



# Business Administration



WASHINGTON  
& JEFFERSON  
COLLEGE

The Business Administration program of the Department of Business provides students with the opportunity to develop **fundamental knowledge in entrepreneurship, accounting, finance, marketing, and management** – disciplines essential to a career in management. Within the College's liberal arts environment, the program develops competency in business management while stressing **critical thinking and analysis**, as well as **technology, writing, and oral communication skills**.

## Major Requirements

Financial Accounting (ACC 211)  
Managerial Accounting (ACC 212)  
Principles of Microeconomics (ECN 101)  
Probability and Statistics (MTH 125)  
Principles of Finance (FIN 341)  
Business, Entrepreneurship, and Society (BUS 101)  
Organizational Behavior and Management Principles (BUS 301)  
Principles of Marketing (BUS 307)  
Strategic Management (BUS 406)

One from:

- Operations and Supply Chain Management (BUS 315)
- Legal Environment & Business Law (BUS 320)
- Business Analytics (BUS 326)
- Human Resource Management (BUS 350)
- International Business Environment (BUS 361)

Two elective 300-level or 400-level business (BUS), entrepreneurship (ENT), accounting (ACC), or finance (FIN) courses

## Minor Requirements

Financial Accounting (ACC 211)  
Principles of Microeconomics (ECN 101)  
Introductory Statistics (MTH 125)  
Principles of Finance (FIN 341)  
Business, Entrepreneurship, and Society (BUS 101)  
Organizational Behavior and Management Principles (BUS 301)  
Principles of Marketing (BUS 307)

## Major Emphases

Entrepreneurship  
Accounting  
Finance  
Marketing  
Human Resource Management  
International Business

## Department Chair

Hsiao-Ching Kuo, Ph.D.  
hkuo@washjeff.edu

## Program Coordinator

Robert Litchfield, Ph.D.  
rlitchfield@washjeff.edu

## Faculty

Max Miller, J.D., MBA  
mmiller2@washjeff.edu

Chris Olmstead, J.D., MBA  
colmstead@washjeff.edu

Keun Jae Park, Ph.D.  
kpark@washjeff.edu



## Program Website

[washjeff.edu/business-administration](http://washjeff.edu/business-administration)

# Beyond the Classroom

Students have many opportunities for research, internships, conferences, and networking beyond the classroom that give them an advantage to prepare for life after W&J.

## Internships

---

Firms/organizations providing recent internships include:

- Northwestern Mutual
- Comcast
- Nova Biostorage
- Northwest Savings Bank
- Fastenal
- Viatris (formerly Mylan)

## Employment

---

Firms/organizations providing full-time employment of recent graduates include:

- Northwestern Mutual - Financial Advisor
- ALDI - Management Trainee
- New York Life - Associate
- Dun & Bradstreet - Credit Advisor
- Comcast - Business Analyst
- BNY Mellon - Trade Support Specialist

## Postgraduate Education

---

Postgraduate programs pursued by recent graduates include:

- University of Pittsburgh College of Law
- American University College of Law
- West Virginia University College of Law
- Carnegie Mellon University - M.S. in Public Policy & Management
- University of Pittsburgh - MBA

# Your Future. Founded here.

A full list of courses and descriptions can be found online in the College catalog.