



Walla Walla Community College...  
*...Your Best Choice*

# Business Administration

## The Industry

The nation's businesses are a part of an economic system that contributes to our society's standard of living and quality of life. Business administration skills are critical to the survival of companies. Managers in today's highly competitive industries must have knowledge and skills in accounting, marketing, resource allocation, technology, retailing, and many more elements that are vital to a company's success.

## Career Opportunities

- Administrative Services
- Advertisers
- Marketers
- Financial Managers
- Real Estate Managers
- Food Service Managers
- Business Owners
- Retailing Managers



## For More Information

**Dan Biagi**

(509) 527-4235

[daniel.biagi@wwcc.edu](mailto:daniel.biagi@wwcc.edu)

## WWCC's Degree Options

**Associate in Applied Arts and Sciences (AAAS) Degree in Business and Management:** Available upon completion of the two year course of study.

**Associate in Business- DTA Degree:** Satisfies general education (or core) requirements and lower division business requirements at the Washington public baccalaureate institutions.

**Business & Management Certificate:** is available upon completion of the first year of study.



# Business Administration

This schedule lists courses required for degree completion but the actual order and specific coursework may vary depending on student placement, start date, and quarter. Please check with your advisor prior to any substitutions.

The required related instruction is noted in bold print. The letter in the parenthesis indicates which category of related instruction is represented by the given course as follows:

- |                              |                          |                      |
|------------------------------|--------------------------|----------------------|
| (W)- Written Communications  | (O)- Oral Communications | (R)- Human Relations |
| (M)- Computation/Mathematics | (J)- Job Seeking Skills  | (L)- Leadership      |

## Degree Requirements Associate in Business - DTA

<b>Communication Skills</b>	<b>13-15 Credits</b>
ENGL& 101 .....	5
ENGL& 102 .....	5
CMST& 220 or CMST 102/201 <sup>1</sup> .....	3-5

<b>Quantitative Skills</b>	<b>10 Credits</b>
MATH 115 .....	5
MATH& 148 .....	5

**Humanities** **15 Credits**  
 Course selection must meet the Humanities distribution requirements for the AA degree<sup>2</sup>: A minimum of 15 credits from three different subject areas including one literature course. No more than 10 credits allowed from any one subject area. No more than 5 credits allowed in modern languages at the 100 level. Up to 5 credits can be taken from selected performing/fine arts classes.

<b>Social Sciences</b>	<b>15 Credits</b>
ECON& 201 .....	5
ECON& 202 .....	5
<sup>2</sup> Additional Social Science .....	5

<b>Natural Sciences</b>	<b>10 Credits</b>
Course selections must meet the Natural Science distribution requirements for the AA Degree.	
<sup>4</sup> Lab Science .....	5
<sup>4</sup> Science .....	5
MATH 201 .....	5

<b>Business Specific Courses</b>	<b>20 Credits</b>
ACCT& 201.....	5
ACCT& 202.....	5
ACCT& 203.....	5
BUS& 201.....	5

<b>General Electives</b>	<b>5 Credits</b>
Recommended:	
BUS 101 .....	5
<sup>5</sup> CS 115 .....	5
<sup>5,6</sup> CS 110 .....	5
<sup>2</sup> Foreign Language .....	5
<sup>7</sup> POLS .....	5

Other electives can include preparation for a business major.  
**Total Credits ..... 93-95**

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<sup>1</sup> For CWU or WSU, choose CMST& 220.  
<sup>2</sup> Foreign language may be required for international business majors and is required for admission to UW.  
<sup>3</sup> For WSU, choose PSYC& 100 or SOC& 101 for additional Social Science credits.  
<sup>4</sup> For WWU, Manufacturing Management requires specific courses for admission to the major.  
<sup>5</sup> Required by WSU.  
<sup>6</sup> Recommended by CWU.  
<sup>7</sup> WSU requires a POLS course to meet graduation requirements.

EPC: 001B

## Year One AAAS Business and Management

<b>Quarter One</b>	<b>Credits</b>
ACCT& 201, Principles of Accounting I .....	5
BUS& 101, Introduction to Business .....	5
BUS 181, Cooperative Work Experience I .....	2-5
BUS 182, Business Leadership Seminar I .....	3
BUS 210, Marketing .....	5
CS 110, Introduction to Computers & Applications .....	5
<b>Total Credits .....</b>	<b>25-28</b>

<b>Quarter Two</b>	<b>Credits</b>
BUS 136, Business Communications I .....	5
BUS 191, Cooperative Work Experience II .....	2-5
BUS 192, Business Leadership Seminar II .....	3
BUS 215, Advertising .....	5
BUS 217, Computer Software Applications .....	5
<b>Total Credits .....</b>	<b>20-23</b>

<b>Quarter Three</b>	<b>Credits</b>
BUS 137, Business Communications II (W) .....	5
BUS 189, Principles of Management .....	5
BUS 197, Electronic Commerce: A Business Perspective .....	5
<b>Total Credits .....</b>	<b>15</b>

**Certificate Total ..... 60-66**

## Year Two

<b>Quarter One</b>	<b>Credits</b>
BUS 102, Customer Service .....	5
<b>BUS 112, Business Mathematics (M)</b> .....	<b>5</b>
BUS 187, Principles of Selling .....	5
<b>Total Credits .....</b>	<b>15</b>

<b>Quarter Two</b>	<b>Credits</b>
ECON& 201, Microeconomics .....	5
BUS 287, Retailing .....	5
<b>CMST&amp; 220, Public Speaking (O)</b> .....	<b>5</b>
<b>Total Credits .....</b>	<b>15</b>

<b>Quarter One</b>	<b>Credits</b>
BUS 157, Human Relations in Business (R) .....	5
BUS 291, Cooperative Work Experience III .....	2-5
<b>BUS 292, Business Leadership Seminar III (J)</b> .....	<b>3</b>
<b>Total Credits .....</b>	<b>10-13</b>

**Year Two Total ..... 40-43**

**Degree Total ..... 100-109**

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The following courses meet the related instructional requirements of the program (one class per category required):

- (J) BUS 292
- (L) BUS 192
- (M) BUS 112
- (O) CMST 102, CMST& 220
- (R) BUS 157
- (W) BUS 137
- EPC: 502