



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

Business Certificate Program Requirements 2011-2012

Student Name _____
Student ID _____

Program Description The Business Certificate is designed for students with limited work experience who are interested in a career in business. It requires introductory level course work in the areas of communications, quantitative skills, human relations/ group interaction and business. It provides an introductory knowledge of business concepts upon which students can add more specialized and advanced concepts. Many courses are available online. Refer to the class quarterly 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 Certificate requires successful completion of a minimum of 51 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

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

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

Course	Qtr	Credit	Grade
I. General Education/Related Instruction Requirements (20 credits)			
Communication Skills – 10 credits			
ENGL 100 Introduction to College Writing	_____	_____	_____
ENGL& 101 English Composition I *	_____	5	_____
AND			
BSTEC 110 Business Communications:CD	_____	_____	_____
CMST& 220 Public Speaking *	_____	5	_____
Computation/Quantitative Skills – 5 credits			
BUS 130 Business Math	_____	_____	_____
MATH _____ * / **	_____	5	_____
Human Relations/Group Interaction – 5 credits			
MGMT 100 Human Relations/Organization:CD	_____	5	_____
II. Business Requirements (30 credits)			
ACCT 101 Accounting Fundamentals	_____	_____	_____
ACCT& 201 Principals of Accounting I	_____	5	_____
BUS& 101 Introduction to Business *	_____	5	_____
BSTEC 130 Computer Fundamentals	_____	_____	_____
CIS 100 Introduction to Business Computing	_____	5	_____
MGMT 130 Principles of Marketing	_____	5	_____
Select 10 credits from the following:			
BUS& 201 Business Law	_____	5	_____
COMM 101 Intercultural Communications:CD*	_____	5	_____
ECON 140 The World Economy: CD * / **	_____	5	_____
ECON& 201 Micro Economics*	_____	5	_____
ECON& 202 Macro Economics*	_____	5	_____
MGMT 110 Sustainable Business Practices	_____	5	_____
MGMT 270 Project Management I	_____	5	_____
SOC& 101 Introduction to Sociology:CD *	_____	5	_____
_____ ***	_____	5	_____
III. Career Management (1-3 credits)			
BSTEC 294 Career Management	_____	3	_____
JOBDV 110 Resumes and Interviewing	_____	1	_____

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
- *** Any college-level foreign language course

Adviser's Signature	Date	Dean's Signature	Date
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