



Business Administration ATA

Business Administration Certificate

GENERAL INFORMATION

The Business Administration ATA (Associate in Technical Arts) degree prepares students for general management responsibilities. Students learn about the functions of business including accounting, management, marketing, and human relations in preparation for an entry-level position in a business or office environment. The ATA has limited transferability to universities. However, Central Washington University offers a Bachelor of Applied Science in Information Technology and Administrative Management (ITAM) that accepts the ATA degree. For more information, go to www.cwu.edu/it-management/bas-overview.

EvCC also offers the **Associate in Business DTA (university transfer) degree** for those interested in a finance, accounting, 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.

GETTING STARTED AT EvCC

Enrollment Services provides information about application, advising, orientation and registration for new and continuing students; contact Enrollment Services, Parks, Room 201, 425.388.9219, admissions@everettcc.edu. New students requiring advising should contact the Advising Center, Rainier Hall, Room 104, 425.388.9339, www.everettcc.edu/advising.

PROGRAM ADVISORS

Students are required to meet with an advisor to discuss options, career ideas, and course selection and to prepare an academic plan. Registration is blocked if an academic plan is not in place prior to a student's third quarter.

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If there is no answer, please call the Division Office at 425.388.9243.

Approved by Instructional Council October 29, 2019.

For information about graduation rates, the median debt of students who completed the program, and other important information, please visit the EvCC web site at www.everettcc.edu/gainfulemployment. Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, TitleIXCoordinator@everettcc.edu, or 425-388-9271.

This publication is effective **December 2019**. 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.

BUSINESS ADMINISTRATION CERTIFICATE AND ATA DEGREE REQUIREMENTS



BUSINESS ADMINISTRATION CERTIFICATE & DEGREE CORE REQUIREMENTS (40 credits)					
Course	Course Title	Credits	Grade	Quarter	Year
BUS& 101	Introduction to Business	5			
BUS 110D	Business Communications	5			
BUS 150	Principles of Marketing	5			
BUS 200	Principles of Management	5			
BT 242	Excel	5			
ACCT 110 ¹	Small Business Accounting	5			
CL 101	Computer Literacy (CP)	5			
BUS 165	Service Essentials	5			
BUSINESS ADMINISTRATION DEGREE					
<input type="checkbox"/> Completion of Certificate Requirements Above			<input type="checkbox"/> Completion of Diversity Requirement		
<input type="checkbox"/> Completion of Degree Requirements Below (22 credits)			<input type="checkbox"/> Completion of Program Approved Electives		
Course	Course Title	Credits	Grade	Quarter	Year
BUS 130	Business Computations (CS)	5			
BUS& 201	Business Law	5			
COLL 101	College Success	2			
ECON 101D ²	Understanding Economics	5			
ENGL, HSC or TS 098 or 098D; ENGL& 101 or 101D	Introduction to College Writing or English Composition I (WS)	5			
PROGRAM/APPROVED ELECTIVES (CHOOSE SIX OR MORE OF THE FOLLOWING — at least 28 credits)					
Course	Course Title	Credits	Grade	Quarter	Year
BUS 104	Business English	5			
BUS 154	Essentials of Supervision	5			
BUS 230	Introduction to Hospitality	5			
BUS 295	Business Internship – Highly Recommended	1-5			
BT 162	Job Search & Prof. Development	5			
BT 240	Access	5			
BT 243	Advanced Excel	5			
BT 219	Introduction to Microsoft Word	5			
CL 110	Managing Internet Communications	5			
ACCT 112	Business Taxation	5			
ACCT 113	Personal Finance	3			
ACCT 210	Payroll Accounting	5			
ACCT 215	Computer Accounting	5			
ACCT& 201	Principles of Accounting I	5			
ACCT& 202	Principles of Accounting II	5			
ACCT& 203	Principles of Accounting III	5			
ECON& 201	Micro Economics	5			
ECON& 202	Macro Economics	5			
CMST& 210 or CMST& 204D or CMST& 230	Interpersonal Communications or Intercultural Communications or Small Group Communication (HR/IC)	5			
CMST& 102	Intro to Mass Media	5			
CMST& 220	Public Speaking	5			
	Approved Elective from Advisor				
	Approved Elective from Advisor				
Total Credits		90			

Notes:

Note 1: Students may substitute ACCT& 201, 202, or 203 for ACCT 110

Note 2: Students may substitute ECON& 201 or 202 for ECON101D

Note 3: Students must earn a C grade (2.0) or better in all courses. Courses may be subject to prerequisites.