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.

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.

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

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.
Degrees and Certificates

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
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, 287, 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
Dramatic Arts 120

**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, 232
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
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, 245, 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
Note 1 – English Composition: To meet the current EWU requirements, the second English Composition course must be equivalent to EWU’s English 201-Composition II. 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 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
☐ Math 142 Precalculus II: Trig ______cr.

Choose one of the following two courses
☐ Math 148 Business Calculus
☐ Math 151 Calculus ______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 ______cr.
☐ ACCT & 202 Principles of Accounting ______cr.
☐ ACCT & 203 Principles of Accounting ______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

- **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 programs 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

- **(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.