Associate in Applied Sciences - Transfer (AAS-T)

# **Business Management**

# for The Evergreen State College

The Associate in Applied Science-Transfer degree in Business Management is designed to prepare students for entry-level management positions, as well as meet the requirements for transfer to The Evergreen State College.

# **Degree Requirements**

• Communications:

10 credits - ENGL& 101 English Composition I AND ENGL& 102 Composition II.

Health

3 credits - HLTH 100 Occupational Safety and Health.

Quantitative Skills:

5 credits - MATH 125 Applied College Algebra.

• Human Relations / Diversity:

5 credits - BUS 144 Management of Human Relations: DIV.

· Humanities:

5 credits - from the Distribution List.

Natural Sciences:

5 credits - from the Distribution List.

· Social Sciences:

10 credits - BUS& 201 Business Law AND ECON 105 Intro to Economics OR ECON& 201 Micro Economics.

• Electives:

2 credits - See advisor for approved courses.

# **Program Requirements**

ACCT& 201	Principles of Accounting I	
BUS& 101	Introduction to Business	
BUS 150	Customer Service/Management	
BUS 165	Salesmanship	
BUS 240	Principles of Supervision	
BUS 245	Principles of Management	
BUS 259	Start/Managing a Small Business	
BUS 264	Principles of Marketing	
BTEC 131 (was CS 121)	Introduction to Spreadsheets	

Diversity and Distribution Lists are available in the Lower Columbia College Academic Catalog and at lowercolumbia.edu/catalog.

Total credits required to earn this degree: 90 with a cumulative grade point average (GPA) of at least 2.0 in the program requirements. A course cannot be credited toward more than one distribution or skill area.

# Students completing this program should acquire the following skills and abilities:

- Perform basic bookkeeping and accounting tasks manually and using Microsoft Excel and Quickbooks Pro accounting software.
- · Demonstrate familiarity with economic concepts.
- Identify the relationships among various business functions such as accounting, marketing, purchasing, human resources, and operations management.
- Demonstrate familiarity with Contract Law and the Uniform Commercial Code.
- Prepare written business communications and demonstrate proficiency in public speaking.

- Perform basic mathematical calculations related to business such as gross payroll, payroll deductions, interest earned, and property taxes.
- Demonstrate computer proficiency using Windows Workstation and Microsoft Office software.
- Demonstrate proficiency in developing a feasibility plan and business plan for a small business.

#### Revised April 2017 (Effective Summer 2017)

#### **Planner**

The distribution lists are in the LCC Catalog. If you are online, click on the links below:

#### **Diversity Course List**

#### **Distribution List**

Advisors: Tim Allwine, (360) 442-2721, tallwine@lowercolumbia.edu; Jim Stanley, (360) 442-2713, jstanley@lowercolumbia.edu

Fall	Quarter	Wi	nter Quar	ter	Sp	ring Quar	ter	Sun	nmer Quar	ter
√ C	ourses Crs	$\sqrt{}$	Courses	Crs		Courses	Crs	$\sqrt{}$	Courses	Crs
	NGL& 5 01		ENGL& 102	5		BUS 150	5			
	US& 5 01		BUS 165	5		Humaniti OR Natural	e <b>s</b>			
						Science				
	IATH 5 25		BTEC 131	5		ECON 105 OR ECON&	5			
						201				
To	otal:	15	Total:	15		Total:	15		Total:	

Fall Quarte	er	Winter Quart	er	Spr	ing Quar	ter	Sun	nmer Quart	er
√ Courses	Crs √	Courses	Crs	$\sqrt{}$	Courses	Crs	$\sqrt{}$	Courses	Crs
ACCT& 201	5	BUS& 201	5		HLTH 100	3			
BUS 240	5	BUS 144	5		BUS 245	5			
BUS 259	5	BUS 264	5		Humaniti OR Natural Science	e <b>5</b>			
					Technica Elective(s				
Total:	15	Total:	15		Total:	15		Total:	

# Notes:

Program planning is based on information available at the time of preparation. It is the student's responsibility to meet with their LCC advisor *and* with an advisor at The Evergreen State College for transfer information. Consult the LCC catalog for LCC graduation requirements.

