

## **Notification of Request for Authorization under the Degree-Granting Institutions Act**

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**Date posted:** November 17, 2014  
**Institution:** Sanford-Brown College  
**Current status:** Authorized to offer degree programs in Washington State  
**Nature of request:** Authorization to offer an additional program at its Seattle campus  
**Proposed program:** Associate of Applied Science in Business Administration  
**Location:** Sanford-Brown College Seattle  
645 Andover Park West  
Seattle, WA 98188-9973

### **Background:**

Sanford Brown College, formerly known as International Academy of Design & Technology, has been authorized to offer certain associate and bachelors degree programs in Washington since May 3, 2004. It is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) as a branch campus of the Tampa, FL campus of Sanford-Brown College.

### **Nature of the review:**

Prior to granting authorization to offer new degree programs in Washington State, the Washington Student Achievement Council/Degree Authorization reviews elements such as program outcomes, course requirements, method of course delivery, faculty credentials, and student services.

The program to be offered by Sanford-Brown College appears to meet the requirements of the Degree-Granting Institutions Act.

Information on the additional program can be found at the end of this notice.

### **Timeline:**

The Council will accept comments on this application until December 1, 2014.

Any individuals with knowledge that may indicate the institution and/or the program does not meet the authorization requirements of WAC 250-61 are requested to submit comments to:

[Degree Authorization](#).

If you would like to know more about the current law and regulations that govern the program, they can be found at the following links: the statute is [RCW 28B.85](#) and the regulation is [WAC 250-61](#).

Program Title:

**Associate of Applied Science in Business Administration**

Program Outcomes:

“The Business Administration associate degree program prepares students for the world of commerce and industry through the study of business management, marketing and retail operations, e-commerce, accounting, business law and ethics, business office applications, professional communication, human resource management, and project management. Students will develop the knowledge, skills, and competencies necessary to enter the workforce immediately upon graduation or to continue their education at the baccalaureate level.

Program Objectives:

- Demonstrate a broad knowledge and understanding of the principles and processes involved in business management, marketing, accounting, and retail operations.
- Explain economic principles and practices that affect business operations, including financial markets, banking, and the business economy.
- Explain the nature and role of business in global markets and e-commerce.
- Employ tools, principles, and techniques of continuous process improvement in order to achieve quality and excellence in the workplace.
- Apply appropriate concepts and principles of finance, accounting, and statistics to make effective decisions.
- Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
- Prepare standard business documents, marketing materials, and correspondence; and maintain accurate financial records.
- Direct and coordinate organization’s financial and budget activities to fund operations, maximize investments, and increase efficiency.
- Use computer applications, management information systems, and other technology to complete business projects.
- Conduct research, analyze data, and prepare professional business reports and presentations.
- Organize and oversee business activities involved in the production, pricing, sales, or distribution of products.
- Apply analytical problem-solving skills in support of organizational objectives.
- Demonstrate professional business communication skills.
- Assist with project planning, tracking, and management needs.
- Interview, hire, and train new employees and oversee human resource needs.
- Apply effective and ethical decision-making processes to business practices.”

Number of Credits: 92 quarter credits

Required Courses: All courses are 4 credits each unless otherwise noted

General Education Courses: (28 credits total)

COMM101 Interpersonal Communications

ECON201 Fundamentals of Economics

ENG101 English Composition

ENG220 English Composition II

MTH110 College Mathematics

PHL210 Ethics

SOCS201 Cultural Diversity

Core Courses (64 credits total)

AC101 Principles of Accounting

AC102 Principles of Accounting II

BA101 Principles of Business

BA102 Introduction to Management

BA103 Introduction to Marketing

BA104 Business Mathematics

BA115 Administrative Office Procedures (3 credits)

BA120 Business Law

BA200 Business Communications

BA210 Personnel/Human Resource Management

BA212 Principles of Retailing

BA213 Small Business Management

BA231 Integrated Software Applications (3 credits)

BA232 E-Commerce

BA236 Spreadsheet Modeling and Simulations (3 credits)

BA245 Entrepreneurship

CSS101 Introduction to Computers (3 credits)