

PROGRAM PLANNING GUIDE

BUSINESS ADMINISTRATION Associate of Technical Arts

PROGRAM DESCRIPTION: 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 in financial services.

PROGRAM 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. Therefore students who complete an ATA in Business Administration will:

- Demonstrate the following skill standards:
 - Understand the variety methods used in market planning, pricing, promotion and distribution of goods and services.
 - Analyze accounting and financial data in order to assess the financial needs of the organization.
 - Understand basic economic theory and its application to business decision-making.
 - Determine appropriate problem solving and decision making methods which might be applied in a variety of business situations.
 - Recognize and apply different methods of motivation to improve employee productivity and job performance.
 - Integrate accounting, data processing, economics, marketing, and strategic planning concepts to create solutions to complex business problems.
 - Present data using current software applications.
 - Prepare business documents such as written reports, oral and visual presentations.
- Gather information about, understand and explain clearly to others concepts relevant to successful performance in the field of Business.
- Think logically and critically and apply these thinking skills to the Business field.
- Communicate effectively in oral, written and graphic form.
- Apply fundamental quantitative and computation skills.
- Understand themselves and others as they interact in a global environment.
- Demonstrate skills in dealing with differences and managing interpersonal relationships.
- Understand fundamental ethical issues and their related responsibilities and liabilities.

PROGRAM INFORMATION/CONTACTS:

Admission:

Applications for admission and financial aid are available in Building 25, Office of Enrollment Services, or call (360) 596-5241. Information is also available at the college website: www.spscc.ctc.edu. Students may begin the Business Administration Program every quarter.

Length of Program:

Full-time students typically complete this program in six quarters, if basic skills are complete.

Costs:

Tuition is subject to change by the State Legislature. Detailed tuition information is available in the quarterly class schedule. Tuition and fees do not include the cost of textbooks and supplies.

Advisors:

Karen Halpern, (360) 596-5486 or Mike Baran, (360) 596-5484.

Special Program Note:

Students entering the Business ATA program should take the Placement test prior to enrolling in the program. This test will determine whether students need to take basic skills courses. Please call (360) 754-7711, ext. 4625 for additional information.

PROGRAM REQUIREMENTS: An Associate of Technical Arts degree will be awarded upon successful completion of a minimum of 90 credits in courses numbered 100 or above. All core and general education list requirements must be met, with any additional credits to be selected as electives.

Basic Skills Requirements:

English, Reading, or Math may be required based on placement testing. Students are encouraged to complete basic skills requirements at the beginning of their education. Basic skill deficiencies must be completed prior to

graduation. If basic skills courses are required, the credits will be in addition to the 90-credit hours required for graduation and should be completed prior to beginning program courses.

ENGL 097	Basic Writing II	5 credits
READ 097	Analytical Reading II	5 credits
MATH 098	Elementary Algebra	5 credits

Core Requirements:

ACCT& 201	Accounting Fundamentals I (formerly ACCT 201)	5 credits
BUS& 101	Introduction to Business (formerly BUS 101)	5 credits
BUS 160	Principles of Marketing	5 credits
BUS 171	Business Law I	5 credits
BUS 240	Principles of Finance	5 credits
BUS 260	Principles of Management	5 credits
BUS 289	Integrated Business Applications	5 credits
CIS 141	Excel	3 credits
ECON& 202	Macro Economics (formerly ECON 101)	5 credits
ENGL& 102	English Composition II (formerly WRIT 102)	5 credits
OR		
CIS 210	Business Communication	5 credits
OR		
ENGL& 235	Technical Writing (formerly TCOM 106)	<u>5 credits</u>
		48 credits

Choice List:

Choose a minimum of 15 credits from the following list: Other courses may be substituted in consultation with a business faculty advisor.

ACCT& 202	Accounting Fundamentals II (formerly ACCT 202)	5 credits
ACCT 206	General Ledger Computerized Accounting	3 credits
ACCT 239	Payroll Accounting and Business Taxes	3 credits
BUS 140	Customer Service	5 credits
BUS 145	Sales	3 credits
BUS 172	Business Law II	5 credits
BUS 220	Starting and Managing a Small Business	5 credits
BUS 221	Supervision	3 credits
BUS 231	Advertising	5 credits
BUS 270	Human Resources Management	5 credits
BUS 279	Introduction to International Business	5 credits
COOP 190	Cooperative Work Experience/Internship	3-5 credits
COOP 290	Cooperative Work Experience/Internship	3-5 credits
ECON& 201	Microeconomics (formerly ECON 102)	5 credits
PHIL 102	Ethics	5 credits
PSYC 116	Psychology of Human Relations	<u>5 credits</u>
		15 credits

General Education List Requirements:

Complete a minimum of three credits from each of the four categories: Reading/Writing, Listening/Speaking, Computation, and Human Relations. The Business ATA degree requires completion of the following courses:

Reading/Writing		5 credits
	ENGL& 101 English Composition I (formerly WRIT 101)	
Speaking/Listening		5 credits
	CMST& 220 Public Speaking (formerly SPCH 101)	
OR		
	CMST 240 Intercultural Communication (formerly SPCH 105)	
Computation		5 credits
	BUS 104 Business Math	
OR		
	MATH 108 Introduction to Probability and Statistics	
Human Relations		5 credits
	BUS 260 Principles of Management (completed in the core)	
Total		15 credits

Cooperative Work Experience/Internships:

Cooperative Work Experience is the internship program a South Puget Sound Community College and offers students an opportunity to receive college credit for paid or unpaid work experience related to their educational goals. This program gives students an opportunity to apply their skills while still in college.

The Cooperative Work Experience/Internship Office number is (360) 596-5359. Please call for an appointment.

For more information, contact Karen Halpern, (360) 586-5486 or Mike Baran, (360) 596-5484, program instructors, or the Cooperative Work Experience/Internship office at (360) 596-5359 (Bldg 22-204) or at <http://www.spscc.ctc.edu/internship/>

DIVERSITY REQUIREMENT: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a “diversity” course which meets the college criteria for listing as a diversity course, and has been approved for such listing by the college Instruction Council prior to the student enrolling in the class.

The diversity requirement may be completed within the General Education requirements by choosing one of the bolded courses listed under the Speaking/Listening category or the Human Relations category.

CERTIFICATE OPTIONS: A Financial Services Certificate or a Business Operations Coordinator Certificate can be earned concurrently with the Business ATA degree by choosing specific courses from the Business ATA Choice List. Please see the appropriate Program Planning Guides for details.

OFFICE OF CIVIL RIGHTS COMPLIANCE STATEMENT: South Puget Sound Community College’s equal opportunity policy prohibits discrimination in our services and in employment against any person on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, Vietnam-era or disabled veteran status, or the presence of any sensory, physical or mental disability except in the case of a bona fide occupation qualification. South Puget Sound Community College is an equal opportunity/affirmative action employer and complies with the Americans with Disabilities Act (ADA).

Effective: Summer 2008

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