

Associate of Applied Science: Business Administration

Overview

Business Administration Department offers three (3) programs of study including an Associate of Applied Science (AAS) Business option with emphasis in Accounting, Entrepreneurship, or Management, three (3) One-Year Certificates in Accounting Clerk, Human Resources and Office Supervision, and two (2) Career Pathways Certificates in Entry-Level Accounting Clerk and Workforce Readiness. All certificates will be earned (wholly contained) within the AAS Business Administration degree.

Business administration professionals play an important role in the local, state, and national economy. Virtually all companies, businesses, and public institutions employ people who are trained in some aspect of business administration including areas such as accounting, business management, customer service, and computer applications. If you enjoy tracking numbers and financial information, or see yourself as a supervisor in a business setting, this may be the program for you. Students have the option to choose either an emphasis with coursework in **Accounting, Entrepreneurship, or Management.**

Program Learning Outcomes

Upon successful completion of this AAS in Business Administration degree, students will be able to:

- **Social Skills:** Work effectively and ethically within a diverse business team.
- **Thinking Skills:** Apply analytical and critical thinking to evaluate information, solve problems, and make decisions.
- **Communication Skills:** Communicate effectively, appropriately, and professionally to internal and external stakeholders.
- **Technology Skills.** Utilize technologies and software to address workplace challenges, support decision-making, and achieve outcomes that meet professional standards.

Associate of Applied Science: Business Administration
With coursework emphasis in Accounting, Entrepreneurship, or Management

	FALL TERM	WINTER TERM	SPRING TERM
YEAR 1	CG 100 College Survival & Success (3 CR)	BA 131 Intro to Business Tech. (4 CR)	BA 205 Business Communication (4 CR)
	BA 101Z Intro to Business (4 CR)	BA 211Z Principles of Financial Accounting (4 CR)	BA 213Z Principles of Managerial Accounting (4 CR)
	WR 121Z Composition I (4 CR)*	LEAD 242 Personal Leadership Dev. (3 CR)	BA 232 Professional Workplace Fundamentals (4 CR)
	BA 133 Basic Computer Skills (4 CR)	BA 169Z Data Analysis Using Microsoft Excel (4 CR)	BA 206 Management Fund. (3 CR)
	15 Credit Total	16 Credit Total	16 Credit Total
YEAR 2	FALL TERM	WINTER TERM	SPRING TERM
	BA 218 Personal Finance (3 CR)	BA 222(A) Financial Management (3 CR) BA 223(E/M) Principles of Marketing (4 CR)	BA 277 Business Ethics (4 CR)
	BA 177(A) Payroll Accounting (3 CR) BA 150(E) Intro to Entrepreneurship (3 CR) BA 120(M) Project Mgmt Fund. (3 CR)	BA 256(A) Income Tax (3 CR) BA 220(E) Entrepreneurial Startup (3 CR) BA 224(M) Human Resources Mgmt (3 CR)	BA 228(A) Comp. Accounting Applications - Quickbooks (4 CR); BA 230(E) Entrepreneurial Marketing (3 CR); BA 250(M) Small Business Mgmt (3 CR)
	BA 285 Human Relations in Organizations (3 CR)	BA 226Z Intro to Business Law (4 CR)	BA 280 Business Experience (3 CR)
	COMM 111Z Public Speaking (4 CR)	EC 201Z Princ. of Microeconomics (4 CR)	BA 290 Business Seminar (4 CR)
	MTH 105Z Math in Society (4 CR)*		
	17 Credit Total	14-15 Credit Total	14-15 Credit Total
			Total Credits: 93

Part Time Students:

YEAR 1	YEAR 2	YEAR 3	YEAR 4
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Note: Transcribed as Associate of Applied Science in Business Administration/ Emphasis area courses defined with (A) Accounting, (E) Entrepreneurship, or (M) Management.

* This class may require an additional one credit (CR) co-requisite course; Tillamook Bay Community College 2025-2026 - www.tillamookbaycc.edu