## 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	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	4
BA 213	Managerial Accounting	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: Macroeconomic	S
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

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

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 I	Degree Courses		General Manager	ment Focus	
Code	Title	Credits	BA 177	Payroll Accounting	3
BA 100	Career Planning and Preparation in	2	BA 203	Introduction to International Business	3
	Business		BA 238	Sales	3
BA 101	Introduction to Business	4	BA 239	Advertising	3
BA 111	Introduction to Accounting	3	BA 249	Principles of Retailing and E-tailing	3
BA 116	Microsoft Word for Workplace Communications	4	BA 255	Project Management - Business Environments	4
BA 131	Introduction to Business Technology	4	BA 277	Professional Ethics in Business	4
BA 150	Intro to Entrepreneurship	4	CIS 120	Digital Literacy <sup>1</sup>	4
BA 205	Business Communication Using	4	MSD 121	Leadership Skill Development	3
	Technology		MSD 279	Project Management - Intro	4
BA 206	Management Fundamentals	3	MSD 279A	Workplace Quality Improvement	3
BA 211	Principles of Financial Accounting	4	MARKETING	AAS DEGREE	
BA 213	Managerial Accounting	4			r
BA 216A	Data Analytics with Excel and Tableau	4		its. Students must also meet Associate Deg Requirements and Associate of Applied Scie	
BA 223	Principles of Marketing	4		udents must complete a total of four courses	
BA 224	Human Resource Management	3	General Educatio	n. Some courses specified within the progra	am may
BA 226	Business Law I	4		ral Education. In addition to required course	
BA 280A	Cooperative Education: Business Experience <sup>2</sup>	1		udy, students must satisfy MTH 58/65 comp consult with program advisors for course pla	
BA 285	Human Relations-Organizations	3	Marketing De	egree Courses	
BA 295	Management Capstone	2	Code	Title	Credits
EC 201	Principles of Economics: Microeconomics	4	BA 100	Career Planning and Preparation in Business	2
or EC 202	Principles of Economics: Macroeconom		BA 101	Introduction to Business	4
WR 121 Management Degre	Composition I (WR121=WR121Z) <sup>Z</sup> ee Electives <sup>1</sup>	4 17	BA 116	Microsoft Word for Workplace Communications	4
General Education:			BA 131	Introduction to Business Technology	4
Total Credits		91	BA 203	Introduction to International Business	3
1			BA 205	Business Communication Using Technology	4
Students can take courses from both the Small Business Focus list or			BA 216A	Data Analytics with Excel and Tableau	4
the General Management Focus list to fulfill the elective requirements for the Management AAS Degree. Students should choose the			BA 223	Principles of Marketing	4
	ost appropriate for their planned career.	ie .	BA 226	Business Law I	4
2	at appropriate for their planned dareer.		BA 234	International Marketing	3
	a may you from one to six depending on	th a	BA 235	Social Media Marketing	4
	s may vary from one to six depending on of the cooperative experience. See advis		BA 236	Product Management and Branding	4
details.	or the ecoperative expension. Get david	701 101	BA 238	Sales	3
*			BA 239	Advertising	3
FC 201 or FC 202 o	ould be used as General Education.		BA 249	Principles of Retailing and E-tailing	3
Z			BA 280A	Cooperative Education: Business	3
	of Oregon Common Course Numbering. V	VR 121		Experience	
and WR 121Z are e	quivalent.		BA 289	Marketing Capstone	3
			CIS 195H	HTML and CSS	4
	T DEGREE ELECTIVES		COMM 111	Public Speaking	4
Code	Title	Credits	FO 000	(COMM111=COMM111Z)*,Z	4
Small Business Foo			EC 200	Introduction to Economics	4
BA 207	Introduction to E-Commerce	4	or EC 201	Principles of Economics: Microeconomic	
BA 218	Personal Finance	4	or EC 202	Principles of Economics: Macroeconom	
BA 228	Computer Accounting Applications	3	WR 121	Composition I (WR121=WR121Z) Z	4
BA 235	Social Media Marketing	4	WR 122	Composition II (WR122=WR122Z) <sup>Z</sup>	4
BA 250	Small Business Management	3	Business Program		8
BA 278	Eco-Innovation and Social	4	General Education	on: ∠ courses	
010.400	Entrepreneurship		Total Credits		93
CIS 120	Digital Literacy	4	*		
CIS 195H	HTML and CSS	4	Could be used as	s General Education.	
MSD 123A	Innovation and New Products	1		<del> </del>	

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Z			COMM 140	Introduction to Intercultural	4
following course	part of Oregon Common Course Numbering. The es are equivalent:	9	COMM 215	Communication Communicating in Teams and Small	4
COMM 111 and WR 121 and Wi			CS 160	Groups Exploring Computer Science	4
WR 121 and Wi WR 122 and Wi			CS 161A	Programming and Problem Solving I	4
			MSD 116	Creative Thinking for Innovative Change	
BUSINESS	PROGRAM ELECTIVES		MSD 177	Team Building	1
Code	Title	Credits	MSD 177	Effective Presentation Skills Using	2
BA 100	Career Planning and Preparation in	2	WOD 194	PowerPoint	_
DA 444	Business	0	MSD 224	Fundamentals of Supply Chain	4
BA 111	Introduction to Accounting	3	1100 005	Management	
BA 116	Microsoft Word for Workplace Communications	4	MSD 225 MSD 226	Global Logistics & Distribution Inventory & Material Management	4
BA 131	Introduction to Business Technology	4	PHL 202	Ethics	4
BA 150	Intro to Entrepreneurship	4	PS 221	Globalization and International Relations	-
BA 177	Payroll Accounting	3	or INTL 201		4
BA 203	Introduction to International Business	3	OF INTL 201	Introduction to International Studies	
BA 205	Business Communication Using Technology	4	and certificates th	lectives apply to all business administration nat have Business Program Electives identific	
BA 206	Management Fundamentals	3	curriculum.		
BA 207	Introduction to E-Commerce	4	ONE-YEAR C	CERTIFICATE	
BA 208	Introduction to Nonprofits & Philanthropy	4	Accounting Clerk	(p. 3)	
BA 209	Introduction to Grant Writing	4	Marketing (p. 4)	,,	
BA 211	Principles of Financial Accounting	4	I FSS THAN	ONE-YEAR CERTIFICATE	
BA 213	Managerial Accounting	4	Accelerated Acce		
BA 216A	Data Analytics with Excel and Tableau	4			
BA 218	Personal Finance	4	LESS THAN	ONE-YEAR: CAREER PATHWAY	Y
BA 222	Financial Management	3	CERTIFICAT	E	
BA 223	Principles of Marketing	4	Entry-Level Accou	unting Clerk (p. 4)	
BA 224	Human Resource Management	3		G CLERK ONE-YEAR CERTIFIC	ATE
BA 226	Business Law I	4			
BA 228	Computer Accounting Applications	3	Minimum 49 cred	its. Students must meet all certificate require	ements.
BA 234	International Marketing	3	Accounting (	Clerk Certificate Courses	
BA 235	Social Media Marketing	4	Code	Title	Credits
BA 236	Product Management and Branding	4	BA 100	Career Planning and Preparation in	2
BA 238	Sales	3	271.100	Business	_
BA 239	Advertising	3	BA 101	Introduction to Business	4
BA 240	Nonprofit Financial Management and	4	BA 111	Introduction to Accounting	3
	Accounting		BA 116	Microsoft Word for Workplace	4
BA 242	Introduction to Investments	3		Communications	
BA 249	Principles of Retailing and E-tailing	3	BA 131	Introduction to Business Technology	4
BA 250	Small Business Management	3	BA 177	Payroll Accounting	3
BA 255	Project Management - Business Environments	4	BA 205	Business Communication Using Technology §	4
BA 256	Income Tax	3	BA 211	Principles of Financial Accounting §	4
BA 277	Professional Ethics in Business	4	BA 216A	Data Analytics with Excel and Tableau	4
BA 278	Eco-Innovation and Social	4	BA 228	Computer Accounting Applications	3
	Entrepreneurship		BA 285	Human Relations-Organizations §	3
BA 280A	Cooperative Education: Business	1-6	BA 292	Accounting Capstone	3
BA 281	Experience	4	CIS 120	Digital Literacy	4
	Accounting Skills Review	1	WR 121	Composition I (WR121=WR121Z) Z	4
BA 285	Human Relations-Organizations	3	or WR 122	Composition II (WR122=WR122Z)	
BA 290	Basic Income Tax Preparation	8	or WR 227	Technical Writing (WR227=WR227Z)	
CIS 120	Digital Literacy	4	Total Credits		49
CIS 121	Information Systems and Programming	4			
CIS 122	Introduction to Programming Logic	4	S Course contains	Related Instruction and cannot be substituted	طا+اندا
CIS 184C	Introduction to Information Security	4		Related Instruction and cannot be substituted Related Instruction details can be viewed here	

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

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	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
Business Program Flectives		

Business Program Electives 12
Total Credits 48

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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. 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	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)	
Total Credits		31

This course is part of Oregon Common Course Numbering. WR 121 and WR 121Z are equivalent.

# 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	4
BA 111	Introduction to Accounting <sup>1</sup>	3
BA 131	Introduction to Business Technology	4
BA 228	Computer Accounting Applications	3
Total Credits		14

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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.

#### **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	4
BA 213	Managerial Accounting	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 Management	3

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BA 255	Project Management - Business Environments	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	Fundamentals of Supply Chain Management	4
MSD 225	Global Logistics & Distribution	4
MSD 226	Inventory & Material Management	4
PHL 202	Ethics	4
PS 221	Globalization and International Relations	4
or INTL 201	Introduction to International Studies	

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

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