

BUSINESS ADMINISTRATION

pcc.edu/programs/business

CAREER AND PROGRAM DESCRIPTION

Three associate of applied science degrees in business administration are offered. They are: Accounting, Management, and Marketing. These two-year degrees emphasize skills to be used on the job upon completion of the degree requirements and are not designed for students intending to transfer to four-year schools. If transferability of courses is a concern, students should consult with the institution of their choice regarding transfer possibilities.

Due to the rapid changes in employment opportunities, technological advances and certifying agency regulations, Business programs are subject to change. Students must meet PCC's writing and math competencies prior to graduation. See Comprehensive Degree Requirements in this catalog. Placement tests are available for writing and math. Additional requirements for individual business courses are listed in the Course Description section of this catalog.

DEGREES AND CERTIFICATES OFFERED

ASSOCIATE OF APPLIED SCIENCE DEGREE

Accounting
Management
Marketing

ONE-YEAR CERTIFICATE

Accounting Clerk
Marketing

LESS THAN ONE-YEAR CERTIFICATE

Accelerated Accounting

LESS THAN ONE-YEAR: CAREER PATHWAY CERTIFICATE

Entry-Level Accounting Clerk

Academic Prerequisites

- None

Academic Requirements

- To satisfy graduation requirements for all business degrees and certificates students must earn a letter grade of "C" or better for all BA courses. BA 280 is excluded from this requirement because it is offered as Pass/No Pass only.

Non-Academic Prerequisites

- None

Non-Academic Requirements

- None

ASSOCIATE OF APPLIED SCIENCE DEGREE

Accounting (p. 1)
Management (p. 1)
Marketing (p. 2)

ACCOUNTING AAS DEGREE

Minimum 91 credits. Students must also meet Associate Degree Comprehensive Requirements and Associate of Applied Science Requirements. Students must complete a total of four courses of General Education. Some courses specified within the program may be used as General Education. In addition to required courses in

the program of study, students must satisfy MTH 58/65 competency. Students should consult with program advisors for course planning.

Accounting Degree Courses

Code	Title	Credits
BA 100	Career Planning and Preparation in Business	2
BA 101	Introduction to Business (BA101=BA101Z) ^Z	4
BA 111	Introduction to Accounting	3
BA 116	Microsoft Word for Workplace Communications	4
BA 131	Introduction to Business Technology	4
BA 177	Payroll Accounting	3
BA 205	Business Communication Using Technology	4
BA 206	Management Fundamentals	3
BA 211	Principles of Financial Accounting (BA211=BA211Z) ^Z	4
BA 213	Principles of Managerial Accounting (BA213=BA213Z) ^Z	4
BA 216A	Data Analytics with Excel and Tableau	4
BA 222	Financial Management	3
BA 226	Business Law I	4
BA 228	Computer Accounting Applications	3
BA 240	Nonprofit Financial Management and Accounting	4
BA 242	Introduction to Investments	3
BA 256	Income Tax	3
BA 285	Human Relations-Organizations	3
BA 292	Accounting Capstone	3
EC 201	Principles of Economics: Microeconomics	4
or EC 202	Principles of Economics: Macroeconomics	
BA 277	Professional Ethics in Business	4
or PHL 202	Ethics	
or PHL 209	Business Ethics	
WR 121	Composition I (WR121=WR121Z) ^Z	4
or WR 122	Composition II (WR122=WR122Z)	
or WR 227	Technical Writing (WR227=WR227Z)	
	Business Program Electives	8
	General Education: 2 courses	
	Total Credits	91

*
Could be used as General Education

Z
This course is part of Oregon Common Course Numbering. The following courses are equivalent:
BA 101 and BA 101Z
BA 211 and BA 211Z
BA 213 and BA 213Z
WR 121 and WR 121Z
WR 122 and WR 122Z
WR 227 and WR 227Z

Business Program Electives (p. 3)

MANAGEMENT AAS DEGREE

Minimum 91 credits. Students must also meet Associate Degree Comprehensive Requirements and Associate of Applied Science Requirements. Students must complete a total of four courses of

General Education. Some courses specified within the program may be used as General Education. In addition to required courses in the program of study, students must satisfy MTH 58/65 competency. Students should consult with program advisors for course planning.

Management Degree Courses

Code	Title	Credits
BA 100	Career Planning and Preparation in Business	2
BA 101	Introduction to Business (BA101=BA101Z) ^Z	4
BA 111	Introduction to Accounting	3
BA 116	Microsoft Word for Workplace Communications	4
BA 131	Introduction to Business Technology	4
BA 150	Intro to Entrepreneurship	4
BA 205	Business Communication Using Technology	4
BA 206	Management Fundamentals	3
BA 211	Principles of Financial Accounting (BA211=BA211Z) ^Z	4
BA 213	Principles of Managerial Accounting (BA213=BA213Z) ^Z	4
BA 216A	Data Analytics with Excel and Tableau	4
BA 223	Principles of Marketing	4
BA 224	Human Resource Management	3
BA 226	Business Law I	4
BA 280A	Cooperative Education: Business Experience ²	1
BA 285	Human Relations-Organizations	3
BA 295	Management Capstone	2
EC 201	Principles of Economics: Microeconomics	4
or EC 202	Principles of Economics: Macroeconomics	
WR 121	Composition I (WR121=WR121Z) ^Z	4
Management Degree Electives ¹		17
General Education: 3 courses		
Total Credits		91

1
Students can take courses from both the Small Business Focus list or the General Management Focus list to fulfill the elective requirements for the Management AAS Degree. Students should choose the courses that are most appropriate for their planned career.

2
Credits for this class may vary from one to six depending on the nature and duration of the cooperative experience. See advisor for details.

*
EC 201 or EC 202 could be used as General Education.

Z
This course is part of Oregon Common Course Numbering. The following courses are equivalent:
BA 101 and BA 101Z
BA 211 and BA 211Z
BA 213 and BA 213Z
WR 121 and WR 121Z are equivalent.

MANAGEMENT DEGREE ELECTIVES

Code	Title	Credits
Small Business Focus		
BA 207	Introduction to E-Commerce	4

BA 218	Personal Finance	4
BA 228	Computer Accounting Applications	3
BA 235	Social Media Marketing	4
BA 250	Small Business Design	3
BA 278	Eco-Innovation and Social Entrepreneurship	4
CIS 120	Digital Literacy ¹	4
CIS 195H	HTML and CSS	4
MSD 123A	Innovation and New Products	1
General Management Focus		
BA 177	Payroll Accounting	3
BA 203	Introduction to International Business	3
BA 238	Sales	3
BA 239	Advertising	3
BA 249	Principles of Retailing and E-tailing	3
BA 255	Project Management Essentials	4
BA 277	Professional Ethics in Business	4
CIS 120	Digital Literacy ¹	4
MSD 121	Leadership Skill Development	3
MSD 279	Project Management - Intro	4
MSD 279A	Workplace Quality Improvement	3

MARKETING AAS DEGREE

Minimum 93 credits. Students must also meet Associate Degree Comprehensive Requirements and Associate of Applied Science Requirements. Students must complete a total of four courses of General Education. Some courses specified within the program may be used as General Education. In addition to required courses in the program of study, students must satisfy MTH 58/65 competency. Students should consult with program advisors for course planning.

Marketing Degree Courses

Code	Title	Credits
BA 100	Career Planning and Preparation in Business	2
BA 101	Introduction to Business (BA101=BA101Z) ^Z	4
BA 116	Microsoft Word for Workplace Communications	4
BA 131	Introduction to Business Technology	4
BA 203	Introduction to International Business	3
BA 205	Business Communication Using Technology	4
BA 216A	Data Analytics with Excel and Tableau	4
BA 223	Principles of Marketing	4
BA 226	Business Law I	4
BA 234	International Marketing	3
BA 235	Social Media Marketing	4
BA 236	Product Management and Branding	4
BA 238	Sales	3
BA 239	Advertising	3
BA 249	Principles of Retailing and E-tailing	3
BA 280A	Cooperative Education: Business Experience	3
BA 289	Marketing Capstone	3
CIS 195H	HTML and CSS	4
COMM 111	Public Speaking (COMM111=COMM111Z) ^{*,Z}	4
EC 200	Introduction to Economics [*]	4
or EC 201	Principles of Economics: Microeconomics	

or EC 202	Principles of Economics: Macroeconomics	
WR 121	Composition I (WR121=WR121Z) ^Z	4
WR 122	Composition II (WR122=WR122Z) ^Z	4
Business Program Electives		8
General Education: 2 courses		
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Total Credits		93

*
Could be used as General Education.

Z
BA 101 and BA 101Z
COMM 111 and COMM 111Z
WR 121 and WR 121Z
WR 122 and WR 122Z

BUSINESS PROGRAM ELECTIVES

Code	Title	Credits
BA 100	Career Planning and Preparation in Business	2
BA 111	Introduction to Accounting	3
BA 116	Microsoft Word for Workplace Communications	4
BA 131	Introduction to Business Technology	4
BA 150	Intro to Entrepreneurship	4
BA 177	Payroll Accounting	3
BA 203	Introduction to International Business	3
BA 205	Business Communication Using Technology	4
BA 206	Management Fundamentals	3
BA 207	Introduction to E-Commerce	4
BA 208	Introduction to Nonprofits & Philanthropy	4
BA 209	Introduction to Grant Writing	4
BA 211	Principles of Financial Accounting (BA211=BA211Z) ^Z	4
BA 213	Principles of Managerial Accounting (BA213=BA213Z) ^Z	4
BA 216A	Data Analytics with Excel and Tableau	4
BA 218	Personal Finance	4
BA 222	Financial Management	3
BA 223	Principles of Marketing	4
BA 224	Human Resource Management	3
BA 226	Business Law I	4
BA 228	Computer Accounting Applications	3
BA 234	International Marketing	3
BA 235	Social Media Marketing	4
BA 236	Product Management and Branding	4
BA 238	Sales	3
BA 239	Advertising	3
BA 240	Nonprofit Financial Management and Accounting	4
BA 242	Introduction to Investments	3
BA 249	Principles of Retailing and E-tailing	3
BA 250	Small Business Design	3
BA 255	Project Management Essentials	4
BA 256	Income Tax	3
BA 277	Professional Ethics in Business	4
BA 278	Eco-Innovation and Social Entrepreneurship	4
BA 280A	Cooperative Education: Business Experience	1-6

BA 281	Accounting Skills Review	1
BA 285	Human Relations-Organizations	3
BA 290	Basic Income Tax Preparation	8
CIS 120	Digital Literacy	4
CIS 121	Information Systems and Programming	4
CIS 122	Introduction to Programming Logic	4
CIS 184C	Introduction to Information Security	4
COMM 140	Introduction to Intercultural Communication	4
COMM 215	Communicating in Teams and Small Groups	4
CS 160	Exploring Computer Science	4
CS 161A	Programming and Problem Solving I	4
MSD 116	Creative Thinking for Innovative Change	1
MSD 177	Team Building	1
MSD 194	Effective Presentation Skills Using PowerPoint	2
MSD 224		
MSD 225		
MSD 226		
PHL 202	Ethics	4
PS 221	Globalization and International Relations	4
or INTL 201	Introduction to International Studies	
BA 106	Introduction to Excel for Business Data	2

Z
This course is part of Oregon Common Course Numbering. The following courses are equivalent:
BA 211 and BA 211Z
BA 213 and BA 213Z

These business electives apply to all business administration degrees and certificates that have Business Program Electives identified in the curriculum.

ONE-YEAR CERTIFICATE

Accounting Clerk (p. 3)
Marketing (p. 4)

LESS THAN ONE-YEAR CERTIFICATE

Accelerated Accounting (p. 4)

LESS THAN ONE-YEAR: CAREER PATHWAY CERTIFICATE

Entry-Level Accounting Clerk (p. 4)

ACCOUNTING CLERK ONE-YEAR CERTIFICATE

Minimum 49 credits. Students must meet all certificate requirements.

Accounting Clerk Certificate Courses

Code	Title	Credits
BA 100	Career Planning and Preparation in Business	2
BA 101	Introduction to Business (BA101=BA101Z) ^Z	4
BA 111	Introduction to Accounting	3
BA 116	Microsoft Word for Workplace Communications	4
BA 131	Introduction to Business Technology	4
BA 177	Payroll Accounting	3
BA 205	Business Communication Using Technology [§]	4

BA 211	Principles of Financial Accounting (BA211=BA211Z) §,Z	4
BA 216A	Data Analytics with Excel and Tableau	4
BA 228	Computer Accounting Applications	3
BA 285	Human Relations-Organizations §	3
BA 292	Accounting Capstone	3
CIS 120	Digital Literacy	4
WR 121	Composition I (WR121=WR121Z) Z	4
or WR 122	Composition II (WR122=WR122Z)	
or WR 227	Technical Writing (WR227=WR227Z)	
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Total Credits		49

§ Course contains Related Instruction and cannot be substituted with another course; Related Instruction details can be viewed here.

Z
 BA 101 and BA 101Z
 BA 211 and BA 211Z
 WR 121 and WR 121Z
 WR 122 and WR 122Z
 WR 227 and WR 227Z

MARKETING ONE-YEAR CERTIFICATE

Minimum 48 credits. Students must meet all certificate requirements.

Marketing Certificate Courses

Code	Title	Credits
BA 100	Career Planning and Preparation in Business	2
BA 101	Introduction to Business (BA101=BA101Z) Z	4
BA 111	Introduction to Accounting §	3
BA 131	Introduction to Business Technology	4
BA 205	Business Communication Using Technology §	4
BA 216A	Data Analytics with Excel and Tableau	4
BA 223	Principles of Marketing	4
BA 235	Social Media Marketing	4
BA 280A	Cooperative Education: Business Experience	3
WR 121	Composition I (WR121=WR121Z) (or any writing course for which WR 121 is a prerequisite) §,Z	4
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Business Program Electives		12
Total Credits		48

§ Course contains Related Instruction and cannot be substituted with another course; Related Instruction details can be viewed here.

Z
 This course is part of Oregon Common Course Numbering. The following courses are equivalent:
 BA 101 and BA 101Z
 WR 121 and WR 121Z are equivalent.

Business Program Electives (p. 4)

ACCELERATED ACCOUNTING LESS THAN ONE-YEAR CERTIFICATE

Minimum 31 credits. Students must meet all certificate requirements.

Accelerated Accounting Certificate Courses

Code	Title	Credits
BA 100	Career Planning and Preparation in Business	2
BA 111	Introduction to Accounting	3
BA 116	Microsoft Word for Workplace Communications	4
BA 177	Payroll Accounting	3
BA 211	Principles of Financial Accounting (BA211=BA211Z) Z	4
BA 216A	Data Analytics with Excel and Tableau	4
BA 228	Computer Accounting Applications	3
CIS 120	Digital Literacy	4
WR 115	Introduction to College Composition Z	4
or WR 121	Composition I (WR121=WR121Z)	
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Total Credits		31

Z
 This course is part of Oregon Common Course Numbering. The following courses are equivalent:
 BA 211 and BA 211Z
 WR 121 and WR 121Z

ENTRY-LEVEL ACCOUNTING CLERK: CAREER PATHWAY CERTIFICATE

Minimum 14 credits. Students must meet all certificate requirements. The Entry-Level Accounting Clerk Certificate is a Career Pathway. All courses are contained in the Accounting AAS Degree.

Entry-Level Accounting Clerk Courses

Code	Title	Credits
BA 101	Introduction to Business (BA101=BA101Z) Z	4
BA 111	Introduction to Accounting 1	3
BA 131	Introduction to Business Technology	4
BA 228	Computer Accounting Applications	3
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Total Credits		14

1
 Students who have completed high school bookkeeping or have had work experience with full-cycle bookkeeping responsibilities should contact a business department advisor for potential substitution options.

Z
 This course is part of Oregon Common Course Numbering. The following courses are equivalent:
 BA 101 and BA 101Z

BUSINESS PROGRAM ELECTIVES

Code	Title	Credits
BA 100	Career Planning and Preparation in Business	2
BA 111	Introduction to Accounting	3
BA 116	Microsoft Word for Workplace Communications	4
BA 131	Introduction to Business Technology	4
BA 150	Intro to Entrepreneurship	4
BA 177	Payroll Accounting	3
BA 203	Introduction to International Business	3
BA 205	Business Communication Using Technology	4

BA 206	Management Fundamentals	3	
BA 207	Introduction to E-Commerce	4	Z
BA 208	Introduction to Nonprofits & Philanthropy	4	This course is part of Oregon Common Course Numbering. The following
BA 209	Introduction to Grant Writing	4	courses are equivalent:
BA 211	Principles of Financial Accounting (BA211=BA211Z) ^Z	4	BA 211 and BA 211Z
BA 213	Principles of Managerial Accounting (BA213=BA213Z) ^Z	4	BA 213 and BA 213Z
BA 216A	Data Analytics with Excel and Tableau	4	These business electives apply to all business administration degrees
BA 218	Personal Finance	4	and certificates that have Business Program Electives identified in the
BA 222	Financial Management	3	curriculum.
BA 223	Principles of Marketing	4	
BA 224	Human Resource Management	3	
BA 226	Business Law I	4	
BA 228	Computer Accounting Applications	3	
BA 234	International Marketing	3	
BA 235	Social Media Marketing	4	
BA 236	Product Management and Branding	4	
BA 238	Sales	3	
BA 239	Advertising	3	
BA 240	Nonprofit Financial Management and Accounting	4	
BA 242	Introduction to Investments	3	
BA 249	Principles of Retailing and E-tailing	3	
BA 250	Small Business Design	3	
BA 255	Project Management Essentials	4	
BA 256	Income Tax	3	
BA 277	Professional Ethics in Business	4	
BA 278	Eco-Innovation and Social Entrepreneurship	4	
BA 280A	Cooperative Education: Business Experience	1-6	
BA 281	Accounting Skills Review	1	
BA 285	Human Relations-Organizations	3	
BA 290	Basic Income Tax Preparation	8	
CIS 120	Digital Literacy	4	
CIS 121	Information Systems and Programming	4	
CIS 122	Introduction to Programming Logic	4	
CIS 184C	Introduction to Information Security	4	
COMM 140	Introduction to Intercultural Communication	4	
COMM 215	Communicating in Teams and Small Groups	4	
CS 160	Exploring Computer Science	4	
CS 161A	Programming and Problem Solving I	4	
MSD 116	Creative Thinking for Innovative Change	1	
MSD 177	Team Building	1	
MSD 194	Effective Presentation Skills Using PowerPoint	2	
MSD 224			
MSD 225			
MSD 226			
PHL 202	Ethics	4	
PS 221	Globalization and International Relations	4	
or INTL 201	Introduction to International Studies		
BA 106	Introduction to Excel for Business Data	2	