Student Name ____________________________
Student ID ______________________________

Program Description  The Business Information Technology Office Supervision and Management Associate of Applied Science-Transfer Degree is designed for students who want to transfer to the Bachelor’s of Applied Science in Administrative Management at Central Washington University (CWU). This degree will allow students to update existing knowledge and skills and/or acquire up-to-date technical and managerial skills. The degree requires students to work with a Business Information Technology adviser to select those courses which will help students achieve their educational and career goals. Many courses are available online for both the AAS-T and the BS Degree. Refer to the class quarterly schedule.

Admission Requirements to Central Washington University’s Bachelor’s of Applied Science in Administrative Management Program  All students who intend to transfer to CWU should talk with a CWU adviser to review specific admission requirements. Students must have a 2.3 minimum cumulative grade point average to be considered for admission to CWU. All of the courses in this degree will transfer to the CWU Applied Bachelor’s Degree, see www.cwu.edu/itam/bas.

Degree Outcomes  For information on degree outcomes, see www.edcc.edu/outcomes/degrees.php.

Common Course Numbering Changes  Please refer to www.edcc.edu/ccn for more information.

Credit/Grade Requirements  This AAS-T degree requires successful completion of a minimum of 90 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.

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
Gisela Dicklin  gdicklin@edcc.edu  425-640-1504
Kim Haines  kim.haines@edcc.edu 425-640-1293
Jackie Kulbel  jkulbel@edcc.edu  425-640-1051
Teri Odegard  todegard@edcc.edu  425-640-1634
Kathie Richer  kricher@edcc.edu  425-640-1242

College Resources
Department Website  http://bstec.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

Business Information Technology
Office Supervision and Management
Transfer to Bachelors of Applied Science in Administrative Management at CWU
Program Requirements 2010-2011

PGM Code – 5471
Effective summer 2010

This requirement sheet is not a substitute for meeting with an academic adviser. Meeting the requirements to graduate with an Edmonds Community College certificate or degree is ultimately the responsibility of the student.
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<table>
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<tr>
<th>Course</th>
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<th>Credit</th>
<th>Grade</th>
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| I. Basic Skills Requirements (General Education) (20 credits) ^
Communication Skills – 10 credits
ENGL& 101 English Composition I AND
ENGL& 102 Composition II
| | | | |
| Computation/Quantitative Skills – 5 credits
MATH
| | | |
| Reasoning – 5 credits
PHIL& 106 Introduction to Logic
| | | |
| II. Program Requirements (40 credits minimum)
Select 10 credits minimum
ACCT 101 Accounting Fundamentals
ACCT& 201 Principles of Accounting I
BSTEC 130 Computer Fundamentals OR
GIS 100 Intro to Business Computing
MGMT 270 Project Management I
| | | |
| Technology Skills – 20 credits minimum
ACCT 216 Accounting Software Applications
BSTEC 109 Word Processing (Word)
BSTEC 213 Advanced Word
BSTEC 222 Database (Access)
BSTEC 224 Spreadsheet (Excel)
BSTEC 225 Advanced Excel Projects
BSTEC 243 Advanced Microsoft Office Projects
| | | |
| Specialized Professional Skills - 10 credits minimum
BSTEC 233 Dental Office Administration
BUS& 101 Introduction to Business
BUS& 201 Business Law
ECON 140 The World Economy: CD
ECON& 201 Micro Economics
MGMT 100 Human Relations/Organization: CD
MGMT 101 Intro to E-Commerce
MGMT 214 Principles of Management
MGMT 220 Human Resource Management
| | | |
| III. Career Management * (7 credits)
BSTEC 294 Career Management ***
BUS 290 Professional Development Seminar
BUS 291 Business Internship
| | | |
| IV. Electives (to complete 90 credits)
| | | |

Explanatory Notes
^ A lab science is needed for CWU graduation. You may complete this requirement at Edmonds Community College. Recommend BIOL& 100/100L, CHEM& 121/121L, 141/151, GEOL& 101, PHYS& 100/101, or 221/231.
* MATH& 107, 141, 142, 148, or 151
** Students planning on pursuing a Masters Degree should complete the Calculus series of courses
*** This course should be taken prior to BUS 290/291

Note: Candidates for this degree must have previous office work experience verified by an adviser and should be planning to move into a supervisory, managerial, or executive assistant position

Adviser’s Signature __________________________ Date __________________

Adviser’s Signature __________________________ Date __________________
Dean’s Signature __________________________ Date __________________

PGM Code – 5471
Effective summer 2010  Rev: 03/10