



20000 68th Ave W  
Lynnwood, WA 98036-5999  
www.edcc.edu

# Business Information Technology Office Supervision and Management Transfer to Bachelors of Applied Science in Administrative Management at Central Washington University Program Requirements 2011-2012

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](http://www.cwu.edu/itam/bas).

**Degree Outcomes** Outcomes for Edmonds Community College degrees and certificates can be found in the online college catalog at the bottom of each degree or certificate. To find specific outcomes, click on the degree or certificate from the program list in the online catalog at <http://catalog.edcc.edu>.

**Common Course Numbering Changes** Please refer to [www.edcc.edu/ccn](http://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 10<sup>th</sup> 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/](http://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	<a href="http://bstec.edcc.edu">http://bstec.edcc.edu</a>
Home Page	<a href="http://www.edcc.edu">http://www.edcc.edu</a>
How to Enroll	<a href="http://getstarted.edcc.edu">http://getstarted.edcc.edu</a>
Transfer Center	<a href="http://transfer.edcc.edu">http://transfer.edcc.edu</a>
Advising appointments	425-640-1458
College Bookstore	<a href="http://bookstore.edcc.edu">http://bookstore.edcc.edu</a>

Student Name \_\_\_\_\_

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Course	Qtr	Credit	Grade
<b>I. Basic Skills Requirements (General Education) (20 credits) ^</b>			
<b>Communication Skills – 10 credits</b>			
ENGL& 101 English Composition I <b>AND</b>	_____	5	_____
ENGL& 102 Composition II	_____	5	_____
<b>Computation/Quantitative Skills – 5 credits</b>			
MATH _____ * / **	_____	5	_____
<b>Reasoning – 5 credits</b>			
PHIL& 106 Introduction to Logic	_____	5	_____
<b>II. Program Requirements (40 credits minimum)</b>			
<i>Select 10 credits minimum</i>			
ACCT 101 Accounting Fundamentals	_____	5	_____
ACCT& 201 Principles of Accounting I	_____	5	_____
BSTEC 130 Computer Fundamentals <b>OR</b>	_____	_____	_____
CIS 100 Intro to Business Computing	_____	5	_____
MGMT 270 Project Management I	_____	5	_____
<b>Technology Skills – 20 credits minimum</b>			
ACCT 216 Accounting Software Applications	_____	5	_____
BSTEC 109 Word Processing (Word)	_____	5	_____
BSTEC 213 Advanced Word Projects	_____	4	_____
BSTEC 222 Database (Access)	_____	5	_____
BSTEC 224 Spreadsheet (Excel)	_____	5	_____
BSTEC 225 Advanced Excel Projects	_____	5	_____
BSTEC 243 Advanced Microsoft Office Projects	_____	4	_____
<b>Specialized Professional Skills - 10 credits minimum</b>			
BSTEC 233 Dental Office Administration	_____	5	_____
BUS& 101 Introduction to Business	_____	5	_____
BUS& 201 Business Law	_____	5	_____
ECON 140 The World Economy:CD	_____	5	_____
ECON& 201 Micro Economics	_____	5	_____
MGMT 100 Human Relations/Organization:CD	_____	5	_____
MGMT 101 Intro to E-Commerce	_____	5	_____
MGMT 214 Principles of Management	_____	5	_____
MGMT 220 Human Resource Management	_____	5	_____
<b>III. Career Management * (7 credits)</b>			
BSTEC 294 Career Management ***	_____	3	_____
BUS 290 Professional Development Seminar	_____	1	_____
BUS 291 Business Internship	_____	3	_____
<b>IV. Electives (to complete 90 credits)</b>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**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 \_\_\_\_\_