

**Specialized Certificates in BUSINESS**

**For students beginning Summer 2020 and beyond**

**Program Chair: Mary Jane Oberhofer, moberhofer@tacomacc.edu**

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| **Entrepreneurship Certificate** | *This certificate is designed to provide students with an entrepreneurial mindset and the business skills to create a sustainable venture.* | | | | |
| ACCT 101 | Practical Accounting (prereq: Math 85/Math 95) (may sub ACCT& 201) | 5 | **F,W,Sp** |  |
| BUS 140 | Marketing and Business Development (prereq: ENGL 95) | 5 | **W**,Sp |  |
| BUS 160 | Small Business Entrepreneurship (prereq: ENGL 95) | 5 | F,Sp |  |
| BUS 257 | Social Media for Business (prereq: CU 105) | 3 | F,**W** |  |
| BUS 295 | Entrepreneurial & Innovative Mindset (prereq: ENGL&101/BUS 160) | 5 | Sp |  |
| **LOG 112** | **Importing and Exporting (**prereq: **ENGL 95)** | 3 | **W**,Sp |  |
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|  | Credits: | 26 |  |  |
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| **Global Logistics Certificate** | *This certificate is designed to provide a big-picture perspective of the transportation and logistics industry and the international aspects of logistics and technology needed to make the transportation of goods more efficient.* | | | | |
| LOG 102 | Transportation and Distribution (prereq: ENGL 95) | 5 | **F** |  |
| LOG 104 | Warehouse and Inventory Management (prereq: ENGL 95) | 5 | **Sp** |  |
| LOG 110 | International Logistics (prereq: ENGL 95) | 3 | **W** |  |
| **LOG 112** | **Importing and Exporting (**prereq: **ENGL 95)** | 3 | **W**,Sp |  |
| **BUS 150** | **Global Business (prereq: ENGL 95)** | 5 | F,**W** |  |
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|  | Credits: | 21 |  |  |
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| **Human Resources Certificate** | *Designed for students preparing for a career in Human Resources. This certificate is for individuals who are in the workforce and are returning to school to enhance their skills.* | | | | |
| ACCT 145 | Payroll and Business Taxes (prereqs: ACCT 101, ACCT&201, BUS 110) | 5 | Sp |  |
| BUS 102 | **Customer Service (no prereq)** | 2 | **F,W,Sp,S** |  |
| **BUS 163** | **Management Principles and Organizational Skills (prereq: ENGL 95)** | 5 | **F**,Sp |  |
| **BUS 164** | **Leadership and Human Relations (prereq: ENGL 95)** | 5 | **F**,W,Sp,S |  |
| **BUS 165** | **Human Resource Management (prereq: ENGL 95)** | 3 | **F**,Sp |  |
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|  | Credits: | 20 |  |  |
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Courses are offered in Lecture, Web-enhanced, Hybrid and **Fully Online** modes. Not every course is offered in every mode. Not every course is offered online every quarter**. See the flipside 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 also strongly urged to meet with their advisor on this day to plan for the upcoming quarter.

Military students register first every quarter – if this applies to you, be sure to take advantage of this benefit.

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 105, CU 102, or CU 103.

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 the Program Chair 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 May to complete the paperwork. Graduation is not automatic – you must apply.

Graduates can pursue a Bachelor of Applied Science at **Tacoma Community College**.

For more information:

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