



### Short-Term Certificate

## Business Administration - Management

#### Details

**Completion Award:** Short-Term Proficiency Certificate  
**Program Code (EPC):** BAMBMC01

#### Program Coordinator (contact with questions)

Robert DeCou (360) 417-6213  
Office: M203 [rdecou@pencol.edu](mailto:rdecou@pencol.edu)

**Student's Name:**

**Student ID Number:**

**Advisor:**

**Advisor's Signature:**

#### Learning Outcomes

1. Identify and apply management skills and concepts that can be applied in a wide variety of situations.
2. Develop skills and knowledge in planning strategic human resources policies.
3. Describe how the components of an information system in a digital world are used in managing a competitive business.
4. Describe and apply the concept of finance, financial assets, and financial markets.

Degree Requirements	Approved Substitutions	Name Of Course	Credits	Credits Completed	In Progress Qtr/Yr
BUS 205		Principles of Management	5		
BUS 283 or BUS 270		Human Resources Management or Management Information Systems	5		
BUS 250 or BUS 280		Operations Management or Managerial Finance	5		
<b>CREDITS REQUIRED FOR CERTIFICATE:</b>			<b>15</b>		

### The following information is needed to produce your certificate:

**Quarter and year certificate was completed:**  Fall  Winter  Spring  Summer **20**\_\_

**Name to be printed on certificate:** \_\_\_\_\_

*First*

*Middle*

*Last*

**Mailing Address:** \_\_\_\_\_

*Street/P.O. Box*

*City*

*State*

*Zip*

*If no mailing address is provided, Certificate may be picked up at the Reception desk in the Student Services Bldg.*

#### For Office Use:

Grades verified    Date Certificate Posted: \_\_\_\_\_    Processed By: \_\_\_\_\_

Certificate Mailed    or     Forwarded to Program Advisor