



20000 68th Ave W
Lynnwood, WA 98036-5999
www.edcc.edu

Business

Credit Management Specialization

Associate of Technical Arts Degree

Program Requirements

2011-2012

Student Name _____
Student ID _____

Program Description The Business Associate of Technical Arts Degree is designed for students currently working or interested in working in the area of credit management who have taken the courses offered through the National Association of Credit Management and want to apply these to a degree that will enhance their knowledge of business. It requires introductory level course work in the areas of communications, quantitative skills, and business in addition to the specialization courses listed and an internship. The degree prepares those currently employed in the credit industry for entry-level positions. *This degree is not the Associate of Arts degree, which prepares students for transfer to four-year colleges and universities.* Many courses are available online. Refer to the quarterly class schedule.

Degree Outcomes Outcomes for Edmonds Community College degrees and certificates can be found in the online college catalog at the bottom of each degree or certificate. To find specific outcomes, click on the degree or certificate from the program list in the online catalog at <http://catalog.edcc.edu>.

Common Course Numbering Changes Please refer to www.edcc.edu/ccn for more information.

Credit/Grade Requirements This ATA degree requires successful completion of a minimum of **91** credits as outlined. A minimum of 30 credits or one-third of the required credits, whichever is less, must be earned at Edmonds Community College. Students are required to maintain a minimum cumulative grade point average of 2.0 in all college-level courses.

General Education/Related Instruction Requirements Students who complete degrees or certificates of 45 credits or more are required to demonstrate learning in the following general education/related instruction areas: communications, computation/quantitative skills, and human relations/group interaction.

Cultural Diversity Edmonds Community College requires that students earning a degree or certificate of 45 credits or more meet the Cultural Diversity Requirement. Courses that satisfy this requirement are marked as “CD” on the requirement sheet and/or “Meets Cultural Diversity Requirement” in the quarterly class schedule.

Students are advised to

- Plan their schedule several quarters in advance in order to accommodate courses that are offered only once or twice a year
- Review the college catalog for required course prerequisites and include these in schedule planning
- Communicate with a faculty adviser

Graduation Application A completed Graduation Application form must be submitted to Enrollment Services by the 10th day of the quarter in which the student expects to graduate. Forms are available at Enrollment Services located in Lynnwood Hall, or online at www.edcc.edu/credentials/.

High School Transition Program Students (Tech Prep, College in the High School, Running Start) It is recommended that high school students who have earned college credit through dual credit programs meet with a college adviser.

Advisers The advisers for this program are

Sophia Ju	sophia.ju@edcc.edu	425-640-1124
Amy Shigley	amy.shigley@edcc.edu	425-640-1599
Peter Vander Weyst	pvanderw@edcc.edu	425-640-1636
Andy Williams	andy.williams@edcc.edu	425-640-1450

College Resources

Department Website	http://acct.edcc.edu
Home Page	http://www.edcc.edu
How to Enroll	http://getstarted.edcc.edu
Transfer Center	http://transfer.edcc.edu
Advising appointments	425-640-1458
College Bookstore	http://bookstore.edcc.edu

Student Name _____

Course			Qtr	Credit	Grade
I. General Education/Related Instruction Requirements (20 credits)					
Communication Skills – 10 credits					
BSTEC	107	Business English and	_____	5	_____
BSTEC	110	Business Communications:CD	_____	5	_____
or					
ENGL&	101	English Composition I *** and either	_____	5	_____
CMST&	220	Public Speaking *** or	_____	5	_____
CMST&	230	Small Group Communication ***	_____	5	_____
Computation/Quantitative Skills – 5 credits					
BUS	130	Business Math	_____	5	_____
MATH	_____	_____ * / ***	_____	5	_____
Human Relations/Group Interaction – 5 credits					
MGMT	100	Human Relations/Organization:CD	_____	5	_____
II. Business Requirements (30 credits)					
ACCT	101	Accounting Fundamentals ** or	_____	5	_____
ACCT&	201	Principles of Accounting I	_____	5	_____
BUS&	101	Introduction to Business ***	_____	5	_____
BSTEC	130	Computer Fundamentals or	_____	5	_____
CIS	100	Intro to Business Computing	_____	5	_____
MGMT	130	Principles of Marketing	_____	5	_____
Select 10 credits from the following					
ECON	_____	_____ * / ***	_____	5	_____
MGMT	131	Introduction to Sales	_____	5	_____
MGMT	180	Finance-Money Management	_____	5	_____
III. Credit Management Requirements (37 credits)					
ACCT&	201	Principles of Accounting I	_____	5	_____
ACCT&	202	Principles of Accounting II	_____	5	_____
ACCT&	203	Principles of Accounting III	_____	5	_____
BUS	162	Business Credit Principles ©	_____	3	_____
BUS	163	Credit Management Law ©	_____	3	_____
BUS	164	Financial Accounting for Credit Managers ©	_____	3	_____
BUS	165	Financial Analysis I/Credit Mgmt ©	_____	3	_____
BUS &	201	Business Law	_____	5	_____
ECON&	202	Macro Economics	_____	5	_____
IV. Career Management (1-3 credits)					
BSTEC	294	Career Management or	_____	3	_____
JOB DV	110	Resumes and Interviewing	_____	1	_____
V. Internship Requirement (3-5 credits)					
BUS	290	Professional Development Seminar and	_____	1	_____
BUS	291	Business Internship	_____	2-4	_____

Explanatory Notes

- * Any designated college-level course
- ** This class may be waived if student has recently completed one year of high school accounting, the equivalent of ACCT 101, has recent bookkeeping experience or instructor's permission. Students are advised to consult with an accounting adviser. Five credits of an approved business elective may be substituted
- © Enrollment in BUS 162, 163, 164 and 165 is through the National Association of Credit Management, phone # 206-728-6333
- *** These courses may meet a requirement for an Edmonds Community College AA degree. Business transfer requirements vary by institution. See a transfer adviser for specific information

Adviser's Signature	Date	Dean's Signature	Date