



Degree Guide:

Business Administration Entrepreneurship Foundations, Associate in Applied Science (AAS) Degree

Program

[Business Administration \(BUS/BUS&\)](#)

Degree Type

Professional Technical Degree

Offered Online

Yes

Program Coordinator

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Program Description

Complete your Business Administration Entrepreneurship Foundations, Associate in Applied Science (AAS). 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.

Program Length: 6 Quarters

Program Code: BAMBEAPT

Career Opportunities and Earnings

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.

- Accounting
- Accounts payable/receivable
- Banking
- Bookkeeping
- Paraprofessional position in CPA firm
- Payroll
- Tax preparer

For current employment and wage estimates, please visit and search for the relevant occupational term: [bls.gov/oes](https://www.bls.gov/oes).

Program 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

Special Features

- Short-term certificates of proficiency, which include courses within the program, are offered to provide students benchmarks of achievement leading to degree completion
- 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

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

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$200 - \$500
- Calculator (recommended): \$30

Sample Schedule

This sample schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn the AAS. 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.

First Quarter (Fall)

Catalog #	Course Title	Credits
BUS& 101	Introduction to Business	5
BUS 135	Bookkeeping Small Business Foundations	6
BUS 282	Principles of Marketing	5



Second Quarter (Winter)

Catalog #	Course Title	Credits
BUS& 201	Business Law	5
BUS 205 or MEDIA 275		5
BUS 283	Human Resources Management	5

Third Quarter (Spring)

Catalog #	Course Title	Credits
AMATH 121 or MATH& 107 or above		5
AOS 106	Introduction to Microsoft Excel	5
ENGL& 101	English Composition I	5

Fourth Quarter (Fall)

Catalog #	Course Title	Credits
ACCT& 201	Principles of Accounting I	5
BUS 210	Business Planning	5
BUS 247	Payroll and Business Taxes	5

Fifth Quarter (Winter)

Catalog #	Course Title	Credits
ACCT& 202	Principles of Accounting II	5
ACCT 215	Quickbooks	5
BUS 245	Entrepreneurship and New Innovation	5

Sixth Quarter (Spring)

Catalog #	Course Title	Credits
ACCT& 203	Principles of Accounting III	5
BUS 250	Operations Management	5
Social Sciences		5

Your personal educational plan will vary based on many factors including:

- The quarter you begin
- How many classes/credits you plan to take in each quarter
- Your math and English placement; Learn more about placement options by visiting the [Assessment and Placement website](#).
- If you start in our [Transitional Studies](#) program

