

# BUSINESS, AAS

## Program Code: AAS.BUSINESS

The Business AAS establishes a foundation for a successful business career while enabling students to explore a wide variety of business topics. Students can enhance their employability by completing certificates in **Accounting Clerk**, **Business Management**, **Human Resource Management**, **Marketing**, or **Project Management** and to apply those the certificate credits can be applied towards completion of the Business AAS. Students may also select courses from a cross-section of certificate courses and approved electives.

## Oregon Tech Transfer Courses

The Business Department, in cooperation with Oregon Tech, offers a number of transferable classes into Oregon Tech's Bachelor of Applied Technology and Management degree program. Students planning to continue their studies at a four-year college should consult an advisor to obtain the most recent transfer information.

For information contact Sharon Parker, 503-594-3075 or [sharonp@clackamas.edu](mailto:sharonp@clackamas.edu).

## Outcomes

### Related Instruction Outcomes

#### Computation

- 1 course - BA-104 Business Math
- Use appropriate mathematics to solve problems

#### Communication

- 1 course - WR-121Z Composition I
- Read actively, think critically, and write purposefully and capably for professional audiences

#### Human Relations

- 1 course - BA-285 Human Relations in Business
- Engage in ethical communication processes that accomplish goals

#### Physical Education/Health/Safety/First Aid

- 1 credit - See **Related Instruction** for course list
- Use effective life skills to improve and maintain mental and physical wellbeing

## Program Outcomes

Upon successful completion of this program, students should be able to:

- demonstrate an understanding of fundamental business concepts and explain how the functional areas of a business are integrated;
- interpret and present basic business-related financial information;
- demonstrate the ability to use a business computer system with Excel, Word, PowerPoint software to create business documents, data files and presentations;
- demonstrate the ability to communicate effectively to deliver a tailored message to a targeted audience that appropriately uses the vocabulary of business;
- demonstrate an understanding of key business legal and human resource practices;

- identify effective interpersonal strategies and concepts, including influence, power, and leadership styles, for individual and group situations;
- demonstrate the ability to research information, critically evaluate it, communicate it effectively, and use it to inform decision making.

## Requirements

### First Year

Fall Term		Credits
BA-101Z	Introduction to Business	4.00
BA-131	Introduction to Business Computing	4.00
MTH-050	Technical Mathematics I <sup>1</sup>	4.00
WR-121Z	Composition I	4.00
Electives (p. 2)		2.00-3.00
FYE-101	First Year Experience Level I (Recommended)	
Credits		18-19

### Winter Term

BA-119	Project Management Practices	2.00
BA-226Z	Introduction to Business Law	4.00
BA-251	Supervisory Management	3.00
BA-285	Human Relations in Business	4.00
Electives (p. 2)		3.00-4.00
Credits		16-17

### Spring Term

BA-206	Management Fundamentals	4.00
BA-223	Principles of Marketing	4.00
BA-224	Human Resource Management	4.00
Electives (p. 2)		3.00-4.00
BA-111	General Accounting I (Recommended)	
Credits		15-16

### Second Year

#### Fall Term

BA-205	Business Communications With Technology	4.00
BA-211Z	Principles of Financial Accounting	4.00
PE/Health/Safety/First Aid requirement		1.00
Electives (p. 2)		6.00-7.00
Credits		15-16

#### Winter Term

BA-213Z	Principles of Managerial Accounting	4.00
WR-227Z	Technical Writing	4.00
Electives (p. 2)		6.00-8.00
Credits		14-16

#### Spring Term

BA-250	Small Business Management	4.00
Electives (p. 2)		11.00
Credits		15
Total Credits		93-99

<sup>1</sup> or higher, based on advising placement

## Electives

By completing all AAS Degree requirements, you will satisfy the requirements for the **Business Management Certificate** and the **Management Fundamentals Career Pathway Certificate**.

Any **BA** or **BT** course not included in the program, or any of the following:

Code	Title	Credits
COMM-111Z	Public Speaking	4.00
CS-125H	HTML & Web Site Design	4.00
CS-181	CMS Web Development	4.00
EC-201Z	Principles of Microeconomics	4.00
EC-202Z	Principles of Macroeconomics	4.00
FYE-101	First Year Experience Level I	2.00

## Careers

Career opportunities include:

- managers
- coordinators
- supervisors in areas such as project management, human resource management, customer service, or retail management