses within the program, are offered to provide students benchmarks of achievement leading to degree completion.
- Students can work closely with their advisor for individualized advising to create a personal plan for degree completion.

### 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 qualitative and 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.
- Demonstrate required payroll and business record keeping procedures and prepare federal and state tax reports.
- Apply basic computational skills to practical applications.
- Communicate in writing for a variety of purposes and audiences.
- Demonstrate competencies to succeed in the selected career pathway workplace.
- Demonstrate an understanding of marketing principles to promote a company.

### Assessment

Students are required to place into the English and math/applied math courses required for this program. Learn more about placement options by visiting the Assessment and Placement website: <http://www.pencol.edu/placement-testing>

### 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](http://www.bls.gov/oes)

### Approximate Additional Costs

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