

Advisor \_\_\_\_\_  
 Assigned By \_\_\_\_\_



Name \_\_\_\_\_  
 Date \_\_\_\_\_

## EDUCATIONAL PLAN

### Associate in Applied Science – Business Administration / Management

Course Placement Recommendations: English \_\_\_\_\_ Reading \_\_\_\_\_ Math \_\_\_\_\_

Recommended course schedule		
<b><u>Fall Quarter First Year</u></b>		
ACCT 200	Financial Reporting	<u>Credits</u> 5
BTEC 210	Word I	5
BUS& 101	Introduction to Business	<u>5</u>
		15
<b><u>Winter Quarter First Year</u></b>		
ACCT& 203	Principles of Accounting III	<u>Credits</u> 5
BTEC 214	Excel	5
Business Elective		<u>5</u>
		15
<b><u>Spring Quarter First Year</u></b>		
BUS 121	Business Math	<u>Credits</u> 5
BTEC 221	Business Communications	OR
ENGL& 101	English Composition I*	5
Business Elective		5
ACCT 130	Basic Computer Accounting	<u>3</u>
		18
<b><u>Fall Quarter Second Year</u></b>		
CMST& 220	Public Speaking*	<u>Credits</u> 5
Business Elective		5
HR 110	Human Relations –Workplace	<u>5</u>
		15
<b><u>Winter Quarter Second Year</u></b>		
ECON& 201	Microeconomics*	<u>Credits</u> OR
ECON& 202	Macroeconomics	5
Business Elective		5
Business Elective		<u>5</u>
		15
<b><u>Spring Quarter Second Year</u></b>		
Health & Fitness Distribution (HF)		<u>Credits</u> 3
Business Elective		5
Business Elective		<u>5</u>
		13
<b>Total Credits 91</b>		
<b>Business electives:</b> Students should work with their adviser to select appropriate electives for career goals. BUS 220, BUS 240, BUS 215, BUS 201, BUS 275, BUS 190, BUS 232, BUS 203, PSYC& 100, MATH&146, Natural science/lab.		
*Students interested in fulfilling BAS-AM program admissions requirements should take ENGL& 101, 5 credits of humanities (CMST& 220), 5 credits of social science (ECON& 201 recommended), 5 credits of natural science w/lab, and 5 credits of quantitative skills (MATH& 146 recommended).		

QTR/YR _____	CREDITS _____
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# Business Administration

EMPHASIS: Business Administration

DEGREE: Associate in Applied Science

**Purpose:** The Associate in Applied Science with a Business Administration provides students with a broad exposure to the principles and philosophies of business and management. Successful completion of the two-year program will help facilitate the process of graduates pursuing meaningful careers in a dynamic, changing business environment. It will also satisfy the requirements necessary for students to pursue additional advanced degrees.

**Note:** Students thinking of transferring into an applied bachelors program, such as the Bachelor of Applied Science in Applied Management program that Centralia College offers, may need to take additional course work required for entrance:

- English Composition (5 credits) \*\* (note that English 102 and Public Speaking CMST& 202 are highly desirable, but not required)
- College-level math course (5 credits) \*\*
- Social Science course (5 credits)
- Natural Science course (5 credits)
- One additional course in English, college-level math, social science, or natural science (5 credits)

\*\* English Composition I and the college-level math class can replace the math and English course required in this degree program.

**Program Outcomes** - Students who successfully complete this program should be able to:

- Prepare statements to monitor, evaluate, and assess financial performance of a business.
- Evaluate the performance of a business by using tools of pricing, promotion, product development, and distribution.
- Recognize and analyze how economic forces shape the environment of business and aid in decision making.
- Demonstrate the ability to apply acquired skills to workplace scenarios.
- Demonstrate human relations skills and professional behavior necessary for successful job performance.
- Apply rules of grammar, punctuation, and spelling to written communications.
- Define and compare and contrast characteristics and traits of leadership and management.
- Explain the importance and challenges of diversity, employee motivation, and employee engagement in the workplace.
- Identify and describe various forms of business ownership.
- Summarize basic laws in regards to business ownership, recruitment and hiring practices, OSHA, and liability.
- Explain communication, social responsibility, ethics, morals, and values as they relate to the workplace.
- Create a personal code of ethics and explain how it relates and impacts the workplace.
- Identify the impact of international business and explain various methods for a business to enter the global market.
- Describe the activities involved in each function of management and at various levels of management in the workplace.

## Learning Themes:

General education outcomes at Centralia College help students, faculty, and the general public identify what learning is expected when a student has completed a degree or program. The administration, faculty, and staff have agreed upon the following five Learning Ability Themes which students can expect to encounter in most courses and by the completion of any degree or program.

### Reasoning:

The ability to extract information from data, develop ideas and solutions, establish logical progression in thinking, and problem solve using such procedures as literary analysis or the scientific methods.

### Written, Oral and Visual Communication:

The ability to make oneself understood in public, interpersonal, professional, artistic, and technical arenas.

### Exploration-Self and Others:

An awareness of the values, beliefs, customs, and contributions of persons from one's own and other traditions, ethnicities, classes, and genders.

### Resourcefulness:

The ability to adapt to change, such as technological innovations or environmental conditions.

### Responsibility:

The ability to be accountable to self, society, and the natural world.

## Estimated Quarterly Program Costs (subject to change without notice)

Tests: Accuplacer	\$15
Resident Tuition (15 credits) and fixed fees*:	\$1399
US Citizen Nonresident Tuition (15 credits) and fixed fees*:	\$1536
Non US Citizen Nonresident Tuition (15 credits) and fixed fees*:	\$3202
*Tuition is subject to change due to State Legislative actions	
Books and supplies (estimate):	\$623
Lab fees:	\$5

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