



GENERAL INFORMATION

Everett Community College offers several options for those interested in Business Administration:

- **Business Administration Certificate** – 45 credits. This certificate is designed to provide general skills for an entry-level position in a business or office environment. Typically, this program spans three quarters. Students may earn this certificate in preparation for employment and/or continue to complete more courses required for the Associate in Technical Arts degree, below.
- **Business Administration, Associate in Technical Arts degree** – 90 credits. This degree provides coursework needed to enhance existing accounting and business skills or to further prepare for an entry-level position in a business or office environment. Please note that this program is not designed for transfer, though some of the courses may be transferable on a course-by-course basis to a university.
- EvCC also offers the **Associate in Business (DTA - university transfer) degree** for those interested in a business administration, economics, accounting, management or marketing major at a university. This pathway is appropriate for persons seeking a professional position in business, industry, education, social services agencies, public organizations, etc. The Associate in Business program is described in a [separate](#) guide for Business Administration - Transfer.

SUGGESTED PREPARATION

Strong skills in writing and mathematics are helpful. In addition, students should have touch-system keyboarding skills. Attention to detail, the ability to organize information, and a desire to work with people are helpful characteristics.

PROGRAM ADVISORS

We strongly urge you to meet with an advisor to discuss your options, career ideas, and course selection.

- Chad T. Lewis, Olympus 214, 425-388-9559, ctlewis@everettcc.edu
- Bill Reed, Olympus 210, 425-388-9249, breed@everettcc.edu
- Pat Coughlin, Olympus 211, 425-388-9250, pcoughlin@everettcc.edu
- Dongwa Hu, Olympus 212, 425-388-9364, dhu@everettcc.edu
- Lynne Muñoz, Olympus Hall Office 216, 425-388-9175, lmunoz@everettcc.edu

If there is no answer, please call the Division Office at 425-388-9243.

GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. Though advising is voluntary, all prospective and current students are invited to contact the Enrollment Services Office or the Counseling Advising and Career Center (CACC) if they would like to speak one-to-one with an advisor about getting started at EvCC. Contact:

- Enrollment Services, Jackson Center 425-388-9219, admissions@everettcc.edu
- Counseling, Advising and Career Center, Third Floor, Parks, 425-388-9263

RELATED PROGRAMS

EvCC offers a number of programs related to the business environment. More information is available in guides for these programs:

- Accounting and Bookkeeping
- Business Technology
- Computer Information Systems
- Entrepreneurship
- Legal Office Assistant
- Medical Billing Specialist

NOTES FOR CERTIFICATE AND ATA DEGREE

- ◆ To assist students in planning, courses are listed in a suggested sequence of courses over one or more quarters and assume full-time enrollment and successful completion each quarter. Part-time students may find their course pattern to be different.
- ◆ EvCC does not offer every course each quarter. Please consult the Class Schedule and an advisor to plan course selection.
- ◆ Waivers for any of the required courses may be considered on the basis of verifiable evidence of previously acquired skills. Such waivers can be granted only by one of the program advisors listed in this curriculum guide, and must be initialed on this checklist. A waiver does not excuse the student from the requirement to earn the minimum required credits.
- ◆ (CP) indicates computer proficiency; (CS) computation skills; (HR/IC) human relations and interpersonal communications; (WS) writing skills.
- ◆ Several courses have pre-requisites which must be satisfied prior to enrolling in the class.
- ◆ To earn a certificate or degree the courses must be completed with a cumulative GPA of 2.0 (C) or better.
- ◆ Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. A full description of the College's requirements for earning a certificate or degree is contained in the College catalog.

Suggested Sequence of Classes for Business Administration Certificate

1st Quarter	Cr.	2nd Quarter	Cr.	3rd Quarter	Cr.
BUS& 101 or BUS 105	5	ACCT 110	5	BUS 110D	5
CL 101	5	BT 242	5	BUS& 201 [220]	5
BUS 130 or MATH 120	5	Elective	5	BUS 200	5

Business Administration Certificate Checklist

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the new Common Course Numbering System.
Courses in [brackets] are the "old" course numbers and may be used to satisfy requirements. For more information, go to www.everettcc.edu/ccn

Student Name: _____

Course Number	Course Title	Credits	Quarter Completed	Grade
REQUIRED COURSES (minimum 40 credits)				
ACCT 110	Small Business Accounting	5	_____	_____
CL 101 (CP)	Computer Literacy	5	_____	_____
BT 242	Excel	5	_____	_____
BUS& 101 or BUS 105	Intro to Business or Small Business Essentials	5	_____	_____
BUS 110D (WS)	Business Communications	5	_____	_____
BUS& 201 [220]	Business Law	5	_____	_____
BUS 130 or MATH 120 (PR,CS)	Business Computations/Bus. Math	5	_____	_____
BUS 200	Principles of Management	5	_____	_____
ELECTIVES (minimum 5 credits)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total: 45 credits minimum, with at least 2.0 GPA

Associate in Technical Arts in Business Administration Non-Transfer Checklist

A suggested sequence of courses is on the reverse side. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. A full description of the College's requirements for earning a certificate or degree is contained in the College catalog.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the new Common Course Numbering System.

Courses in [brackets] are the "old" course numbers and may be used to satisfy requirements. For more information, go to www.everettcc.edu/ccn

SEE SUGGESTED SEQUENCE OF CLASSES ON REVERSE SIDE.

Student Name: _____

COMPLETION of Diversity Course

Course Number	Course Title	Credits	Quarter Completed	Grade
GENERAL EDUCATION (minimum 15 credits)				
ENGL 98 or ENGL& 101 (WS)	_____	5	_____	_____
BUS 130 or MATH 120 (CS)	_____	5	_____	_____
CMST 204D, &210 or &220	_____	5	_____	_____
CORE REQUIREMENTS (minimum 50 credits)				
ACCT& 201 [200]	Principles of Accounting I	5	_____	_____
ACCT& 202 [201]	Principles of Accounting II	5	_____	_____
ACCT& 203 [202] (recommended) or ECON& 201	Principles of Accounting III or Micro Economics	5	_____	_____
ECON 101D (recommended) or ECON& 202 [200]	Understanding Economics or Macro Economics	5	_____	_____
CL 101 (CP) or BT 242	Computer Literacy or Excel	5	_____	_____
BUS& 101 or BUS 105	Intro to Business or Small Business Essentials	5	_____	_____
BUS 110D (WS)	Business Communications	5	_____	_____
BUS 150	Principles of Marketing	5	_____	_____
BUS 200 (HR/IC)	Principles of Management	5	_____	_____
BUS& 201 [220] (SS)	Business Law	5	_____	_____
ELECTIVES (Must be approved by advisor, minimum 25 credits. See Note 1.)				
BUS 255 (Recommended)	Business Consulting	5	_____	_____
CMST& 230 (Recommended)	Small Group Communication	5	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total: 90 credits minimum, with at least 2.0 GPA

Note 1: In general, Accounting, Business, BT and Computer courses are all acceptable as electives and may help students meet the prerequisites of required courses.

SUGGESTED SEQUENCE OF CLASSES FOR BUSINESS ADMINISTRATION ATA DEGREE

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the new Common Course Numbering System. Courses in [brackets] are the "old" course numbers and may be used to satisfy requirements. For more information, go to www.everettcc.edu/ccn

<u>1st Qtr</u>	<u>Credits</u>	<u>2nd Qtr</u>	<u>Credits</u>	<u>3rd Quarter</u>	<u>Credits</u>
BUS& 101 or BUS 105	5	CMST 204D, &210 or &220	5	CL 101	5
Elective	5	ENGL 98 or ENGL& 101	5	BUS& 201 [220]	5
BUS 130 or MATH 120	5	Elective	5	Elective	5

<u>4th Qtr</u>	<u>Credits</u>	<u>5th Qtr</u>	<u>Credits</u>	<u>6th Qtr</u>	<u>Credits</u>
BUS 110D	5	ACCT& 202 [201]	5	ACCT& 203 [202] or ECON& 202 [200]	5
ACCT& 201 [200]	5	BUS 200	5	Elective	5
BUS 150	5	ECON 101D or ECON& 202 [200]	5	BUS 255 (Recommended)	5

Note: If a student is working full-time or has extensive other responsibilities, it may be advisable to plan a part-time schedule with a program advisor.



About Everett Community College

Improve your personal skills, discover new ideas, prepare for work and/or university transfer, and improve your career prospects through programs at EvCC.

Each term, about 9,900 students enroll in a wide variety of courses. Day, evening, distance, and workplace-based options are available. Students may enroll on a full-time or part-time basis. EvCC offers two-year associate degrees, short-term certificates, endorsements and industry certifications.

Student life can be active. Currently, EvCC offers athletic programs in basketball, baseball, and soccer, to name a few.

Student clubs range from Phi Theta Kappa (the Honor Society) to the United Native American Council to the International Club, to the German Club, and more. Our students are active in DECA: an association that builds leadership in marketing, management and entrepreneurship. Our Student Government and Programs Board are always on the go with activities that make college life fun.

Student services are designed to support students in their studies, remove barriers, and enrich student life. Financial aid services offer grant and loan opportunities, as well as scholarships. Our Counseling, Advising and Career Center has a rich array of information and personal assistance for students. The Diversity and Equity Center supports student activities that promote growth and opportunity toward cultural understanding.

Former EvCC students have found employment at Boeing, in small business, in community service agencies, in schools, and in other locales. Our transfer students are known to do very well at the UW, WWU and other schools

EvCC's University Center

Looking for educational options close to home?

Check out our new University Center, offering a variety of Bachelor's and Master's degrees –

**Right here.
Right now.**

www.uceverett.org

Everett Community College does not discriminate on the basis of race, religion, creed, color, national origin, age, sex, sexual orientation, marital status, the presence of any physical, sensory or mental disability, or status as a disabled or Vietnam era veteran in its program and activities, or employment. The Vice President of Student Services has been designated to handle inquiries regarding student-related non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9589. The Associate Vice President of Human Resources has been designated to handle employment-related inquiries regarding the non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9232. This publication is effective **MARCH 2010**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights.

For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, www.everettcc.edu