

| | Name: | SID: | Advisor: | Date: | | |
|---|---|---|----------|--------|------------------|--|
| Customer Service Certificate | BUS 102 | Customer Service | | 2 | F,W,Sp,S | |
| | BUS 164 | Leadership and Human Relations | | 5 | F,W,Sp,S | |
| | CU 105 | Word I, Excel I OR CU 102 & CU 103 (no prereq: CU 100 recommended) | | 5 | F,W,Sp,S | |
| | | | Credits: | 12 | 12 | |
| Marketing Certificate | BUS& 101 | Introduction to Business | | 5 | F,W,Sp,S | |
| | BUS 110 | Business Math | | 5 | F,W,Sp,S | |
| | BUS 140 | Marketing and Business Development | | 5 | W,S | |
| | BUS 257 | Social Media for Business (prereq: CU 105) | | 3 | F,W | |
| | ENGL& 101 | English Composition I | | 5 | F,W,Sp,S | |
| | | | Credits: | 23 | 35 | |
| Management Certificate | BUS 163 | Management Principles and Organizational Skills | | 5 | F,Sp | |
| | BUS 165 | Human Resource Management | | 3 | F,Sp | |
| | BUS 232 | Introduction to Project Management (prereq: CU 105) | | 5 | F,W | |
| | CMST& 101 or CMST 110 or CMST&230 | Introduction to Communication OR Multicultural Communication (prereq: ENGL& 101) OR Small Group Communication (prereq: ENGL& 101) | | 5 | F,W,Sp,S | |
| | | | Credits: | 18 | 53 | |
| Associate of Applied Sciences Degree | ACCT 101 | Practical Accounting | | 5 | F,W,Sp | |
| | BUS 150 | Global Business | | 5 | F,W | |
| | BUS& 201 | Business Law | | 5 | F,W,Sp,S | |
| | LOG 112 or CU 203 | Importing and Exporting Excel II (prereq: CU 103 or CU 105) | | 3 3 | W,Sp F, W, Sp | |
| | BUS 280 | Career Readiness Skills – taken in the 4 th quarter or later | | 2 | F,W,Sp,S | |
| | | | Credits: | 20 | 73 | |
| | AREAS OF CONCENTRATION – please choose one of the following areas: | | | | | |
| | Entrepreneurship & Small Business Management (20 credits) | | | | | |
| | BUS 160 | Small Business Entrepreneurship | | 5 | F,Sp | |
| | BUS 260 | Small Business Operations (prereq: ENGL&101 and BUS 160) | | 5 | W | |
| | BUS 295 | Entrepreneurial & Innovative Mindset (prereq: ENGL&101 and BUS 160) | | 5 | Sp | |
| | BUS 290 | Internship (or elective with permission from Program Chair) – taken in the 2nd year; permission code required | | 5 | F,W,Sp | |
| | | | Credits: | 20 | 93 | |
| | Global Logistics (21 credits) | | | | | |
| | LOG 102 | Transportation and Distribution | | 5 | F | |
| | LOG 104 | Warehouse and Inventory Management | | 5 | W | |
| | LOG 110 | International Logistics | | 3 | Sp | |
| | LOG 115 | Logistics Security and Risk Management | | 3 | Sp | |
| | BUS 290 | Internship (or elective with permission from Program Chair) – taken in the 2nd year; permission code required | | 5 | F,W,Sp | |
| | | | Credits: | 21 | 94 | |

| F_____ | W_____ | Sp_____ | S_____ | F_____ | W_____ | Sp_____ | S_____ |
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Note: Courses are offered in Classroom and **Fully Online** modes. Not every course is offered in every mode. Not every course is offered every quarter. **SEE THE BACKSIDE FOR ADDITIONAL PROGRAM INFORMATION.**

General information for Business Students

Business students should attend the Business Information Session held every quarter on Education Planning and Advising Day – usually in Week 5 or 6 of the quarter. Students are urged to meet with their advisor on this day to plan for the upcoming quarter.

Military students enroll first every quarter – if this applies to you, be sure to take advantage of this benefit. Enrollment days/times are found on CTCLink.

CU classes can be challenged (proficiency test) for credit and/or waiving pre-requisites. Contact the CU Program Chair if you wish to challenge CU 102, CU 103, or CU 105.

Students may replace CU 105 (5 credits) with CU 103 (3 credits) and CU 203 (3 credits).

Students intending to do an internship **must meet with their faculty advisor the quarter before** to plan. These students must have completed BUS 280 before they do an internship.

Students may apply for certificates as they complete them. See your business faculty advisor to apply.

Students must maintain a GPA of 2.0 and have **no grade lower than a C** in core business classes in order to graduate.

Students should apply for graduation early in their last quarter. For example, if you will graduate in June, see the Program Chair early in April to complete the paperwork. Graduation is not automatic – you must apply. There are separate applications for receiving your degree and participating in graduation ceremonies.

Associate degree graduates can pursue a Bachelor of Applied Science in Applied Management at **Tacoma Community College**. Please see your advisor for more details on the application process.

For more information:

| Business Associate of Applied Science (AAS) | Applied Management Bachelor of Science (BAS) |
|---|---|
| Yolonda Williams Program Chair – Business Associate of Applied Science Tacoma Community College ywilliams@tacomacc.edu | Mary Jane Oberhofer Dean for Business, Paralegal, and Technology Chair – Applied Management Bachelor of Applied Science Tacoma Community College moberhofer@tacomacc.edu |

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