

BUSINESS ADMINISTRATION (BA)

BA-OSU Accounting for Decision Making
4 credits, Winter

BA-315 through Oregon State University (OSU)

BA-101Z Introduction to Business
4 credits, Fall/Winter/Spring/Summer

Presents an integrated view of both established and entrepreneurial businesses by studying their common characteristics and processes in a global context. Introduces theory and develops basic skills in the areas of accounting, finance, management, and marketing, with an emphasis on social responsibility and ethical practices. Explores how businesses can create value for themselves and society by addressing environmental and social challenges.

Recommended Prerequisites: WRD-090 or placement in WRD-098

BA-103 Business Strategies for Computer Consultants
3 credits, Spring

Class introduces the procedures for establishing and developing a successful consulting business in computer-related services including web development, network support, and computer support.

BA-104 Business Math
3 credits, Fall/Winter/Spring/Summer

Apply mathematics to a variety of transactions found in the business world, from finance to project management, and from sales to accounting, including: payroll, product or service mark-ups and mark-downs; simple and compound interest; present and future value of a single sum of money and annuities; and financial ratio analysis.

Prerequisites: Placement in MTH-020 or higher

BA-111 General Accounting I
3 credits, Fall/Winter/Spring/Summer

Introduces the terminology and processes of full-cycle, modified cash and accrual basis bookkeeping for small service and merchandising businesses with inventory. Focus is on how to analyze and record financial transactions, reconcile accounts and trial balances, and prepare basic financial statements. Additional topics include cash management, bank reconciliations, accounting for sales and purchase discounts. Emphasizes procedure and practice.

Recommended Prerequisites: Placement in MTH-020

BA-112 General Accounting II
4 credits, Fall/Winter/Spring

Provides a more in-depth look at general accounting principles and practices for small business. Topics include payroll, recording bad debt, notes receivable and payable, inventory adjustment, and long-term asset valuation. Accounting practices for partnerships and manufacturing structures are examined, and financial analysis is introduced as a tool for evaluating the health and wealth of a business.

Prerequisites: BA-111 or BA-211Z

Prerequisite or Corequisite: BA-131 or some knowledge of Excel

BA-119 Project Management Practices
2 credits, Fall/Winter/Spring

Basic course in project management, intended for non-project management students. Students gain a basic understanding of project management principles and techniques, with emphasis on scope planning, scheduling, and resource management. Students learn practical application of cost control, time management, and communication in project environments.

BA-120 Project Management Fundamentals
4 credits, Fall/Winter/Spring

Foundational course in project management. Students gain an introduction to project management principles and techniques, including identifying project life cycle phases, generating a project charter, learning and applying stakeholder management techniques, generating work/task breakdowns, network diagrams and identifying the critical path. Students will also learn and apply risk management techniques, resource allocation, and project monitoring and controlling methodologies. Recommended: Working knowledge and access to MS Excel and MS Word

BA-125 Project Management Prep
5 credits, Fall/Winter

Tools and processes employed in the project knowledge areas of project communication, risk, procurement, and quality. Major topics include project communication planning and preferred communication channels and approaches; risk assessment and risk management in a project environment; project procurement planning and management with an emphasis on contract types and contract awards and administration; and approaches to project quality planning, quality assurance, control and improvement.

Prerequisite or Corequisite: BA-120

BA-127 Project Management: Agile & Change Management
4 credits, Winter/Spring

This course introduces students to the basic concepts and principles of Agile and Change Management. Students explore the foundation of the Agile approach for managing projects, the Agile Manifesto and Agile principles & values. Students work in small teams to experience an Agile project team environment. Value-driven delivery and adaptive project planning are defined. Students will gain an understanding in how being agile in business practices can ease the implementation of organizational change. This course will also instruct students in how to identify what drives organizational change and how to lead & communicate through change. Students will learn about creating and sustaining an organizational culture for change and moving forward.

Prerequisites: BA-120 and BA-125

BA-128 Project Management: Leadership Strategies
4 credits, Fall/Winter

This course is an introductory course for students to explore different leadership styles. Through introspective exercises/assignments, students will have opportunities to find their leadership voice. Topics include the comparisons among various leadership versus management paradigms, mediation and negotiation techniques, employee engagement, team building, mentor-ship, tactical planning, creative decision-making, managing crisis conversations, and emotional intelligence.

BA-131 Introduction to Business Computing
4 credits, Fall/Winter/Spring/Summer

Introductory course using Microsoft Word, Excel, Access, and PowerPoint applications to create business documents.

Required: Access to the following: personal computer or laptop with MS Windows Operating System (Windows 10 or 11), Office 365 OR MS Office 2021, internet access (including email), or access to the CCC Dye Academic Computer Lab for completion of coursework

Recommended Prerequisites: WRD-090 or placement in WRD-098

BA-169Z Data Analysis Using Microsoft Excel

4 credits, Fall/Winter/Spring

Covers Microsoft Excel software skills necessary for evidence-based problem-solving, including workbook editing, formula creation, charting, and pivot tables. Emphasizes hands-on learning using Excel functions to perform data analysis to enhance decision-making.

Prerequisites: BA-131 or CS-120 or higher or placement into BA-169Z

BA-177 Payroll Accounting

3 credits, Winter/Spring

This course introduces the student to the basic payroll procedures and transactions that are necessary for recording business transactions that compensate personnel. Included in this introduction are wage, salary, and commission or bonus computation and recording, as well as coverage of the federal laws that affect payroll, taxation, and payroll deductions.

Prerequisites: BA-111 or BA-211Z

Recommended Prerequisites: BA-131 or some knowledge of Excel

BA-205 Business Communications With Technology

4 credits, Fall/Winter/Spring

Students practice critical skills for successful communication in a business environment by employing a structured writing process, analyzing audience needs, and identifying and using appropriate communication channels and modalities. Students also work individually to produce a PowerPoint presentation with embedded narration and as team members to manage a comprehensive project and complete a business research paper.

Recommended Prerequisites: BA-131 and WR-121Z

BA-206 Management Fundamentals

4 credits, Fall/Winter/Spring

Concepts and theories of management with focus on planning, organizing, leading, and controlling. Decision making, planning principles, global management, managing people and teams, effective communication, and motivation are included.

Prerequisites: WRD-090 or placement in WRD-098

Recommended Prerequisites: BA-101Z and BA-251

BA-207 Prepping for Business Success

4 credits, Spring

This course introduces the Career & Technical Education (CTE) student to the business practices necessary in conducting business within the scope of a specific CTE program. Students evaluate the business skills, traits, and commitment necessary to plan and operate a successful business venture. Students also learn how to evaluate small business opportunities, develop necessary business skills, and understand the resources necessary to start and manage a successful business.

Recommended Prerequisites: At least one course in a CTE program

BA-208 Employee and Labor Relations

4 credits, Summer/Winter

Provides a legal and historical overview of employee and labor relations in both union and non-union environments. Presents a realistic picture of collective bargaining and labor relations situations and highlights contemporary issues in employee relations, unions, bargaining units, and employee group representation.

BA-211Z Principles of Financial Accounting

4 credits, Fall/Winter/Spring/Summer

Imparts an understanding of the purpose of accounting, common financial statement items, and the principles of internal controls. Focuses on recording the impact of economic events on account balances using U.S. Generally Accepted Accounting Principles, and the creation and analysis of financial statements to aid in external decision making.

Prerequisites: BA-101Z and BA-131

Recommended Prerequisites: BA-111, and MTH-050 or higher

BA-213Z Principles of Managerial Accounting

4 credits, Fall/Winter/Spring/Summer

Builds an understanding of the role of managerial accounting in a business, focusing on the development and use of information to evaluate production costs and operational performance in support of short- and long-term organizational decision-making.

Prerequisites: BA-211Z with a C or better

BA-214 Business Communications

3 credits, Winter

This course focuses on the development of written communication skills in a business organization. Within communications, the interpersonal skills, in the form of both written and oral expression, are integrated to achieve individual and organizational objectives. Both informal and formal techniques are applied to a variety of business communication scenarios.

Recommended Prerequisites: WR-121Z

Recommended Prerequisites: CS-120 or BA-131

BA-216 Cost Accounting

4 credits, Winter

Cost accounting extends the content of BA-213Z, which focused on managerial accounting. Specifically, job order and process costing are examined in depth, including: variances and cost estimations; standard and variable costing in the manufacturing environment; inventory and capacity analysis; customer-profitability analysis; spoilage, rework and scrap; and performance measurement.

Prerequisites: BA-213Z

BA-217 Budgeting for Managers

3 credits, Fall/Spring

Budgeting is a crucial managerial decision-making and planning tool that also incorporates performance evaluation through variance analysis. This course examines developing and managing department and project budgets in-depth, as well as how they fit into the overall organizational framework. Specifically, this course includes coverage of static, flexible, and rolling budgets, capital budgeting, variance analysis, break-even and contribution margin analysis, profit planning, manufacturing costs, sales forecasts, and cost behavior.

Prerequisites: BA-211Z

Recommended Prerequisites: BA-213Z or some experience in budgeting

BA-218 Personal Finance

4 credits, Fall/Winter/Spring/Summer

Analysis and application of basic principles of personal finance including budgeting and spending, financial decision-making, use of credit, saving and investing, home purchase, taxes, risk management, retirement planning, estate planning, and other major personal finance topics.

Prerequisites: BA-104 or MTH-050 or higher, and WRD-098

BA-223 Principles of Marketing

4 credits, Fall/Winter/Spring

Offers a comprehensive investigation of strategic marketing in a global environment. Topics covered will include research, ethics, consumer behavior, product strategy, distribution strategy, promotional strategy and pricing strategy.

Recommended Prerequisites: WRD-090 or placement in WRD-098

BA-224 Human Resource Management

4 credits, Fall/Winter/Spring

Focuses on a practical, real world approach to Human Resource Management for line managers and Human Resource Managers. Introduces history and current legal environment of Human Resource Management and applies current practice in the functions of staffing, human resource development, compensation, safety and health, and employee and labor relations in both union and non-union environment.

BA-226Z Introduction to Business Law

4 credits, Fall/Winter/Spring

Provides a comprehensive overview of U.S. business law, including the legal system, contracts, torts, intellectual property, agency, employment, and business organization forms. Emphasizes practical legal knowledge and explores how laws impact business operations, with a focus on risk management, contract disputes, business formation, and compliance with government regulation. Introduces legal challenges in business through real cases and legal terminology.

BA-228 Computerized Accounting

4 credits, Fall/Winter/Spring

An introductory, hands-on experience with Quickbooks Online, a cloud-based software application used as the bookkeeping system for small to mid-sized service businesses and merchandisers. Includes business setup and transactions for customer, vendor, and banking modules, transactions for a full accounting cycle, inventory management, financial reporting, and troubleshooting.

Prerequisites: BA-111 or BA-211Z

Recommended Prerequisites: BA-131 or CS-120

BA-229 Employment Law

4 credits, Spring

Comprehensive treatment of federal and state employment law and its impact on the Human Resource Manager and Human Resource Management practices.

BA-238 Sales

4 credits, Spring

Professional consultative selling techniques and how professional selling fits into a comprehensive marketing program as well as daily life. Interactive exercises will be used throughout the course that emphasize face-to-face communication skills and relationship building.

Recommended Prerequisites: WRD-090 or placement in WRD-098

BA-239 Advertising

4 credits, Winter

Emphasizes a strategic and integrated approach to promotion where traditional and non-traditional techniques of promotion are explored. The relationship and role of advertising to marketing will be stressed throughout the course.

Recommended Prerequisites: BA-101Z, and WRD-090 or placement in WRD-098

BA-240 Introduction to Financial Management

4 credits, Spring

In this course, you will build upon knowledge obtained from BA-211Z to comprehend the process and practice of corporate financial management. Purchasing capital assets and undertaking projects require sound decision-making and management of risk, as well as a solid understanding of the time value of money. In this course, you will delve into discounted cash flow analysis for stocks and bonds, capital budgeting, the cost of capital, and effective corporate financial planning. Both theoretical and practical, our focus is on decisions that are made by the corporate financial manager.

Prerequisites: BA-211Z

BA-249 Retailing

3 credits, Not Offered Every Term

Provides an understanding of the types of retail businesses, strategies, operations, formats and environments through which retailing is carried out, including a multi-disciplinary approach to understand the structure of effective retail management.

Recommended Prerequisites: WRD-090 or placement in WRD-098

BA-250 Small Business Management

4 credits, Spring

Focuses on entrepreneurship and small business management from business concept development to new business launch and key steps in between. Students integrate knowledge and skills from prior business coursework to create a substantive business plan or other projects that reinforce essential entrepreneurship and small business management concepts that are associated with this course. Students should take this course in the final year of their academic program(s).

Prerequisites: BA-101Z, BA-119, BA-131, BA-206, BA-213Z, BA-223, BA-224, and WR-121Z. Student Petition required for non-Business AAS students

BA-251 Supervisory Management

3 credits, Fall/Winter

Addresses the role and responsibilities of the first-line supervisor or manager. Includes planning and controlling, dealing with change, performance management, leadership, decision-making, communication, and managing teams.

Recommended Prerequisites: WRD-090 or placement in WRD-098

BA-254 Basic Compensation & Benefits

4 credits, Spring

Covers wages, salary benefits, and plans with a primary focus on designing an effective and strategic comprehension and benefit program within an organization. Covers general compensation topics, terminology, and practical applications to the workplace.

BA-255 Governmental and Nonprofit Accounting

4 credits, Spring

Build upon knowledge obtained from financial accounting coursework to comprehend and gain practice in the specialized area of accounting for governmental and nonprofit entities. Topics include fund types, budgetary and expenditure controls, and modified accrual accounting.

Prerequisites: BA-211Z

Recommended Prerequisites: BA-112 and BA-213Z

BA-256 Income Tax Accounting

4 credits, Winter

Detailed review of the federal tax structure, as it relates to the preparation of individual tax returns, including those with business and investment activities. This course briefly overviews corporate tax returns.

Prerequisites: BA-211Z or financial accounting experience

BA-261 Consumer Behavior

4 credits, Spring

Seeks to understand how and why people make consumption decisions then apply this understanding to marketing strategies. Concepts of the consumer decision-making process, personal and interpersonal factors and their impact on consumer decisions are major components.

Recommended Prerequisites: WRD-090 or placement in WRD-098

BA-264 Project Management Tools

3 credits, Spring

This course introduces students to three tools used in managing projects: Microsoft Teams, Microsoft Planner, and Microsoft Project. Students examine the criteria for selecting the right project management tool for task management, work management, and project management. Students learn how to use these tools for communicating and collaborating with project team members and stakeholders; planning a project, adding project tasks, assigning resources and costs; building a project schedule, moving tasks to different phases, tracking project progress, and properly closing out a project. Students will also gain an understanding of how to share project information across applications using dashboards and reports. In addition, students will briefly explore cloud-based options as alternative project management tools.

Prerequisites: BA-120

BA-268 Applied Project Demonstration

3 credits, Winter/Spring

Students demonstrate the ability to manage a real-world project from initiation through closing. Course deliverables include project scope statement, communication management plan, risk management plan, status report with Gantt chart, and 'Lessons Learned' report and presentation. The project as well as a comprehensive exam will demonstrate knowledge acquired in prerequisite classes required for the Project Management AAS. Required: Student Petition.

Prerequisites: BA-120, BA-125, and BA-127

BA-270 Social Media Marketing

4 credits, Fall/Winter/Spring/Summer

This is an introductory course that provides an overview of social media and its role in marketing. Nearly everything consumers do is tracked online and this level of marketing analytics is assisting organizations develop a better understanding of consumer and market needs and trends. This course will seek to develop an understanding to how social media compliments marketing.

Recommended Prerequisites: WRD-090 or placement in WRD-098

BA-280 Business/CWE

2-6 credits, Fall/Winter/Spring/Summer

Cooperative work experience. On-the-job experience in a business related to the student's major course of study. Under supervision of instructor and employer. May be repeated for up to 6 credits. Required: Student Petition.

Corequisites: CWE-281

BA-285 Human Relations in Business

4 credits, Fall/Winter/Spring

Introduces the theory and practical application of human relations at the individual, group, and organizational levels. Emphasizes psychological principles that help build relationships among employees and employers. Includes goal setting, motivation, communication, leadership, conflict management, and individual and group behavior.