# 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		Credits
BA 100	Career Planning and Preparation in Business	2
BA 101	Introduction to Business (BA101=BA101Z) <sup>Z</sup>	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)	4
BA 213	Principles of Managerial Accounting (BA213=BA213Z) <sup>Z</sup>	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) <sup>Z</sup>	4
or WR 122	Composition II (WR122=WR122Z)	
or WR 227	Technical Writing (WR227=WR227Z)	
Business Program		8
General Education	n: 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:

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	on. Some courses specified within the program	may	DA 210	Personal Finance	4
	eral Education. In addition to required courses i		BA 218 BA 228	Personal Finance	4
	tudy, students must satisfy MTH 58/65 compete			Computer Accounting Applications	
	consult with program advisors for course planr		BA 235	Social Media Marketing	4
Managemen	t Degree Courses		BA 250	Small Business Design	3
•	•	S	BA 278	Eco-Innovation and Social Entrepreneurship	4
Code		Credits	CIS 120	Digital Literacy <sup>1</sup>	4
BA 100	Career Planning and Preparation in Business	2	CIS 120	HTML and CSS	4
BA 101		4	MSD 123A	Innovation and New Products	1
DA IUI	Introduction to Business (BA101=BA101Z) <sup>Z</sup>	4	General Manager		ı
BA 111	Introduction to Accounting	3	BA 177	Payroll Accounting	3
BA 116	Microsoft Word for Workplace	4	BA 203	Introduction to International Business	3
	Communications		BA 238	Sales	3
BA 131	Introduction to Business Technology	4	BA 239	Advertising	3
BA 150	Intro to Entrepreneurship	4	BA 249	Principles of Retailing and E-tailing	3
BA 205	Business Communication Using	4	BA 255	Project Management Essentials	4
	Technology		BA 277	Professional Ethics in Business	4
BA 206	Management Fundamentals	3	CIS 120	Digital Literacy <sup>1</sup>	4
BA 211	Principles of Financial Accounting	4	MSD 121	Leadership Skill Development	3
DA 040	(BA211=BA211Z) <sup>Z</sup>	4	MSD 279	Project Management - Intro	4
BA 213	Principles of Managerial Accounting (BA213=BA213Z)	4	MSD 279A	Workplace Quality Improvement	3
BA 216A	Data Analytics with Excel and Tableau	4			
BA 223	Principles of Marketing	4	MARKETING	AAS DEGREE	
BA 224	Human Resource Management	3		its. Students must also meet Associate Degr	
BA 226	Business Law I	4		lequirements and Associate of Applied Scie udents must complete a total of four courses	
BA 280A	Cooperative Education: Business	1		n. Some courses specified within the progra	
	Experience <sup>2</sup>			ral Education. In addition to required course	
BA 285	Human Relations-Organizations	3		udy, students must satisfy MTH 58/65 comp	
BA 295	Management Capstone	2	Students should o	consult with program advisors for course pla	inning.
EC 201	Principles of Economics:	4	Marketing De	egree Courses	
FO 000	Microeconomics		Code	Title	Credits
or EC 202	Principles of Economics: Macroeconomics		BA 100	Career Planning and Preparation in	2
WR 121	Composition I (WR121=WR121Z) Z	4		Business	
Management De General Education		17	BA 101	Introduction to Business	4
	on: 3 courses		DA 110	(BA101=BA101Z) <sup>2</sup>	4
Total Credits		91	BA 116	Microsoft Word for Workplace Communications	4
Ctudonto con tak	e courses from both the Small Business Focus	liot or	BA 131	Introduction to Business Technology	4
	agement Focus list to fulfill the elective requirer		BA 203	Introduction to International Business	3
for the Managem	ent AAS Degree. Students should choose the most appropriate for their planned career.	1101110	BA 205	Business Communication Using Technology	4
2	most appropriate for their planned career.		BA 216A	Data Analytics with Excel and Tableau	4
			BA 223	Principles of Marketing	4
	ass may vary from one to six depending on the ion of the cooperative experience. See advisor		BA 226	Business Law I	4
details.	ion of the cooperative expendice. See advisor	101	BA 234	International Marketing	3
*			BA 235	Social Media Marketing	4
FC 201 or FC 201	2 could be used as General Education.		BA 236	Product Management and Branding	4
	2 could be used as deficial Education.		BA 238	Sales	3
Z This serves is see	at of Overse Common Course Number in a The		BA 239	Advertising	3
following courses	rt of Oregon Common Course Numbering. The		BA 249	Principles of Retailing and E-tailing	3
BA 101 and BA 1 BA 211 and BA 2	101Z		BA 280A	Cooperative Education: Business Experience	3
BA 213 and BA 2			BA 289	Marketing Capstone	3
	121Z are equivalent.		CIS 195H	HTML and CSS	4
	NIT DECREE EL COTIVEO		COMM 111	Public Speaking	4
	NT DEGREE ELECTIVES			(COMM111=COMM111Z) *,Z	
Code		Credits	EC 200	Introduction to Economics *	4
Small Business F			or EC 201	Principles of Economics: Microeconomic	CS
BA 207	Introduction to E-Commerce	4			

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or EC 202	Principles of Economics: Macroeconomic		BA 281	Accounting Skills Review	1
WR 121	Composition I (WR121=WR121Z) Z	4	BA 285	Human Relations-Organizations	3
WR 122	Composition II (WR122=WR122Z) <sup>Z</sup>	4	BA 290	Basic Income Tax Preparation	8
Business Program E		8	CIS 120	Digital Literacy	4
General Education:	2 courses		CIS 121	Information Systems and Programming	4
Total Credits		93	CIS 122	Introduction to Programming Logic	4
*			CIS 184C	Introduction to Information Security	4
Could be used as G	eneral Education.		COMM 140	Introduction to Intercultural Communication	4
Z BA 101 and BA 101	Z		COMM 215	Communicating in Teams and Small Groups	4
COMM 111 and CO			CS 160	Exploring Computer Science	4
WR 121 and WR 12			CS 161A	Programming and Problem Solving I	4
WR 122 and WR 123	22		MSD 116	Creative Thinking for Innovative Change	1
BUSINESS PR	OGRAM ELECTIVES		MSD 177	Team Building	1
Code	Title	Credits	MSD 194	Effective Presentation Skills Using	2
BA 100		2		PowerPoint	
DA 100	Career Planning and Preparation in Business	2	MSD 224		
BA 111	Introduction to Accounting	3	MSD 225		
BA 116	Microsoft Word for Workplace	4	MSD 226		
2,	Communications		PHL 202	Ethics	4
BA 131	Introduction to Business Technology	4	PS 221	Globalization and International Relations	4
BA 150	Intro to Entrepreneurship	4	or INTL 201	Introduction to International Studies	
BA 177	Payroll Accounting	3	BA 106	Introduction to Excel for Business Data	2
BA 203	Introduction to International Business	3	Z		
BA 205	Business Communication Using Technology	4		Oregon Common Course Numbering. The following	ıg
BA 206	Management Fundamentals	3	BA 211 and BA 2112		
BA 207	Introduction to E-Commerce	4	BA 213 and BA 2132		
BA 208	Introduction to Nonprofits & Philanthropy	•	There has been		
BA 209	Introduction to Grant Writing	4		ectives apply to all business administration deg t have Business Program Electives identified in	
BA 211	Principles of Finançial Accounting	4	curriculum.	it have business i rogiam Electives identified if	1 1116
DA 010	(BA211=BA211Z) <sup>2</sup>	4	ONE-YEAR C	ERTIFICATE	
BA 213	Principles of Managerial Accounting (BA213=BA213Z)	•	Accounting Clerk ( Marketing (p. 4)	0.3)	
BA 216A	Data Analytics with Excel and Tableau	4			
BA 218	Personal Finance	4	LESS THAN C	NE-YEAR CERTIFICATE	
BA 222 BA 223	Financial Management	3	Accelerated Accou	ınting (p. 4)	
BA 223	Principles of Marketing Human Resource Management	4 3	LESS THAN C	NE-YEAR: CAREER PATHWAY	
BA 226	Business Law I	4	CERTIFICATE		
BA 228	Computer Accounting Applications	3	Entry-Level Accour		
BA 234	International Marketing	3			_
BA 235	Social Media Marketing	4	ACCOUNTING	G CLERK ONE-YEAR CERTIFICAT	E
BA 236	Product Management and Branding	4	Minimum 49 credits	s. Students must meet all certificate requireme	nts.
BA 238	Sales	3	Accounting C	lerk Certificate Courses	
BA 239	Advertising	3	Code		edits
BA 240	Nonprofit Financial Management and Accounting	4	BA 100	Career Planning and Preparation in	2
BA 242	Introduction to Investments	3	BA 101	Business Introduction to Business	4
BA 249	Principles of Retailing and E-tailing	3	DA 101	(BA101=BA101Z) Z	4
BA 250	Small Business Design	3	BA 111	Introduction to Accounting	3
BA 255	Project Management Essentials	4	BA 116	Microsoft Word for Workplace	4
BA 256	Income Tax	3	-	Communications	•
BA 277	Professional Ethics in Business	4	BA 131	Introduction to Business Technology	4
BA 278	Eco-Innovation and Social	4	BA 177	Payroll Accounting	3
= . 3	Entrepreneurship	•	BA 205	Business Communication Using	4
BA 280A	Cooperative Education: Business Experience	1-6		Technology <sup>8</sup>	

BA 211	Principles of Financial Accounting (BA211=BA211Z) <sup>§,Z</sup>	4
BA 216A	Data Analytics with Excel and Tableau	4
BA 228	Computer Accounting Applications	3
BA 285	Human Relations-Organizations <sup>§</sup>	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)	
Total Credits		49

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

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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) <sup>Z</sup>	4
BA 111	Introduction to Accounting <sup>§</sup>	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 Progran	n Electives	12
Total Credits		48

Course contains Related Instruction and cannot be substituted with another course; 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: 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)	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 <sup>Z</sup>	4
or WR 121	Composition I (WR121=WR121Z)	
Total Credits		31

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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)	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.

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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

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BA 206	Management Fundamentals	3	
BA 200 BA 207	Introduction to E-Commerce	4	Ζ
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 209 BA 211	<u> </u>	4	BA 211 and BA 211Z BA 213 and BA 213Z
DA ZII	Principles of Financial Accounting (BA211=BA211Z)	4	DA 213 and DA 2132
BA 213	Principles of Managerial Accounting (BA213=BA213Z) Z	4	These business electives apply to all business administration degrees and certificates that have Business Program Electives identified in the
BA 216A	Data Analytics with Excel and Tableau	4	curriculum.
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	4	
	Accounting		
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	