



**BUSINESS MANAGEMENT AS A CAREER**  
**Program Instructor/Advisor: Ron Deaton, (360) 538-4173**  
**Doug Jones, (360) 538-4021**



<http://www.ghc.edu/voc/business.pdf>

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Grays Harbor College has worked with the industry to develop these leading-edge programs to reflect current state requirements in the business field.

These programs provide the knowledge and understanding of the field in areas such as: marketing, salesmanship, small business management, business law concepts, retailing, business leadership, and common mathematical business functions.

***Employment Opportunities***

Some of the typical employment opportunities for graduates of these programs include:

Retail sales & management  
Business to business sales  
Entry level supervision  
Governmental/small business employment  
Service oriented businesses

***Salary Expectations***

For job opportunities and salary expectations, please see: <http://www.workforceexplorer.com/>

***When Can I Enroll?***

Students can enter the Business Management programs in any quarter, including fall, winter or spring.

***What Do I Need To Do First?***

Apply for Admission (<https://admissions.ctc.edu/applicant/welcome.cfm>)

Request Official Transcripts from high school, previous colleges or GED certificate. Have them sent directly to GHC.

Take the College Placement Test (CPT). Make an appointment at GHC Counseling Center (360-538-4099 or toll-free 1-800-562-4830). The CPT is not required if 100 level English and math were completed at another college.

Meet with an entry advisor.



## **BUSINESS MANAGEMENT**

### **Associate in Applied Science-Transfer (AAS-T) Degree**

*This degree is built upon the technical courses required for job preparation, but also includes a college-level general education component. This is consistent with the dual purpose of transfer and preparation for direct employment.*

#### **Prerequisite Requirements**

*Prerequisite requirements must be fulfilled prior to enrollment in most required program courses. Prerequisite requirements are listed together with titles and descriptions of required program courses in the Grays Harbor College General Catalog.*

#### **Communication Skills (5 credits)**

ENGL& 101                      English Composition I

#### **Quantitative Skills (5 credits)**

*Any generally transferable math course with intermediate algebra as a required prerequisite.*

#### **Science, Social Science, or Humanities (10 credits)**

*Courses selected from the distribution list for transfer degrees in the general catalog, including a course meeting the human relations requirement.*

#### **Core Courses (25 credits)**

		<u>Credits</u>
BUS& 101	Introduction to Business	5
BA 150	Fundamentals of Finance	5
BA 174	Small Business Management	5
BA 240	Principles of Marketing	5
BA 258	Principles of Management	5

#### **Select two of the following courses (10 credits)**

BUS& 201	Business Law	5
ECON& 201	Micro Economics	5
ECON& 202	Macro Economics	5

#### **General Courses (28 credits)**

ACCT 113	Introduction to Accounting I	5 <u>and</u>
ACCT 114	Introduction to Accounting II	5 <u>or</u>
ACCT& 201	Principles of Accounting I	5 <u>and</u>
ACCT& 202	Principles of Accounting II	5
BTECH 150	Excel	5
CIS 102	Introduction to Microsoft Office	3
CIS 125	Internet Fundamentals	5
ENGL 150	Vocational/Technical/Business Writing	5

#### **Electives (7 credits)**

*Elective courses must be approved by the student's academic advisor at Grays Harbor College.*

**Minimum Credits Required**

**90+**  
**3 PE Credits**

Grays Harbor College complies with all Federal and State rules and regulations and does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled or Vietnam era veteran.



## **BUSINESS MANAGEMENT**

### **Associate in Applied Science Degree**

*Entry-level employment for Business Management graduates can happen with a wide variety of potential employers. Business Management students can customize their degree by taking electives that relate to their interests and the potential job market.*

<b><u>Core Courses (28-30 credits)</u></b>		<b><u>Credits</u></b>
BA 104	Mathematics for Business	3 <u>or</u>
MATH 101	Applications of Algebra (or higher)	5
BA 150	Fundamentals of Finance	5
BA 174	Small Business Management	5
BA 240	Principles of Marketing	5
BA 258	Principles of Management	5
BUS& 101	Introduction to Business	5
 <b><u>Additional Core Courses (10 credits)</u></b>		
BUS& 201	Business Law	5
ECON& 201	Micro Economics	5
ECON& 202	Macro Economics	5
 <b><u>Support Courses (23 credits)</u></b>		
ACCT 113	Introduction to Accounting I	5 <u>and</u>
ACCT 114	Introduction to Accounting II	5 <u>or</u>
ACCT& 201	Principles of Accounting I	5 <u>and</u>
ACCT& 202	Principles of Accounting II	5
BTECH 150	Excel	5
CIS 102	Introduction to Microsoft Office	3
CIS 125	Internet Fundamentals	5
 <b><u>General Education Courses (11-15 credits)</u></b>		
ENGL& 101	English Composition I	5 <u>or</u>
ENGL 150	Vocational/Technical/Business Writing	5
PSYC& 100	General Psychology	5 <u>or</u>
PSYCH 106	Applied Psychology	3 <u>or</u>
SOC& 101	Introduction to Sociology	5
SPCH 101	Fundamentals of Speech	5 <u>or</u>
SPCH 201	Fundamentals of Group Discussion	3

### **Electives (12-18 credits)**

*Elective courses must be approved by the student's academic advisor at Grays Harbor College.*

***Minimum Credits Required***

**90+**  
**3 PE credits**

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**BUSINESS MANAGEMENT**  
**Certificate of Completion**

**Core Courses (15 credits)**

		<u>Credits</u>
BA 159	Principles of Salesmanship	5
BA 174	Small Business Management	5
BA 240	Principles of Marketing	5
BA 258	Principles of Management	5
BUS& 101	Introduction to Business	5

**Support Courses (21 credits)**

ACCT 113	Introduction to Accounting I	5 <u>and</u>
ACCT 114	Introduction to Accounting II	5 <u>or</u>
ACCT& 201	Principles of Accounting I	5 <u>and</u>
ACCT& 202	Principles of Accounting II	5
BA 104	Mathematics for Business	3
BA 150	Fundamentals of Finance	5
CIS 102	Introduction to Microsoft Office	3

**General Education Courses (11-15 credits)**

ENGL& 101	English Composition I	5 <u>or</u>
ENGL 150	Vocational/Technical/Business Writing	5
PSYC& 100	General Psychology	5 <u>or</u>
PSYCH 106	Applied Psychology	3 <u>or</u>
SOC& 101	Introduction to Sociology	5
SPCH 101	Fundamentals of Speech	5 <u>or</u>
SPCH 201	Fundamentals of Group Discussion	5

***Minimum Credits Required*** **47-51**



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# BUSINESS MANAGEMENT PROGRAM COURSE DESCRIPTIONS

## **ACCT 113** **5 Credits** **Introduction to Accounting I**

*Prerequisites: READ 090, completion of or current enrollment in MATH 093 or instructor permission.*  
Theory and practice of double-entry bookkeeping and accounting for professional, service and merchandising business organizations. Coverage of both cash and accrual systems with preparation of worksheets, adjusting and closing entries, reversing entries, and financial statements. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

## **ACCT 114** **5 Credits** **Introduction to Accounting II**

*Prerequisite: ACCT 113.*  
Introduction to accounting for partnerships and corporations. Valuation of receivables, inventories and plant equipment. Students complete a practice set. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

## **ACCT& 201 (formerly ACCT 150)** **5 Credits** **Principles of Accounting I**

*Recommended Preparation: CIS 102.*  
*Prerequisites: MATH 098 or placement in MATH 107 or higher. Completion of ENGL 095 or placement in ENGL& 101 or instructor permission.*  
A foundation course for accounting program students and students planning to transfer to a four-year institution. The theory and practice of financial accounting are introduced and developed. Involves the measuring of business income and expenses, the accounting cycle, merchandising transactions, the sole proprietorship form of business organization and the relationship and preparation of the accounting statements. Includes emphasis on the accounting for current assets, property, plant and equipment. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

## **ACCT& 202 (formerly ACCT 151)** **5 Credits** **Principles of Accounting II**

*Prerequisites: ACCT& 201 or ACCT 114.*  
This course continues the study of financial accounting theory through the application of the basic concepts and principles of the partnerships and corporation form of business organization. Includes the study of liabilities, time value of money, statement of cash flow, additional financial reporting issues and the analysis and interpretation of financial statements. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

## **BUS& 101 (formerly BA 101)** **5 Credits** **Introduction to Business**

*Prerequisites: Math 060 and READ 080 or instructor permission.*  
Introduction to Business is a general course designed to provide an understanding of how the American business system operates and its place in the economy. The course provides background for more effective and better use of business services in personal affairs as well as foundation for future courses in various business programs. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

## **BA 104** **3 Credits** **Mathematics for Business**

*Prerequisite: MATH 095, placement in MATH 098 or instructor permission.*  
Review of basic arithmetic and algebraic fundamentals and their application to typical business problems. A practical mathematical approach to business problems, such as cash and trade discounts, commissions, simple and compound interest, markups and markdowns, net present values, and insurance rates, etc., will be employed. 3 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

## **BA 150** **5 Credits** **Fundamentals of Finance**

*Prerequisites: BA 104; ACCT 113 or ACCT& 201 or instructor permission.*  
This course presents the basics of financial analysis, forecasting, operating and financial leverage, working capital, current asset management, short term financing, and investment options. Orientation will be towards small business and personal finance. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

## **BA 159** **5 Credits** **Principles of Salesmanship**

*Prerequisites: READ 090; ENGL 095 or instructor permission.*  
Designed to develop sales abilities and teach the importance of marketing and product knowledge as a part of selling and the technical aspects of opening, prospecting, managing time, and closing a sale. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

## **BA 174** **5 Credits** **Small Business Management**

*Prerequisites: READ 090; ENGL 095; MATH 095 or instructor permission.*  
A study of small business covering reasons for success and failure and a practical approach on how to start a small business and continue successfully. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

## **BUS& 201 (formerly BA 201)** **5 Credits** **Business Law**

*Prerequisite: READ 080 or instructor permission.*  
A study of the United States legal system, institutions and processes. Principles of the law of contracts, sales, property, negotiable instruments, secured transactions and agency. Includes legal reasoning. 5 lecture hours. Satisfies specified elective requirement for the AA degree.

## BUSINESS MANAGEMENT PROGRAM COURSE DESCRIPTIONS

<b>BA 240</b> <b>Principles of Marketing</b> <i>Prerequisites: READ 090; ENGL 095 or instructor permission.</i> Inquiry into the institutions engaged in the movement of goods and services from producers to consumers. Primary emphasis on basic marketing with a managerial approach. Required for business management. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.	<b>5 Credits</b>	<b>CIS 150</b> <b>Excel</b> <i>Prerequisites: MATH 093; CIS 102 or instructor permission.</i> This course teaches electronic spreadsheet capabilities in realistic private or business related problems. The course emphasizes the skills necessary to create, modify and print a worksheet and includes the use of functions, graphics, data lists, and other enhancements. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.	<b>5 Credits</b>
<b>BA 258</b> <b>Principles of Management</b> <i>Prerequisites: READ 090; ENGL 095 or instructor permission.</i> A study of leadership and executive behavior and how to develop a successful leadership style. Employee motivation, managerial environment, planning, controlling, and organizing are also studied. A "systems" approach to management is emphasized. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.	<b>5 Credits</b>	<b>ECON&amp; 201 (formerly ECON 201)</b> <b>Micro Economics</b> <i>Prerequisite: ECON 200 or instructor permission.</i> An introduction to microeconomics. A study of the decision-making processes of individual economic units including businesses and consumers. Basic theoretical tools are applied to problems of current interest. 5 lecture hours. Satisfies social science distribution area B requirement or specified elective for the AA degree.	<b>5 Credits</b>
<b>BTECH 150</b> <b>Excel</b> <i>Prerequisites: MATH 070; CIS 102 or instructor permission.</i> This course teaches electronic spreadsheet capabilities in realistic private or business related problems. The course emphasizes the skills necessary to create, modify and print a worksheet and includes the use of functions, graphics, data lists, and other enhancements. 4 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.	<b>5 Credits</b>	<b>ECON&amp; 202 (formerly ECON 200)</b> <b>Macro Economics</b> <i>Prerequisites: MATH 060; READ 080 or instructor permission.</i> A macroeconomic study of the U.S. economy as a system for solving the fundamental problems of how a society uses its material resources. Emphasis is given to national income, inflation, unemployment, international trade, business cycles, and the monetary system. 5 lecture hours. Satisfies social science distribution area B requirement or specified elective for the AA degree.	<b>5 Credits</b>
<b>CIS 102</b> <b>Introduction to Microsoft Office</b> <i>Recommended Preparation: CIS 100 and CIS 101 or concurrent enrollment.</i> <b>Prerequisite: READ 080.</b> This course introduces Microsoft Office Suite and emphasizes hands on experience. Students will work with various applications including electronic spreadsheets, word processing and presentation software. 2 lecture hours; 2 lab hours. Vocational program course. May be used as a general elective in the AA degree.	<b>3 Credits</b>	<b>ENGL&amp; 101</b> <b>English Composition I</b> <i>Prerequisite: Appropriate English placement test score or a grade of "C-" or better in ENGL 095.</i> ENGL& 101 emphasizes the basic rhetorical principles and development of expository and argumentative prose. Included is an introduction to the research methods necessary for evidence-backed writing. Skills gained in this course should help students improve their performance of such tasks as writing for a variety of purposes and audiences, as well as writing informative and persuasive essays and research-backed reports, projects and papers. 5 lecture hours. Satisfies writing skills requirement for the AA degree.	<b>5 Credits</b>
<b>CIS 125</b> <b>Internet Fundamentals</b> <i>Prerequisite: CIS 102 with a grade of "C" or better or demonstrated proficiency using Windows XP measured by the ability to use the command line and Windows Explorer to locate, create, and manipulate folders and files; or instructor permission.</i> The goal of this course is to provide an introduction to Web Browsers, E-mail clients and Basic HTML. This course prepares students to work with and understand the basic concepts and terminology associated with the tools we use today when working with the Internet. Students will learn how to use and configure a web browser, how to use e-mail and finally how to be able to put together a basic web page using HTML tags. Optional lab components will be used to enhance student learning. 3 lecture hours; 4 lab hours. Vocational program course. May be used as a general elective in the AA degree.	<b>5 Credits</b>	<b>ENGL 150</b> <b>Vocational/Technical and Business Writing</b> <i>Recommended Preparation: Competence in basic computer operation or concurrent enrollment in CIS 100.</i> <i>Prerequisite: Appropriate English placement score or a grade of "C-" or better in ENGL 095.</i> This course is designed for both vocational/technical and business students. It emphasizes written and oral communication required in the world of work. Major topics include business letters and memorandums, formal and informal reports, computer graphics, basic principles of technical writing, and oral presentations. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.	<b>5 Credits</b>

# BUSINESS MANAGEMENT PROGRAM COURSE DESCRIPTIONS

## **MATH 101**

**5 Credits**

### **Applications of Algebra for Vocational-Technical Students**

*Prerequisites: A grade of "C-" or better in MATH 094 or MATH 095 or placement in MATH 098 or higher or instructor permission.*

This is a non-transferable course designed to expose vocational students to mathematical concepts in the context of applications. Topics will include linear and exponential models, trigonometry, financial mathematics, and descriptive statistics. This course satisfies the mathematics requirement for some vocational-technical programs; however, it does not satisfy the quantitative reasoning skills requirement for an AA degree and does not serve as a prerequisite to any math course. 5 lecture hours. Vocational program course. May be used as a general elective in the AA degree.

## **PSYC& 100**

**5 Credits**

### **General Psychology**

*Recommended Preparation: Placement in ENGL& 101.*

An introduction to psychology utilizing lectures and group exercises. Deals with the psychology of behavior, development, learning, cognition, motivation and emotion, perception, memory, and both normal and abnormal personalities. Provides an overview of modern psychology in terms of biological, social and intrapsychic factors. 5 lecture hours. Satisfies social science distribution area D requirement or specified elective for the AA degree.

## **PSYCH 106**

**3 Credits**

### **Applied Psychology**

Applications of theory and current research in psychology with major topics of personality, decision making, communications, motivation, learning and the workplace. Focuses on individual and group thought and behavior in the world of work. Emphasis is placed on change, personal and professional growth. 3 lecture hours. May be used as a general elective in the AA degree.

## **SOC& 101 (formerly SOC 110)**

**5 Credits**

### **Introduction to Sociology**

*Recommended Preparation: ENGL 095 or placement in ENGL& 101.*

An introduction to the principles, concepts, theories and methods of the sociological perspective. Emphasis is placed upon relating sociological ideas to national, community, and individual levels. 5 lecture hours. Satisfies social science distribution area C requirement or specified elective for the AA degree.

## **SPCH 101**

**5 Credits**

### **Fundamentals of Speech**

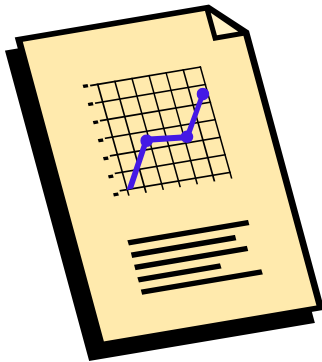
Principles of effective oral communication including delivery, organization, content, and stress management. A functional approach to effective speaking with practical application in informative, impromptu, and persuasive speeches. 5 lecture hours. Satisfies humanities distribution area F requirement or specified elective for the AA degree.

## **SPCH 201**

**3 Credits**

### **Fundamentals of Group Discussion**

Introduction to problem solving in small groups. Emphasis is given to practical experience in group discussion participation and leadership. Additional attention is given to meeting management and panel discussion. 3 lecture hours. Satisfies humanities distribution area F requirement or specified elective for the AA degree.



**GRAYS HARBOR COLLEGE - Typical Student Schedule**  
**BUSINESS MANAGEMENT - ASSOCIATE IN APPLIED SCIENCE DEGREE**

**1<sup>st</sup> Quarter**

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
BA 104	Mathematics for Business	3
BUS& 101	Introduction to Business	5
CIS 102	Introduction to Microsoft Office	3
ENGL& 101	English Composition I	5
<b>TOTAL QUARTER CREDITS</b>		<b>16</b>

**2<sup>nd</sup> Quarter**

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
BA 150	Fundamentals of Finance	5
ACCT& 201	Principles of Accounting I	5
CIS 125	Internet Fundamentals	5
<b>TOTAL QUARTER CREDITS</b>		<b>15</b>

**3<sup>rd</sup> Quarter**

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
BA 174	Small Business Management	5
BTECH 150	Excel	5
ACCT& 202	Principles of Accounting II	5
<b>TOTAL QUARTER CREDITS</b>		<b>15</b>

**4<sup>th</sup> Quarter**

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
BA 258	Principles of Management	5
BA 240	Principles of Marketing	5
ENGL 150	Vocational/Technical/Business Writing	5
PSYCH 106	Applied Psychology	3
<b>TOTAL QUARTER CREDITS</b>		<b>18</b>

**5<sup>th</sup> Quarter**

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
SPCH 101	Fundamentals of Speech	5
BUS& 201	Business Law	5
<b>TOTAL QUARTER CREDITS</b>		<b>10</b>

**6<sup>th</sup> Quarter**

<b>Course #</b>	<b>Course Title</b>	<b>Credits</b>
	Electives	12-18
<b>TOTAL QUARTER CREDITS</b>		<b>12 - 18</b>

**PLEASE NOTE:** *Students may substitute ACCT 113 and ACCT 114 for ACCT& 201 and ACCT& 202; MATH 101 for BA 104; PSYC& 100 or SOC& 101 for PSYCH 106; ECON 200 or ECON 201 for BUS& 201.*

**GRAYS HARBOR COLLEGE - Typical Student Schedule**  
**BUSINESS MANAGEMENT – CERTIFICATE OF COMPLETION**

**1<sup>st</sup> Quarter**

Course #	Course Title	Credits
BA 104	Mathematics for Business	3
BUS& 101	Introduction to Business	5
CIS 102	Introduction to Microsoft Office	3
PSYCH 106	Applied Psychology	3
<b>TOTAL QUARTER CREDITS</b>		<b>14</b>

**2<sup>nd</sup> Quarter**

Course #	Course Title	Credits
ACCT& 201	Principles of Accounting I	5
BA 150	Fundamentals of Finance	5
ENGL& 101	English Composition I	5
<b>TOTAL QUARTER CREDITS</b>		<b>15</b>

**3<sup>rd</sup> Quarter**

Course #	Course Title	Credits
ACCT& 202	Principles of Accounting II	5
BA 174	Small Business Management	5
SPCH 101	Fundamentals of Speech	5
<b>TOTAL QUARTER CREDITS</b>		<b>15</b>

**4<sup>th</sup> Quarter**

Course #	Course Title	Credits
BA 258	Principles of Management	5
<b>TOTAL QUARTER CREDITS</b>		<b>5</b>

**PLEASE NOTE:** Students may substitute ACCT 113 and ACCT 114 for ACCT& 201 and ACCT& 202;  
 ENGL 150 for ENGL& 101; PSYC& 100 or SOC& 101 for PSYCH 106.

