



GENERAL INFORMATION

Students interested in any area of business administration may use this curriculum guide to prepare for transfer to a university. This degree meets statewide guidelines for transfer to Washington state colleges and universities subject to exceptions and qualifications outlined in this guide.

Universities offer a number of specializations in business administration: Management, Accounting, Marketing, International, Human Resources, and Finance, to name a few. Local universities chosen by EvCC business DTA graduates include the Lynnwood Branch of Central Washington University at Edmonds Community College, UW Bothell Campus, UW Seattle Campus, Seattle University, and Western Washington University. Washington State University has a business administration degree available online.

SUGGESTED PREPARATION

Strong skills in writing and mathematics are helpful, since college-level writing skills are prerequisite for many of the courses. Intermediate algebra is a prerequisite for the program. Students will be expected to complete a one-quarter business calculus course. Business students must also have computer skills in word processing and spreadsheet programs.

GETTING STARTED, PROGRAM ADVISING

Students should contact the Enrollment Services Office in Jackson Center if they have general questions about applying to the college for admissions, and orientation and registration for new and continuing students, (425) 388-9219, admissions@everettcc.edu. *Specific business program advising should be conducted only with a business, accounting, or economics faculty member listed below (425 area code).*

| | | | |
|--------------|---------|----------|-------------------------|
| Pat Coughlin | OLY 211 | 388-9250 | pcoughlin@everettcc.edu |
| Dongwa Hu | OLY 212 | 388-9364 | dhu@everettcc.edu |
| Chad Lewis | OLY 214 | 388-9559 | ctlewis@everettcc.edu |
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| Bill Reed | MON 122 | 388-9249 | breed@everettcc.edu |

Everett Community College academic advisors cannot advise students regarding the content of courses at other institutions and completion of an EvCC business DTA is not a guarantee that a student has met the entrance requirements of a given university business school, or that the student will be admitted to that school if they have. Consequently, students need to consult the institutional catalog and transfer guide for the business school they plan to attend and consult with an advisor at that university if they have any questions about degree majors, course, or entrance requirements. (University transfer guides and contact information for advisors are generally available at university websites.)

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, genetic information or status as a disabled or Vietnam era veteran in its program and activities, or employment. The Vice President of Instruction and 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)388-9216. The Vice President of Administrative Services/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 MAY 2011. 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

PROGRAM OUTCOMES

1. Describe the multiple contexts of business--social, political, economic and legal--within a domestic and global environment; including confidentiality and ethics.
2. Define how elements of the legal environment impact business.
3. Record transactions and prepare financial statements for a business entity.
4. Demonstrate the ability to communicate orally and in writing at a professional business level.
5. Evaluate and process quantitative and symbolic data.
6. Display proactive behavior in project development and completion.
7. Develop and critically assess technical and/or creative business documents.
8. Demonstrate the ability to create, compile and report business information.
9. Define career and academic options upon graduation from Everett Community College.

SUGGESTED SEQUENCE OF COURSES

This sequence assumes you are ready to enroll in ENGL& 101 and MATH 138. It also assumes that you are starting Fall Quarter as a full-time student. In the first year, the focus is on completing the math and English requirements while delaying to the second year the completion of accounting and economics courses. If preparatory math and/or English courses are necessary, they should receive first priority.

This sequence of courses is representative only. It is not intended to depict the course requirements for any specific four-year school of business.

| 1st Quarter, Fall | Cr. | 2nd Quarter, Winter | Cr. | 3rd Quarter, Spring | Cr. |
|---|------------|---------------------------------------|------------|--|------------|
| ENGL& 101 | 5 | ENGL& 102 | 5 | Humanities or BUS& 201 | 5 |
| BUS& 101 (recommended social science or elective) | 5 | CMST& 220 | 5 | MATH& 148 | 5 |
| Social Science or Humanities | 5 | Quantitative Skills (MATH 138) | 5 | Natural Science (lab, Part A list) | 5 |
| 4th Quarter, Fall | Cr. | 5th Quarter, Winter | Cr. | 6th Quarter, Spring | Cr. |
| ACCT& 201 | 5 | ACCT& 202 | 5 | ACCT& 203 | 5 |
| MATH& 146 or Humanities | 5 | ECON& 201 | 5 | Humanities or MATH& 146 | 5 |
| ECON& 202 | 5 | POLS& 200 or Humanities | 5 | Natural Science (biological, earth, or physical sciences, Part B list) | 5 |

A diversity course is required as a condition of graduation. Many students take ENGL& 101D or 102D to satisfy this requirement, but other "D" designated sections are listed under Social Science and Humanities distribution lists from the Associate of Arts and Sciences DTA degree.

Associate in Business - DTA

This checklist is intended for transfer students with an interest in transferring with junior standing into a college of business at a Washington State university. It should be maintained by the student while at Everett Community College. The quarter before expected completion, this checklist should be signed by an advisor and submitted by the student, with a diploma application (also signed by an advisor), to the Enrollment Services Office. This checklist refers to requirements listed in the curriculum guide titled "Associate in Arts and Sciences DTA," which lists all the courses which are approved for the various categories of requirements. A cumulative GPA of 2.0 is required to earn the DTA degree at EvCC. *However, admissions is competitive and a much higher GPA may be required to be accepted at a university business school.*

Student Name: _____ Advisor Signature: _____ Date: _____

- PROFICIENCY in Intermediate Algebra _____
 (Where Completed/Course Title) (Year Completed) (Grade)
- COMPLETION of Diversity Course _____
 (Where Completed/Course Title) (Year Completed) (Grade)

| Course Number | Course Title | Credits | Quarter | Grade |
|--|------------------------------|---------|---------|-------|
| BASIC COMMUNICATION SKILLS (10 credits.) | | | | |
| *ENGL& 101 or ENGL& 101D | English Composition I | 5 | _____ | _____ |
| *ENGL& 102 or ENGL& 102D | Composition II | 5 | _____ | _____ |
| BASIC QUANTITATIVE SKILLS (10 credits) | | | | |
| *MATH 138 | _____ | 5 | _____ | _____ |
| *MATH& 148 | _____ | 5 | _____ | _____ |
| HUMANITIES (15 credits with no more than 10 credits from any one discipline on the Associate of Arts and Sciences DTA Humanities distribution list. No more than 5 credits of foreign language and performance arts credit may be listed.) | | | | |
| CMST& 220 (required for WSU, otherwise recommended) | _____ | 5 | _____ | _____ |
| _____ | _____ | 5 | _____ | _____ |
| _____ | _____ | 5 | _____ | _____ |
| SOCIAL SCIENCE (10 credits in Economics; 5 credits from the Associate of Arts and Sciences DTA Social Science distribution list other than Economics. BUS&101 recommended as a social science distribution course unless a student plans to attend WSU or UW Tacoma in which case we recommend that the student take BUS&101 as an elective.) | | | | |
| *ECON& 202 | Macro Economics | 5 | _____ | _____ |
| *ECON& 201 | Micro Economics | 5 | _____ | _____ |
| BUS& 101 (recommended) | _____ | 5 | _____ | _____ |
| NATURAL SCIENCE (5 credits in Statistics; 5 credits each from the Associate of Arts and Sciences DTA Natural Science distribution lists Part A and Part B respectively. No more than 10 credits from any one discipline on the Associate of Arts and Sciences DTA Natural Science distribution list.) | | | | |
| *MATH& 146 | Introduction to Statistics | 5 | _____ | _____ |
| Lab course: | _____ | 5 | _____ | _____ |
| _____ | _____ | 5 | _____ | _____ |
| REQUIRED BUSINESS-SPECIFIC ELECTIVES (20 credits.) | | | | |
| *ACCT& 201 | Principles of Accounting I | 5 | _____ | _____ |
| *ACCT& 202 | Principles of Accounting II | 5 | _____ | _____ |
| *ACCT& 203 | Principles of Accounting III | 5 | _____ | _____ |
| <i>Select one course from the following:</i> | | | | |
| *BUS& 201 (for WSU, CWU, WWU, or UW Bothell,) <u>OR</u> *POLS& 200 (for UW Seattle, UW Bothell) | _____ | 5 | _____ | _____ |
| OTHER ELECTIVE (5 credits.) | | | | |
| BUS& 101 or other course numbered 100 or above. (BUS& 101 recommended as an elective if attending WSU or UW Tacoma.) | Introduction to Business | 5 | _____ | _____ |

* The minimum acceptable grade in asterisked (*) courses is C (2.0) **TOTAL:** Minimum 90 credits required, minimum 2.0 cumulative GPA
 Changes approved IC May 2011. Guide updated September 2011.

SPECIFIC UNIVERSITY REQUIREMENTS/INFORMATION

The following information is subject to change at the discretion of each university. Please consult the transfer guide for the university to which you plan to transfer if you have questions related to course equivalencies for EvCC courses. (Transfer guides are usually available at university websites.) You should also consult an advisor at the university if you have any specific questions regarding transfer requirements. Students interested in International Business should consult each four-year institution to determine the level of foreign language required for admission and graduation.

Central Washington University

Law course required: BUS& 201. More information at <http://www.cwu.edu/~cb/>

Eastern Washington University

Law course required: BUS& 201. More information at <http://www.ewu.edu/CBPA.xml>

Seattle University

Does not require a lower division Business Law course and agrees to accept the course taken as part of this degree as a lower division elective, but generally not as an equivalent to the course required at the upper division. More Information at <http://www.seattleu.edu/albers>

Seattle Pacific University

Law Course Required: BUS& 201. More Information at <http://www.spu.edu/depts/sbe/>

University of Washington

Seattle campus: Law course required is POLS& 200. UW Bothell will accept either BUS& 201 *or* POLS& 200 as a law course. UW Tacoma 'encourages' prospective transfers to take 5 credits in psychology, sociology or anthropology. (Check with a transfer advisor at the UW Tacoma to determine if this encouragement has become a requirement.) Completion of two years of high school or two quarters of college foreign language is required at all UW business school campuses. All UW campuses may accept the first quarter of the calculus series (MATH& 151) in lieu of MATH& 148. Be sure to check with an advisor at the U/W to confirm this acceptance.

More information at <http://www.foster.washington.edu/academic/undergrad> (Seattle), <http://www.uwb.edu/business> (Bothell), or http://www.tacoma.washington.edu/business/prospective_students/baba/ (Tacoma).

Washington State University

Law course required: BUS& 201. A political science course, CMST& 220, Public Speaking, and a course equivalent to WSU's MIS 250 is required for admission. Prospective transfer students are also 'encouraged' by the university to take 5 credits in psychology or sociology. (Check with a transfer advisor at WSU to determine if a psychology or sociology course has become required.) More information at <http://www.business.wsu.edu>

Western Washington University

Law Course Required: BUS& 201 or POLS& 200. WWU's Manufacturing Management program requires Intro Chem. and Intro Physics. More information at <http://www.cbe.wwu.edu/>