



Business Administration ATA

Business Administration Certificate Food & Beverage Certificate Event Planning 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) on the EvCC campus 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.**

To schedule an appointment to meet with a Program Advisor please email: advisingbusiness@everettcc.edu

Program Advisors for this Program are:

Lynne Muñoz, Olympus 216

Marie Connelly, Olympus 219

Kimberly Lothyan, Olympus 214

Mark Eppley, Olympus 211

Dongwa Hu, Olympus 212

Bill Reed, Monte Cristo 122

Joseph Saxton, Olympus 213

Approved by Instructional Council May 2020

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**BUSINESS CERTIFICATES AND BUSINESS ADMINISTRATION ATA
DEGREE REQUIREMENTS**



CORE REQUIREMENT FOR ALL CERTIFICATES AND DEGREE (5 CREDITS)					
Course	Course Title	Credits	Grade	Quarte	Year
BUS 165	Service Essentials for Business	5			
EVENT PLANNING CERTIFICATE (18 CREDITS)					
<input type="checkbox"/> BUS 165 (5.0 credits) plus the 13 credits below					
Course	Course Title	Credits	Grade	Quarter	Year
BUS 121	Banquet and Conference Operations	3			
BUS 122	Event Planning Operations	5			
BUS 230	Introduction to Hospitality	5			
FOOD AND BEVERAGE CERTIFICATE (18 CREDITS)					
<input type="checkbox"/> BUS 165 (5.0 credits) plus the 13 credits below					
Course	Course Title	Credits	Grade	Quarte	Year
BUS 123	Menu Design	3			
BUS 124	Food and Beverage Operations	5			
BUS 230	Introduction to Hospitality	5			
BUSINESS ADMINISTRATION CERTIFICATE (40 credits)					
<input type="checkbox"/> Completion of BUS 165 (5.0 credits) plus 35 credits below					
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	Small Business Accounting	5			
CL 101	Computer Literacy (CP)	5			
BUSINESS ADMINISTRATION DEGREE (90 Credits Total)					
Completion of one of the three tracks below					
1. Business Admin Certificate (40 credits), Business Admin Degree Core (22 Credits), Program Electives (28 credits)					
2. Food and Beverage OR Event Planning Certificate (18 credits), Business Admin Certificate (35 credits), Business Admin Degree Core Requirements (22 Credits), Program Electives (15 credits)					
3. Food and Beverage Certificate AND Event Planning Certificate (26 credits), Business Admin Certificate (35 credits), Business Admin Degree Core Requirements (22 Credits), Program Electives (7 credits)					
BUSINESS ADMINISTRATION DEGREE CORE REQUIREMENTS					
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	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 Electives listed on next page

PROGRAM ELECTIVES

General Business			Accounting Emphasis			Business Technology		
BUS 104	Business English	5	ACCT 112	Business Taxation	5	BT 162	Job Search & Prof Developmt	5
BUS 105	Small Business Essentials	5	ACCT 113	Personal Finance	3	BT 240	Access	5
BUS 154	Essentials of Supervision	5	ACCT 210	Payroll	5	BT 243	Advanced Excel	5
BUS 295	Business Internship	1-5	ACCT 215	Computer Accounting	5	BT 219	Introd to Microsoft Word	5
	Approved Elective from Advisor	5	ACCT& 201	Principles of Accounting I	5	CL 110	Managing Internet Comm	5
*BUS 121	Banquet & Conference Operations	3	ACCT& 202	Principles of Accounting II	5	CL 106	PowerPoint	2
*BUS 122	Event Planning Operations	5	ACCT& 203	Principles of Accounting III	5	Economics		
**BUS 123	Menu Design	3				ECON& 201	Micro Economics	5
**BUS 124	Food and Beverage Operations	5	Communications			ECON& 202	Macro Economics	5
BUS 131	Introduction to Mobile App Development	5	CMST& 102	Intro to Mass Media	5	Information Technology		
***BUS 230	Introduction to Hospitality	5	CMST& 220	Public Speaking	5	IT 101	Information Technology Foundation	5
			CMST& 210 or CMST& 204D or CMST& 230	Interpersonal Communications Intercultural Communications Small Group Communication <small>(week)</small>	5			

Notes:

1. Students may substitute ACCT& 201 for ACCT 110
2. Students may substitute ECON& 201 or 202 for ECON101D
3. Students must earn a C grade (2.0) or better in all courses. Courses may be subject to prerequisites.
4. *Students who complete the Food & Beverage Certificate cannot use these courses as program electives
5. ** Students who complete the Event Planning Certificate cannot use these courses as program electives
6. ***Students who complete the Food & Beverage or Event Planning Certificate cannot use BUS 230 as an elective