

Tribal Enterprise Management Program

GENERAL INFORMATION

The **Tribal Enterprise Management** program is a unique opportunity to progress through a series of short-term certificates relevant to workers in such tribal enterprises as hotel, restaurant and gaming services. The goal of the courses and program is to enable workers to build skills and knowledge that move them from entry level positions into mid-management and administration.

The program is a combination of in-class learning, online interaction and hands-on experience. Customized training is emphasized so that special topics and skills are continuously integrated and updated.

Students may start and end with a short-term certificate, or may continue to complete a series of certificates that will result in the completion of an Associate in Technical Arts (ATA) degree in Business Administration. With special advising and the completion of additional general education courses, students could continue toward a bachelor's degree.

The Evergreen State College offers a Bachelor of Arts degree at Tulalip, focused on reservation-based and community-determined issues, such as ethics, management, social policy, social services, cultural traditions, comparative societies, leadership, literature. The Tribal Enterprise Management program, which culminates in the ATA, and when it includes completion of English 101 with a grade of C or higher, is good preparation for that Bachelor's degree program. Central Washington University also offers an Administrative Management degree program on EvCC's campus. Call 425-259-8900 for more information.

SUGGESTED PREPARATION

Basic skills in writing and mathematics are helpful. In addition, students should have touch-system keyboarding skills. Attention to detail, the ability to organize information, and a desire to work with people are helpful characteristics.

PROGRAM ADVISORS

We strongly urge you to meet with an advisor to discuss your options, career ideas, and course selection.

Chad Lewis	OLY 214	388-9559	ctlewis@everettcc.edu
Lynne Muñoz	OLY 216	388-9175	lmunoz@everettcc.edu
Bill Reed	OLY 210	388-9249	breed@everettcc.edu
Pat Coughlin	OLY 211	388-9250	pcoughlin@everettcc.edu

If there is no answer, please call the Division Office at 425-388-9243.

GETTING STARTED AT EVCC

Our Enrollment Services Office provides information about application, advising, orientation and registration for new and continuing students. Though advising is voluntary, all prospective and current students are invited to contact the Enrollment Services Office or the Counseling Advising and Career Center (CACC) if they would like to speak one-to-one with an advisor about getting started at EvCC. Contact:

- Enrollment Services, Jackson Center
425-388-9219, admissions@everettcc.edu
- Counseling, Advising and Career Center
Third Floor, Parks, 425-388-9263

Because the majority of this program is offered at Tulalip, special information sessions and support services will be offered onsite. Please call 425-388-9106 for a schedule of the next information sessions.

Persons interested in learning about the program, or in participating in the admission, testing, orientation and registration processes are welcome to attend these special sessions. If you wish to take the placement test, the fee is \$25, check or money order. (This fee increases to \$26 on October 1, 2008.) Please note, the placement test is not an admission test; it is used to assist in advising students to take the correct level of courses. Tribal funding to cover the cost of the testing fee may be available to eligible members.

RELATED PROGRAMS

EvCC offers a number of programs related to the business environment, most of which are taught on the main Everett campus. More information is available in guides for these programs:

- Accounting and Bookkeeping
- Business Technology
- Computer Information Systems
- Entrepreneurship
- Legal Office Assistant
- Medical Billing Specialist

Tribal Enterprise Management Certificate Checklist

Students should meet with an advisor and maintain this checklist while at Everett Community College. When courses for a certificate have been completed, this checklist should be submitted with a diploma application to the Enrollment Services Office. A full description of the College's requirements for earning a certificate or degree is contained in the College catalog.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the new Common Course Numbering System.
 Courses in [brackets] are the "old" course numbers and may be used to satisfy requirements. For more information, go to www.everettcc.edu/ccn

Student Name: _____

Course Number	Course Title	Credits	Quarter Completed	Grade
CERTIFICATE I				
ENGL 098 or ENGL& 101*	English Composition I	5	_____	_____
CL 101	Computer Literacy	5	_____	_____
BUS& 101	Intro to Business	5	_____	_____
BUS 191	Business Internship	4	_____	_____
		Total: 19 Credits, Minimum 2.0 GPA		
CERTIFICATE II				
BUS 140 or 200	Intro to Hotel Management or Intro to Mgmt	5	_____	_____
BUS 130	Business Computations	5	_____	_____
BUS 191	Business Internship	4	_____	_____
BUS 165 [BT 165] or BUS 210	Service Essentials for Business OR Essentials of Public Relations	5	_____	_____
		Total: 19 Credits, Minimum 2.0 GPA		
CERTIFICATE III				
BUS 110D	Business Communications	5	_____	_____
ACCT& 201 [200]	Principles of Accounting I	5	_____	_____
BUS 150	Principles of Marketing	5	_____	_____
BUS 191	Business Internship	4	_____	_____
		Total: 19 Credits, Minimum 2.0 GPA		
CERTIFICATE IV				
_____	Communication Studies Class (CMST)	5	_____	_____
BUS 200 or 140	Principles of Mgmt or Intro to Hotel Mgmt	5	_____	_____
ACCT& 202 [201]	Principles of Accounting II	5	_____	_____
BUS 190	Seminar: Special Topics	1	_____	_____
BUS 190	Seminar: Special Topics	1	_____	_____
BUS 190	Seminar: Special Topics	1	_____	_____
		Total: 18 Credits, Minimum 2.0 GPA		
CERTIFICATE V				
_____	Elective	5	_____	_____
BUS& 201 [220]	Business Law	5	_____	_____
ACCT& 203 [202]	Principles of Accounting III	5	_____	_____
		Total: 15 Credits, Minimum 2.0 GPA		

* Students intending to transfer to The Evergreen State College's Bachelor of Arts degree program offered at Tulalip must complete ENGL& 101 with a grade of C or higher.

NOTES FOR CERTIFICATE AND ATA DEGREE

- ◆ EvCC does not offer every course each quarter. Please consult the Class Schedule and an advisor to plan course selection.
- ◆ Waivers for any of the required courses may be considered on the basis of verifiable evidence of previously acquired skills. Such waivers can be granted only by one of the program advisors listed in this curriculum guide, and must be initialed on this checklist. A waiver does not excuse the student from the requirement to earn the minimum required credits.
- ◆ (CP) indicates computer proficiency; (CS) computation skills; (HR/IC) human relations and interpersonal communications; (WS) writing skills.
- ◆ Several courses have pre-requisites which must be satisfied prior to enrolling in the class.
- ◆ To earn a certificate or degree the courses must be completed with a cumulative GPA of 2.0 (C) or better.

Associate in Technical Arts in Business Administration Non-Transfer Checklist

A suggested sequence of courses is on the previous page. Students should meet with an advisor and maintain this checklist while at Everett Community College. The quarter before expected completion, this checklist should be submitted with a diploma application to the Enrollment Services Office. A full description of the College's requirements for earning a certificate or degree is contained in the College catalog.

Courses listed with an ampersand in the course number (e.g. ENGL&101) reflect the new Common Course Numbering System.

Courses in [brackets] are the "old" course numbers and may be used to satisfy requirements. For more information, go to www.everettcc.edu/ccn

Student Name: _____

COMPLETION of Diversity Course*

_____	Year Completed	Grade
Where completed/Course Title		

*When completed, BUS 110D will satisfy this requirement

Course Number	Course Title	Credits	Quarter Completed	Grade
GENERAL EDUCATION (minimum 15 credits)				
ENGL 98 or ENGL& 101 (WS) (See Note 1)	_____	5	_____	_____
BUS 130 (CS)	_____	5	_____	_____
CMST 204D, &210 OR &220	_____	5	_____	_____
CORE REQUIREMENTS (minimum 65 credits)				
BUS 200 or BUS 140	Principles of Management or Introduction to Hotel Management	5	_____	_____
ACCT& 201 [200]	Principles of Accounting I	5	_____	_____
ACCT& 202 [201]	Principles of Accounting II	5	_____	_____
ACCT& 203 [202]	Principles of Accounting III	5	_____	_____
CL 101 (CP)	Computer Literacy	5	_____	_____
BUS& 101 or BUS105	Intro to Business or Small Business Essentials	5	_____	_____
BUS 110D (WS)	Business Communications	5	_____	_____
BUS 150	Principles of Marketing	5	_____	_____
BUS& 201 [220] (SS)	Business Law	5	_____	_____
BUS 165 [BT 165] or BUS 210	Service Essentials for Business or Essentials of Public Relations	5	_____	_____
BUS 191	Business Internship	4	_____	_____
BUS 191	Business Internship	4	_____	_____
BUS 191	Business Internship	4	_____	_____
BUS 190	Seminar I	1	_____	_____
BUS 190	Seminar II	1	_____	_____
BUS 190	Seminar III	1	_____	_____
ELECTIVE (minimum 10 credits)				
_____	_____	5	_____	_____
_____	_____	5	_____	_____

Total: 90 credits minimum, with at least 2.0 GPA

Note 1: Students intending to transfer to The Evergreen State College's Bachelor of Arts degree program offered at Tulalip must complete English 101 with a grade of C or higher.



About Everett Community College

Improve your personal skills, discover new ideas, prepare for work and/or university transfer, and improve your career prospects through programs at EvCC.

Each term, about 9,500 students enroll in a wide variety of courses. Day, evening, distance, and workplace-based options are available. Students may enroll on a full-time or part-time basis. EvCC offers two-year associate degrees, short-term certificates, endorsements and industry certifications.

Student life can be active. Currently, EvCC offers athletic programs in basketball, baseball, and soccer, to name a few.

Student clubs range from Phi Theta Kappa (the Honor Society) to the United Native American Council to the International Club, to the German Club, and more. Our students are active in DECA: an association that builds leadership in marketing, management and entrepreneurship. Our Student Government and Programs Board are always on the go with activities that make college life fun.

Student services are designed to support students in their studies, remove barriers, and enrich student life. Financial aid services offer grant and loan opportunities, as well as scholarships. Our Counseling, Advising and Career Center has a rich array of information and personal assistance for students. The Diversity and Equity Center supports student activities that promote growth and opportunity toward cultural understanding.

Former EvCC students have found employment at Boeing, in small business, in community service agencies, in schools, and in other locales. Our transfer students are known to do very well at the UW, WWU and other schools.

EvCC's University Center

Looking for educational
options close to home?

Check out our new University
Center, offering a variety of
Bachelor's and Master's
degrees –

Right here.
Right now.

www.uceverett.org

Everett Community College does not discriminate on the basis of race, religion, creed, color, national origin, age, sex, sexual orientation, marital status, the presence of any physical, sensory or mental disability, or status as a disabled or Vietnam era veteran in its program and activities, or employment. The Vice President of Student Services has been designated to handle inquiries regarding student-related non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9589. The Vice President of Administrative Services/Human Resources has been designated to handle employment-related inquiries regarding the non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9232. This publication is effective **MARCH 2010**. The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or the advisors listed in this publication. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information, call 425-388-9219, Everett Community College, 2000 Tower Street, Everett, WA 98201, www.everettcc.edu