

# Associate in Business

## Unofficial Transfer Planning Guide

### I want to major in business... Where do I start?

First, why choose a career in Business? If you are someone who is passionate about your work and hard-working, this field offers:

- Many potential work environments (from small shops to large corporations)
- Consistently strong employment outlook
- Potential for high earnings/salary
- Leadership opportunities
- Innovation of new services and products
- Service to customers in private industry, the nonprofit sector, and government.

Once you transfer to a Business School, you will likely choose a concentration in **Business** to study. Here are common options:

- Accounting
- Entrepreneurship
- Finance
- Hospitality & Tourism Management
- Human Resources
- Digital Marketing
- Management
- Information Systems
- Operations Management
- Retail Management
- Supply Chain Management

### Which degree from Olympic College can help me major in business?

Students who are interested in transferring to a university and majoring in Business or Accounting should plan to complete the **Associate in Business transfer degree**. In some cases, it is more appropriate to complete the Associate in Arts transfer degree (see advisor for more information). A focus on business requires that you take college calculus, statistics, and accounting—all courses that may require more study time. When coupled with other required courses, very little room is available for electives.

Generally, admission into the School of Business at most four-year colleges is **competitive**. While many schools list a 2.5 GPA as a minimum requirement, the average GPA of accepted students will be much higher. Typically, an even higher GPA is needed in your business pre-requisite classes. *Each business program is different so check the pre-requisites and admission standards early while you are starting your classes.*

It is also important to take the courses in the right sequence to get the best grades. It is also important to attend the information sessions offered by the universities that you are considering so you are familiar with the school's admission expectations, deadlines and areas of specialization.

### What courses should I take?

Every university and major concentration will require slightly different prerequisites. It is **highly recommended** that you speak with a representative at the target university in conjunction with an academic advisor here at OC to ensure that you are taking the proper course sequence. Double-checking requirements is as easy as going to the university department website.

*\*Check with your intended transfer Business School to ensure proper courses are taken. Many of these classes will require at least a C or higher for both Olympic College and university requirements.*

## Courses meeting Graduation Requirements in Associate Degrees (2015-2016)

Courses for the Associate Transfer Degrees and other Associate Degrees. Only those courses numbered 100 and above are acceptable. All courses 195/295, 198/298, and 199/299 will be evaluated individually except as noted below. Continuing Education credits may not be used.

Courses which were on these lists when taken may also be applied.

### Humanities Distribution (H and H/SP)

Choose two or three different subjects from the following lists.

#### Group A: Humanities (H) no restriction

American Culture & Equity Studies 101, 102, 160, 170  
 Anthropology &207, 325, 335  
 Art &100, 102-104, 106, 107, 110, 111, 117  
 Communication Studies &101, &102, 105, 125, &210, &220, 225, &230, 242, 250, 253, 263, 273, 293  
 Dramatic Arts &101, 201, 210, 211, 212, 240, 241, 242, 243, 245, 246, 247, 248, 251, 252, 253, 256, 260, 265, 280, 281, 282, 285, 286, 287  
 English &111, &113, &114, 141, 150, &220, &226, &227, &228, &244, &245, 250, 262, 264, 270, 271, 272, 273, 274, 275, 276, 279, 283, 284, 286, 328  
 Geography &200  
 History 230  
 Humanities 145, 175, 201, 202, 203, 204, 220, 235, 250, 253, 257, 284, 320  
 Music 101, 102, &105, &141, &142, &143, 185, 188, 189, 239, 240, &241, &242, &243  
 Philosophy &101, &115, 240  
 Political Science &201

#### World Languages

No more than 5 credits at the 100 level

American Sign Language &121, &122, &123  
 French &121, &122, &123  
 German &121, &122, &123  
 Japanese &121, &122, &123  
 Korean &121, &122, &123  
 Spanish &121, &122, &123, &221

#### Group B: Skills Performance (H/SP)

No more than 5 credits

Art 125, 206, 210, 225, 226, 230, 231, 232, 240, 241, 242, 266, 267, 268  
 Dramatic Arts 120  
 Music 103, 106, 109, 117, 120, 123, 126, 133, 136, 144, 147A, 147B, 147C, 147D, 147E, 147F, 147G, 147H, 147I, 147J, 147K, 147M, 147P, 147Q, 233

#### Social Sciences Distribution (SS)

American Culture & Equity Studies 101, 102, 160, 170  
 Anthropology &100, &204, &205, &206, &207, &210, 212, 270, 325, 335  
 Baccalaureate Nursing 323, 326A  
 Business &101  
 Criminal Justice &105, &106  
 Early Childhood Education &105  
 Economics &201, &202  
 Education &121, &122, &202, &204  
 Engineering &104  
 Geography &100, &200, &207, &250  
 History 110, &116, &117, &118, &136, &137, &214, &215, &219, 230, 253, 257  
 Human Services 107  
 Human Services Substance Abuse Counselor &101  
 Humanities 145  
 Philosophy &101, &115, &120, 240  
 Political Science &101, 115, 145, 175, &201, &202, &203, 235, 323  
 Psychology &100, 102, &200, &220, 240, 260

Sociology &101, 109, 125, 135, 190, &201, 215, 230, 271, 301, 319

### Natural Sciences Distribution (NS)

Lab Courses: minimum one course required

Biology 101, 114, 115, 120, 130-132, 140, &160, &175, 201, 202, 203, &241, &242, &260  
 Chemistry &110, &121, &131, 137, &151, &152, &153, &251, &252, &253  
 Geography 150  
 Geology &101, &103, &110, &208  
 Oceanography &101  
 Physics 110, 114, 115, 116, 254, 255, 256

### Non-lab courses:

Anthropology &205  
 Astronomy 101, 102, 105  
 Biology 104, 351  
 Chemistry &139, &141, &142, &143, &241, &242, &243  
 Geography &100, 260  
 Geology &100, 155  
 Meteorology 101  
 Nutrition &101  
 Science 100

### Other than physical, biological, and earth sciences:

No more than five credits from the following in Natural Sciences distribution:

Business 215  
 Computer Science &141, 143, 170, 210, 240  
 Engineering 240  
 Mathematics &107, 112, &131, &132, 136, &141, &142, 143, &146, 147, &148, &151, &152, &163, 210, 221, 222, 231, 232, 240, 250, &264  
 Philosophy &120

### Electives

There are two types of electives: Fully Transferable and Restricted.

#### Fully Transferable:

ALL courses listed in the Skill Areas, Humanities, Social Sciences, Natural Sciences distributions

plus the following:

Accounting &201, &202, &203  
 Baccalaureate Nursing 320  
 Business &201, 330  
 Computer Information Systems 141  
 Criminal Justice 100, &101, &110  
 Education &115, 199  
 Engineering 111, &114, &204, &214, &215, 216, &224, &225, 270, 271  
 English &101, &102, &235, 301  
 World Language – any not used in Humanities Distribution  
 Physical Education–Education 104

#### Restricted in Transfer:

ANY college level courses NOT listed in any of the skill areas, distribution, or transferable

electives (generally professional-technical and personal development courses, also DANTES, CLEP, Service School Credits)

Baccalaureate Nursing – all except 323, 326A  
 Business Management – all  
 Business Technology – all  
 Communication Studies 115  
 Computer Information Systems – all except 141  
 Cooperative Apprenticeship – all  
 Cooperative Education – all  
 Cosmetology – all  
 Culinary Arts – all  
 Digital Media Arts – all  
 Dramatic Arts - 288, 289  
 Early Childhood Education – all except &105  
 Education 110, 120, 123, &130, 132, &136, &150  
 Electronics – all  
 Engineering 100  
 Fashion – all  
 General Studies – all  
 Health Education – all  
 Health Occupations – all  
 Homeland Security Emergency Management – all  
 Hospitality Management – all  
 Human Services – all except 107  
 Information Systems – all  
 Intensive English – 100A, 100B, 100C  
 Library Research – all  
 Manufacturing – all  
 Mathematics 100, 103  
 Medical Assisting – all  
 Nursing – all  
 Organizational Leadership/Resource Mgmt – all  
 Organizational Leadership/Technical Mgmt – all  
 Parent Education – all  
 Physical Education Activity (PEFSP and PE-RD)  
 Physical Education–Education – all except 104  
 Physical Therapist Assistant – all  
 Practical Nursing – all  
 Technical Design – all  
 Transition to Associate Degree Nursing – all  
 Welding – all

### Abbreviations

- AA Associate in Arts
- AAS Associate in Applied Science
- AAS-T Associate in Applied Science – Transfer
- AB Associate in Business
- AGS Associate in General Studies
- APN Associate in Pre-Nursing
- AS Associate of Science
- ATA Associate in Technical Arts
- BAS Bachelor of Applied Science
- BSN Bachelor of Science in Nursing
- DTA Direct Transfer Agreement
- MRP Major Related Program

**AAS:** Associate in Applied Science = 90+ cr    **AAS-T:** Associate in Applied Science – Transfer = 90+ cr    **ATA:** Associate in Technical Arts = 90+ cr

**CR:** Certificate of Recognition = 10-19 cr    **CC:** Certificate of Completion = 20-44 cr    **CP:** Certificate of Proficiency = 45-60 cr    **CS:** Certificate of Specialization = 61+ cr

**Note 1 – English Composition:** To meet the current EWU requirements, the second English Composition course must be equivalent to EWU’s English 201- College Composition: Analysis, Research, and Documentation. OC’s ENGL& 102 Composition II satisfies this requirement.

**Note 2 - Humanities:** Students intending the international business major should consult their potential transfer institutions regarding the level of world language required for admission to the major. 5 credits in world languages may apply to the Humanities requirement.

**Note 3 - Humanities:** Students are encouraged to include a speech or oral communication course (not small group communication).

**Note 4 – Natural Sciences:** Students intending the manufacturing management major at WWU should consult WWU regarding the selection of natural science courses required for admission to the major.

Note 5- Business Courses: International students who completed a business law course specific to their home country must take a business law course at a U.S. institution in order to demonstrate proficiency in U.S. business law.

Universities with a lower division Business Law requirement: UW (all campuses), WSU (all campuses), EWU, CWU, WWU, Gonzaga, SMU, SPU, Whitworth.

The following institutions do not require a lower division Business Law course and agree to accept the course taken as part of this degree as a lower division elective, but generally not as an equivalent to the course required at the upper division: Heritage, PLU, SU, and Walla Walla University.

**Note 6 – General Electives:** Four institutions have requirements for admission to the major that go beyond those specified above. Students can meet these requirements by careful selection of the elective. University Course Equivalent to:

- WSU (all campuses): Management Information Systems MIS 250 (OC: CIS 101 and CIS 110)

- Gonzaga: Management Information Systems BMIS 235 (OC: No transfer course on record)

- PLU: computer applications CSCE 120, either an equivalent course or skills test (OC: No transfer course on record)

- WWU: Introduction to Business

Computer Systems MIS220 (OC: No transfer course on record)

**Communication Skills Requirement:** 10 credits required.

ENGL& 101 \_\_\_\_\_ cr.

ENGL& 102 \_\_\_\_\_ cr.

**Symbolic Reasoning/Quantitative Skills Requirement:** 10 credits

Choose *one* of the following three courses

Math 147 Business Algebra

Math 141 Precalculus I: Algebra

Math142 Precalculus II:Trig \_\_\_\_\_ cr.

Choose *one* of the following two courses

Math 148 Business Calculus

Math 151 Calculus I \_\_\_\_\_ cr.

**Humanities\* Requirement:** 15 credits required from at least 2 Disciplines, with no more than 5 credits in foreign language and no more than 5 credits in skill/performance courses.

\*CMST&220 recommended

\_\_\_\_\_ cr.

\_\_\_\_\_ cr.

\_\_\_\_\_ cr.

**Natural Science Requirement:** 15 credits from at least 2 subjects. Statistics and 10 credits of physical, biological, or earth sciences including one lab science course required.

MATH& 146 Statistics or BUS 215 \_\_\_\_\_ cr.

\_\_\_\_\_ Lab Science \_\_\_\_\_ cr.

\_\_\_\_\_ cr.

**Social Science Requirement:** 15 credits required from at least 2 Disciplines, including ECON& 201 and ECON& 202.

ECON& 201 Microeconomics \_\_\_\_\_ cr.

ECON& 202 Macroeconomics \_\_\_\_\_ cr.

\_\_\_\_\_ cr.

**Business Transfer Requirements:** 20 credits required

ACCT& 201 Principles of Accounting I \_\_\_\_\_ cr.

ACCT& 202 Principles of Accounting II \_\_\_\_\_ cr.

ACCT& 203 Principles of Accounting III \_\_\_\_\_ cr.

BUS& 201 Business Law \_\_\_\_\_ cr.

**Elective Requirement:** 5 credits to bring credit total to 90.

5 credits of non-business electives

\_\_\_\_\_ cr.

**Fulfillment of Core Abilities Graduation Requirement**

Communication - Economics 201 or 202

Thinking– Math 141,142,147 or 148

Information Literacy - Business 215 or other

Global Perspectives -

Lifelong Learning - Communication 220 recommended

## Considerations for Course Selections

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- **Math.** The most important classes to begin taking as a Business major is math. Do not wait to take these classes.
- **English.** Your English composition courses are also crucial. Some universities require certain composition courses. For example, Eastern Washington University requires **ENGL 201(OC Equivalent ENGL& 102)** Additionally, you *will* have to write in your accounting courses
- **Out-of-state universities.** Many business program in different states require different courses from what is listed on the Associate in Business. Contact your intended universities for more information.
- **Accounting.** Complete ENGL& 101 and MATH 147 or higher prior to enrolling in the first accounting class, ACCT& 201.
- **ECON 201 before 202.** The concepts in ECON 201 will help you understand concepts in ECON 202.
- **ECON 201.** Ideally, you will have completed ENGL& 101 and MATH 147 or higher by the time you enroll in ECON 201.
- **BUS& 201.** Because most universities require BUS& 201 but a few do not, it is helpful to save this towards the end of your time here so you have time to decide which university you want to attend. Take ENGL& 101 before taking this class.
- **Online classes.** The most successful online students in the business program are, on average, 30 years old, highly motivated, have relevant, professional work experience, and have strong reading and writing skills. As a result, students must be extremely cautious before choosing online coursework, particularly business classes.

## Choosing a Business Administration Program

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- (ONCE ADMITTED) While most universities have Business Administration programs, each offers different concentrations. These concentrations might include: accounting, finance, entrepreneurship, hotel management, management, management information systems, marketing, among others.
- Research your transfer school's deadlines for completing prerequisites.
- Some schools have a separate application to the business major in addition to the university application.
- Business programs vary in their GPA requirements. Often, you will need higher than the minimum. For example, most who are accepted to the UW-Seattle business program have a 3.5 GPA or higher despite the minimum 2.5 GPA requirement.
- It is important that you are prepared to enter a business program by developing strong written and oral communication skills.
- Your personal statement should demonstrate your ability to express ideas in a clear, concise, and thorough manner.
- Some universities, such as the University of Washington campuses, require a proctored essay (Writing Skills Assessment Test) for admission to the major. These exams are timed so you must write well and quickly with proper grammar and critical thinking.
- Volunteer and work experience in business can also be an asset when you apply. Be sure to include this in your essay.

**This is an unofficial guide only, designed to prepare students for entry into Washington State Business programs. It is the student's responsibility to research and communicate with all community college and university programs to which he/she intends to apply to establish prerequisites and admission requirements, as they vary and are subject to change without notice**

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