

# BUSINESS ADMINISTRATION (AAS)

(91 credits)

## Program Description

Students choose business administration because it provides them with skills across occupations and industries. You'll learn finance, marketing, and general business principles, and more. Then, in the program's capstone course, you'll get to demonstrate your business skills when you run an online business simulation.

The Business Administration degree is designed for persons interested in entry-level administrative positions in many kinds of businesses. Graduates may also start their own business. Completion of a specialized Certificate can lead to increased employment opportunities as a Business Operations Coordinator.

## Career Opportunities

Opportunities and potential earnings vary with the geographic area and size of firm as well as past experience of the individual. The opportunities available in establishing one's own business are limited only by abilities and desires. Jobs in management include planning and organizing operations, directing personnel and implementing control mechanisms to assure the smooth operation of the organization. Marketing jobs might include retail buying, selling and promotion. The skills learned can lead to career opportunities in employment as a Business Operations Coordinator and variety of government, private business, or not-for-profit settings.

- Administrative Service Manager
- Purchasing Manager
- Sales Manager

## Certificate Options

The Accounting Clerk Certificate (<https://catalog.spscc.edu/co/accounting-clerk-coc/>) or a Business Operations Coordinator Certificate (<https://catalog.spscc.edu/co/business-operations-coordinator-coc/>) can be earned concurrently with the Business AAS degree by choosing specific courses from the Business AAS Choice List and Electives. Please see the appropriate Pathway Maps for details.

## Outcomes

South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives.

- Analyze and evaluate alternatives that lead to successful accomplishment of organizational objectives
- Create and deliver information in written, oral and symbolic forms to convey information

- Formulate strategies to collect and evaluate quantitative and qualitative data to support organizational objectives
- Recognize and assess ethical dilemmas in the workplace
- Recognize and adapt interpersonal behaviors and communication styles to effectively collaborate in a multicultural world

The SPSCC college-wide abilities are embedded into each program:

- Effective Communication
- Information Literacy
- Analytical Reasoning
- Multicultural Awareness
- Social Responsibility

## Courses by Quarter

Code	Title	Credits
<b>Quarter 1</b>		
Transition Studies		
<b>Quarter 2</b>		
MATH 092	Mathematical Reasoning	5
ENGL 090	Integrated Reading and Writing I	5
or ENGL 095	Integrated Reading and Writing II	
CCS 101	Pathways to Success	3
<b>Quarter 3</b>		
BUS& 101	Introduction to Business	5
ENGL 098	Transitional English Composition	5
or ENGL& 101	English Composition I	
BUS 104	Business Math	5-7
or CMATH 146	Clippers Introduction to Statistics	
<b>Quarter 4</b>		
BUS 160	Principles of Marketing	5
ACCT& 201	Principles of Accounting I	5
OFTEC 108	Introduction to Microsoft Office	3
<b>Quarter 5</b>		
BUS 260	Principles of Management: Diversity	5
OFTEC 141	Microsoft Excel	5
General Elective Course from Any Distribution ( <a href="https://catalog.spscc.edu/distribution-requirements/aa-as-dt-degrees/">https://catalog.spscc.edu/distribution-requirements/aa-as-dt-degrees/</a> )		3-5
<b>Quarter 6</b>		
BUS 240	Principles of Finance	5
BUS& 201	Business Law	5
Select one of the following:		
ENGL& 102	Composition II	
ENGL& 235	Technical Writing	
OFTEC 260	Business Communication	
<b>Quarter 7</b>		
BUS 289	Integrated Business Applications	5
General Elective Course from Any Distribution ( <a href="https://catalog.spscc.edu/distribution-requirements/aa-as-dt-degrees/">https://catalog.spscc.edu/distribution-requirements/aa-as-dt-degrees/</a> )		3-5
Select one of the following:		
CMST& 220	Public Speaking	
CMST& 240	Intercultural Communication: Diversity	

**Quarter 8**

General Elective Course from Any Distribution (<https://catalog.spcc.edu/distribution-requirements/aa-as-dt-degrees/>) 13-15

# Pathway Maps

South Puget Sound Community College has provided pathways and associated recommended courses for ease of student selection based upon a student's career interest. Please review the pathway maps for required and recommended courses.

**Business Administration Pathway Map**  
Associate in Applied Science  
91 Credits

Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Qtr. 5	Qtr. 6	Qtr. 7	Qtr. 8
<b>Transferable Studies</b>	CCS 101 (3cr) Pathways to Success	BUSK 101 (3cr) introduction to Business	BUS 140 (3cr) principles of Marketing Offered Fall and Winter	BUS 260 (3cr) Principles of Management: Diversity Offered Fall and Spring	BUS 240 (3cr) Principles of Finance Offered Fall and Winter	BUS 289 (3cr) Integrated Business Applications Offered Winter and Spring	Choose 3 (3-9 credits each) (12-9 credit total) (Program Elective) (recommended)
	ENGL 090 (3cr) Integrated Reading and Writing I ENGL 099 (3cr) Integrated Reading and Writing II MATH 081 (3cr) Mathematical Reasoning	ENGL 098 (3cr) Transition English Composition ENGL 101 (3cr) English Composition I Choose One (3-Tor): (Computer) BUS 104 (3cr) Business Math OR CMATH 146 (7cr) CUMPEC: Introduction to Probability and Statistics* Includes ability to complete: MATH 095 MATH 096 MATH 146 *some students may place directly into MATH 146	ACCTA 201 (3cr) Principles of Accounting I OFTEC 108 (3cr) introduction to Micrograph Office	ACCTA 141 (3cr) Excel Choose One: (3-Cr) (Program Elective) (recommended) ACCTB 200 (3cr) *** Principles of Accounting II ACCT 206 (3cr) *** and *** General Ledger Computerized Accounting ACCT 239 (3cr) *** Payroll Accounting and Business Taxes BUS 140 (3cr) Customer Service BUS 200 (3cr) Starting and Managing a Small Business Offered Fall and Winter CMST 110 (3cr) introduction to Social Media OFTEC 265 (3cr) Fundamentals of Project Management ECONB 201 (3cr) Microeconomics PHIL 102 (3cr) Ethics PSYC 116 (3cr) Psychology of Human Relations: Diversity	BUS 201 (3cr) Business Law Choose One: (3cr) (Program requirement, recommended) ENGLB 102 Composition II ENGLB 235 Technical Writing OFTEC 260 Business Communication Choose One: (3cr) (Program requirement, recommended) ACCTA 202 (3cr) *** Principles of Accounting II ENGLB 235 Technical Writing ACCT 206 (3cr) *** Principles of Accounting III ACCT 206 (3cr) *** General Ledger Computerized Accounting ACCT 239 (3cr) *** Payroll Accounting and Business Taxes BUS 140 (3cr) Customer Service BUS 200 (3cr) Starting and Managing a Small Business Offered Fall and Winter CMST 110 (3cr) introduction to Social Media OFTEC 265 (3cr) Fundamentals of Project Management ECONB 201 (3cr) Microeconomics PHIL 102 (3cr) Ethics PSYC 116 (3cr) Psychology of Human Relations: Diversity	Choose One: (3cr) (Additional Communication) CMSTL 220 Public Speaking CMST 240 intercultural Communication: Diversity Choose One: (3-Cr) (Program Elective) (recommended) ACCTA 202 (3cr) *** Principles of Accounting II BUS 140 (3cr) Customer Service BUS 200 (3cr) Starting and Managing a Small Business Offered Fall and Winter CMST 110 (3cr) introduction to Social Media OFTEC 265 (3cr) Fundamentals of Project Management ECONB 201 (3cr) Microeconomics PHIL 102 (3cr) Ethics PSYC 116 (3cr) Psychology of Human Relations: Diversity	ACCTB 202 (3cr) *** Principles of Accounting II ACCTB 208 (3cr) *** Principles of Accounting III ACCT 206 (3cr) *** General Ledger Computerized Accounting ACCT 239 (3cr) *** Payroll Accounting and Business Taxes BUS 140 (3cr) Customer Service BUS 200 (3cr) Starting and Managing a Small Business Offered Fall and Winter CMST 110 (3cr) introduction to Social Media OFTEC 265 (3cr) Fundamentals of Project Management ECONB 201 (3cr) Microeconomics PHIL 102 (3cr) Ethics PSYC 116 (3cr) Psychology of Human Relations: Diversity
*** A Certificate of Completion - Accounting Clerk can be earned if these elective courses are completed: ACCTB202 Principles of Accounting II 3 Credits ACCTB203 Principles of Accounting III 3 Credits ACCT206 General Ledger Computerized Accounting 3 Credits							

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ACCT239 Payroll Accounting and Business Taxes 3 Credits  
 \*\*\*\*\*If ACCT 206 is taken, students may need to take an additional elective to complete the 90 credits required for the AAS degree.

**Note:**

The Business Administration AAS degree requires:

- 5 credits of Computation
- 5 credits of ENGL& 101
- 5 credits of an Additional Communication (Chosen from the ENGL& 102, ENGL& 235, and OFTEC 260 course grouping in Quarter 6)
- 5 credits of Human Relations/Diversity (met by BUS 260)
- 3 credits of CCS 101
- At least 72 credits program core courses