EDMONDS COMMUNITY COLLEGE

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

Business Information Technology
Office Supervision and Management
Associate of Technical Arts Degree
Program Requirements
2011-2012

Student Name _____

Student ID _____

Program Description The Office Supervision and Management ATA Degree program of advanced office technology, administration, business, and management courses is for the person who has office work experience and who wants to move into a supervisory, managerial, or executive assistant position.

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 **90** 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/

Advisers The advisers for this program are

Gisela Dicklin	gdicklin@edcc.edu	425-640-1504
Kim Haines	kim.haines@edcc.edu	425-640-1293
Jackie Kulbel	jkulbel@edcc.edu	425-640-1051
Teri Odegard	todegard@edcc.edu	425-640-1634
Kathie Richer	kricher@edcc.edu	425-640-1242

College Resources

Department Website	http://bstec.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 _____

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Course				Qtr	Credit	Grade
I. General Education/Related Instruction Requirements (24 credits minimum)						
Communication Skills – 10 credits minimum						
	BSTEC	107	Business English	_____	5	_____
	BSTEC	110	Business Communications:CD	_____	5	_____
	BSTEC	245	Advanced Business Communications	_____	5	_____
Computation/Quantitative Skills – 4 credits						
	BSTEC	120	Ten-Key Applications	_____	4	_____
	BUS	130	Business Math	_____	1-4	_____
Human Relations/Group Interaction – 10 credits						
	BSTEC	108	Business Presentations	_____	5	_____
	BSTEC	260	Leadership and Management Skills:CD	_____	5	_____
II. Program Requirements (40 credits minimum)						
Select 10 credits minimum						
	ACCT	101	Accounting Fundamentals	_____	5	_____
	ACCT&	201	Principles of Accounting I	_____	5	_____
	BSTEC	130	Computer Fundamentals **OR**	_____	__	
	CIS	100	Intro to Business Computing	_____	5	_____
	MGMT	270	Project Management I	_____	5	_____
Technology Skills – 20 credits minimum						
	ACCT	216	Accounting Software Applications	_____	5	_____
	BSTEC	109	Word Processing (Word)	_____	5	_____
	BSTEC	213	Advanced Word Projects	_____	4	_____
	BSTEC	222	Database (Access)	_____	5	_____
	BSTEC	224	Spreadsheet (Excel)	_____	5	_____
	BSTEC	225	Advanced Excel Projects	_____	5	_____
	BSTEC	243	Advanced Microsoft Office Projects	_____	4	_____
Specialized Professional Skills - 10 credits minimum						
	BSTEC	233	Dental Office Administration	_____	5	_____
	BUS&	101	Intro to Business	_____	5	_____
	BUS&	201	Business Law	_____	5	_____
	ECON	140	The World Economy:CD	_____	5	_____
	ECON&	201	Micro Economics	_____	5	_____
	MGMT	100	Human Relations/Organization:CD	_____	5	_____
	MGMT	101	Intro to E-Commerce	_____	5	_____
	MGMT	214	Principles of Management	_____	5	_____
	MGMT	220	Human Resource Management	_____	5	_____
III. Career Management * (7 credits)						
	BSTEC	294	Career Management **	_____	3	_____
	BUS	290	Professional Development Seminar	_____	1	_____
	BUS	291	Business Internship	_____	3	_____
IV. Electives (*to complete 90 credits*)						
	_____	_____	_____	_____	___	_____
	_____	_____	_____	_____	___	_____

Explanatory Notes

* *   These courses should be taken within the last two quarters of your program
* **   This course should be taken prior to BUS 290/291

Note
Candidates for this degree must have previous office work experience verified by an adviser and should be planning to move into a supervisory, managerial, or executive assistant position.

Adviser's Signature _____   Date _____

_____		_____	
Adviser's Signature	Date	Dean's Signature	Date