Business Management
Associate of Technical Arts Degree
Program Requirements
2011-2012

Student Name _____

Student ID _____

Program Description The Business Management Associate of Technical Arts Degree is designed for students who want to update existing knowledge and skills and/or acquire up-to-date technical and managerial skills. This degree is intended to provide each student with the opportunity to develop a program that will best meet his/her needs and interests. The degree requires students to work with a Business Management adviser to select those courses which will help students achieve their educational and career goals. Many courses are available online. Refer to the class quarterly schedule.

The program includes a number of courses (each indicated with an asterisk *) that may transfer to business administration programs at most 4-year colleges and universities. Students with a potential goal of transfer should take these courses and work closely with an adviser to maximize transfer possibilities.

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

Claudia Levi	claudia.levi@edcc.edu	425-640-1388
Ann Paulson	apaulson@edcc.edu	425-640-1613
Marie Tran	marie.tran@edcc.edu	425-640-1637

College Resources

Department Website	http://mgmt.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

This requirement sheet is not a substitute for meeting with an academic adviser. Meeting the requirements to graduate with an Edmonds Community College certificate or degree is ultimately the responsibility of the student.

Student Name_____   Student ID_____

Course				Qtr	Credit	Grade

I. General Education/Related Instruction Requirements (20 Credits)
Communication Skills – 10 credits

				Qtr	Credit	Grade
ENGL	100	Introduction to College Writing	**OR**	_____	___	_____
ENGL&	101	English Composition I *		_____	5	_____
		AND				
BSTEC	110	Business Communications:CD	**OR**	_____	___	_____
CMST&	220	Public Speaking *		_____	5	_____

Computation/Quantitative Skills – 5 credits

				Qtr	Credit	Grade
BUS	130	Business Math **OR**		_____	___	_____
MATH	____	_____ * / **		_____	5	_____

Human Relations/Group Interaction – 5 credits

			Qtr	Credit	Grade
MGMT	100	Human Relations/Organization:CD	_____	5	_____

II. Core Requirements (50 credits)

			Qtr	Credit	Grade
ACCT	____	_____**	_____	5	_____
BUS&	101	Introduction to Business *	_____	5	_____
MGMT	130	Principles of Marketing	_____	5	_____
MGMT	214	Principles of Management	_____	5	_____
MGMT	275	Business Strategies	_____	5	_____

Choose a minimum of 25 credits from the following

				Qtr	Credit	Grade
MGMT	101	Introduction to E-Commerce		_____	5	_____
MGMT	106	Retail Management		_____	5	_____
MGMT	107	Event Planning		_____	5	_____
MGMT	110	Sustainable Business Practices		_____	5	_____
MGMT	122	Customer Relations Management		_____	3	_____
MGMT	131	Introduction to Sales		_____	5	_____
MGMT	132	Time Management		_____	5	_____
MGMT	134	Leadership		_____	2	_____
MGMT	180	Finance-Money Management		_____	5	_____
MGMT	215	Business Information Mgmt		_____	5	_____
MGMT	220	Human Resource Management		_____	5	_____
MGMT	221	International Market Operations		_____	5	_____
MGMT	234	Facilitation Skills		_____	3	_____
MGMT	240	E-Marketing		_____	5	_____
MGMT	255	Special Topics		_____	1-6	_____
MGMT	260	Small Business Management		_____	5	_____
MGMT	270	Project Management I		_____	5	_____
MGMT	271	Project Management II		_____	5	_____
MGMT	272	PMI PMP and CAPM Exam Preparation Class		_____	3	_____
BUS&	201	Business Law	**OR**	_____	___	_____
POLS&	200	Introduction to Law *		_____	5	_____
ECON	140	The World Economy:CD*	**OR**	_____	___	_____
ECON&	201	Micro Economics*		_____	5	_____

III. Business Computer Applications (8-10 credits)

				Qtr	Credit	Grade
BSTEC	130	Computer Fundamentals	**OR**	_____	___	_____
CIS	100	Introduction to Business Computing		_____	5	_____
_____		_____		_____	___	_____

IV. Career Management Skills – 3-6 credits

				Qtr	Credit	Grade
BUS	290	Professional Development Seminar	**AND**	_____	1	_____
BUS	291	Business Internship		_____	2-5	_____
		OR				
BSTEC	294	Career Management		_____	3	_____

V. Electives (to total 90 credits)
Students may choose college credits in any discipline including credit for relevant workshops and seminars or special projects taken with adviser approval while earning this degree

			Qtr	Credit	Grade
_____	____	_____	_____	___	_____
_____	____	_____	_____	___	_____

Explanatory Notes

*   This course may meet a requirement for an Edmonds Community College AA degree. Business transfer requirements vary by institution. See a transfer adviser for specific information

**   Any college level course in designated department
This degree, plus selected general education classes, transfers to Central Washington University's Bachelor of Administrative Management program on the Lynnwood campus at Edmonds Community College

_____   _____

Adviser's Signature   Date   Dean's Signature   Date