



BELLEVUE
COLLEGE

Major Guide: Business Administration

<http://bellevuecollege.edu/businesstransfer/>

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

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 can choose a Business concentration. Here are some common options:

- Accounting
- Entrepreneurship
- Finance
- Management
- Human Resources
- Marketing
- Sales
- Information Systems
- Healthcare
- Operations Management
- Retail Management
- Supply Chain Management
- International Business
- Economics

Which degree from Bellevue 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 & Sciences 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 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 BC to ensure that you are taking the proper course sequence. Double-checking requirements is as easy as going to the university department website.

To prepare, take these first:

- If needed: ENGL 07X and ENGL 092/093
- ENGL& 101 and ENGL 201 or 271

Suggested Courses

- INTST 150
- CMST& 220 or ANTH 208
- PSYC& 100 or SOC& 101 or POLS& courses
- PHIL 115

Required Courses

- ACCT& 201
- ACCT& 202 and ACCT 203
- ECON& 201
- ECON& 202
- BUS& 201 and BA 240

**Check with your intended transfer Business School to ensure proper courses are taken.*

Course Planning Notes

Use the space below to write down a course sequence for this school year. Remember to:

- maintain balance each quarter (i.e. try not to take all sciences or all writing-based classes in a single quarter)
- keep in mind that 12 credit hours or more is considered full time; make sure to balance class load with your personal and/or work life to achieve high grades
- see an academic advisor if you have questions about course selection or the sequence you created

SUMMER		FALL		WINTER		SPRING	
COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS	COURSE	CREDITS
TOTAL QTR. CREDITS		TOTAL QTR. CREDITS		TOTAL QTR. CREDITS		TOTAL QTR. CREDITS	

Considerations for Course Selection

- **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. 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 138 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 138 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& 201 or 271 before taking this class.
- **BA 240.** It is helpful to take this after MATH&148 or a higher math class. For most students, it is considered the most difficult course in the program.
- **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. All business core courses require proctored exams that are taken on campus or at an approved testing facility.

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 3.6 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.
- 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.

Who to contact for more information:

Bellevue College has a variety of friendly faces and resources to help you plan and register for classes. We have designed specific pathways for help depending on where you are in your journey through college:

Prospective Students: Attend an Information Session. Please go at <https://www.bellevuecollege.edu/future/>

First Time to College Students: New Student Advising, more information at <https://www.bellevuecollege.edu/welcome/start/>

Returning to College/Transfer-In/Current Students: Meet with an Academic Advisor

Need more Career Information? Career Services Specialists can help.
Schedule an appointment by calling 425-564-2279.
<https://www.bellevuecollege.edu/careers/>

Check your degree progress! Log into degree audit at:
<http://bellevuecollege.edu/degreeaudit/>

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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