

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

F_____	W_____	Sp_____	S_____	F_____	W_____	Sp_____	S_____

**Note:** Bolded quarters indicate class is offered **fully online**. 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:

<b>Business Associate of Applied Science (AAS)</b>	<b>Applied Management Bachelor of Science (BAS)</b>
Yolonda Williams Program Chair – Business Associate of Applied Science Tacoma Community College <a href="mailto:ywilliams@tacomacc.edu">ywilliams@tacomacc.edu</a>	Mary Jane Oberhofer Associate Dean for Business (Interim) and Chair – Applied Management Bachelor of Applied Science Tacoma Community College <a href="mailto:moberhofer@tacomacc.edu">moberhofer@tacomacc.edu</a>

**Notes:**