



# Business Administration ATA Retail Management Certificate

(Limited Transfer to Central Washington University toward IT & Admin Management BAS Degree)

## GENERAL INFORMATION

The Retail Management Certificate combines a certificate from Everett Community College with an industry recognized credential through the Western Associate of Food Chains and the Food Marketing Institute. Graduates will learn competencies needed to advance their career in retail operations from entry level to management. If you work for an employer that recognizes the Retail Management Certificate you may be eligible for tuition benefits for this program. Please see <http://retailmanagementcertificate.com/> for a list of employers that may provide this benefit.

All of the credits from the Retail Management Certificate apply towards the 90 credits needed for the Business Administration ATA.

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](http://www.cwu.edu/it-management/bas-overview)

EvCC also offers the **Associate in Business DTA (university transfer) degree** for those interested in a business administration, economics, accounting, management 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. The **ATA degree does not** satisfy most university transfer requirements.

## 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](mailto:admissions@everettcc.edu). New students requiring advising should contact the Advising Center, Rainier Hall, Room 108, 425.388.9339, [www.everettcc.edu/advising](http://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.**

Dongwa Hu, Olympus 212  
425.388.9364; [dhu@everettcc.edu](mailto:dhu@everettcc.edu)

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425.388.9538; [meppley@everettcc.edu](mailto:meppley@everettcc.edu)

Bill Reed, Monte Cristo 122  
425.388.9249; [breed@everettcc.edu](mailto:breed@everettcc.edu)

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

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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](http://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](mailto:TitleIXCoordinator@everettcc.edu), or 425-388-9271. This publication is effective **DECEMBER 2016**. 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](http://www.everettcc.edu).

# RETAIL MANAGEMENT CERTIFICATE AND ATA DEGREE REQUIREMENTS



Must earn a C grade (2.0) or better in all required courses. Courses may be subject to prerequisites.

RETAIL MANAGEMENT CERTIFICATE (43 credits)					
Course	Course Title	Credits	Grade	Quarter	Year
BUS 200	Principles of Management	5			
**BUS 110D	Business Communications	5			
BUS 150	Principles of Marketing	5			
BUS 154	Essentials of Supervision	5			
BUS 155	Essentials of Retailing	5			
BUS 156	Sales Fundamentals	3			
ACCT 110	Small Business Accounting	5			
CL 101	Computer Literacy (CP)	5			
BUS 165	Service Essentials	5			
BUSINESS ADMINISTRATION DEGREE (90 Credits)					
<input type="checkbox"/> Completion of Certificate Requirements Above			<input type="checkbox"/> Completion of Diversity Requirement		
<input type="checkbox"/> Completion of Degree Requirements Below (30 credits)			<input type="checkbox"/> Completion of Approved Electives		
Course	Course Title	Credits	Grade	Quarter	Year
**BUS& 101	Introduction to Business	5			
**BUS 130	Business Computations (CS)	5			
**BUS& 201	Business Law	5			
BT 242	Excel	5			
ECON 101D	Understanding Economics	5			
ENGL 98 or ENGL& 101	Introduction to College Writing or English Composition I (WS)	5			
*PROGRAM/APPROVED ELECTIVES (CHOOSE FOUR OR MORE OF THE FOLLOWING—at least 17 credits)					
Course	Course Title	Credits	Grade	Quarter	Year
ACCT 112	Business Taxation	5			
ACCT 210	Payroll	5			
ACCT 215	Computer Accounting	5			
ACCT& 201	Principles of Accounting I	5			
ACCT& 202	Principles of Accounting II	5			
BUS 104	Business English	5			
ACCT& 203	Principles of Accounting III	5			
BUS 105	Small Business Essentials	5			
BUS 230	Introduction to Hospitality	5			
BUS 250	Managing Information Technology	5			
BUS 295	Business Internship— <b>Highly Recommended</b>	1-5			
BT 240	Access	5			
BT 243	Advanced Excel	5			
ECON& 201	Micro Economics	5			
ECON& 202	Macro Economics	5			
	Approved Elective from Advisor***	5			
	Approved Elective from Advisor***	5			
*SMALL BUSINESS EMPHASIS ELECTIVES SHOULD INCLUDE ACCT 112, ACCT 210, ACCT 215, and BUS 105.					

**Notes:**

- With advisor approval, students may substitute ACCT 201, 202, and 203 and ECON 201 and 202 for the required accounting and economics courses for the Business Administration certificate and/or degree.
- To earn a certificate or degree, the courses must be completed with a cumulative GPA of 2.0 (C) or better.

\*\*When transferring to Central Washington University, these courses can substitute for the following CWU courses: BUS 101 for ADMG 201 Intro to Business; BUS 130 for ADMG 271 Business Math Applications; BUS 110D for ADMG 385 Business Communications.

\*\*\*COLL 101 College Success can be used as the elective credits for the Business Administration ATA.