



Certificate

Business Administration

Sample Schedule

Quarter One (Fall)

- ACCT& 201 Principles of Accounting I5
- BUS& 101 Introduction to Business.....5
- Above 100 level MATH Course or AMATH121 Applied Math for Prof Tech Programs5

Quarter Two (Winter)

- ACCT& 202 Principles of Accounting II5
- BUS& 201 Business Law.....5
- BUS 205 Principles of Management.....5

Quarter Three (Spring)

- BUS 270 Management Information Systems.....5
- CAT 140 Introduction to Excel5
- ENGL& 101 English Composition I.....5

Total Credits Required 45

Specifics

Length of Program

Courses with prerequisites, and the placement level of the student, may extend the Length of Program listed on this page.

Which Quarter Can I begin?

The typical student schedule is based on entering the program during the fall quarter, however some programs allow students to enter in the winter or spring as well. Since not all do, please confirm with an advisor whether this program must be started during a specific quarter or not.

Details

Completion Award: Certificate
Length of Program: 3 Quarters
Program Code: BAMBAC45

Program Coordinator (contact with questions)

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Apply online: <http://pencol.edu/GetStarted>

Notes



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Program Description

Successful completion of this one-year program leads to Certificate in Business Administration. In addition, six specialized certificates, ranging from 15 credits to 20 credits, are also available. This one-year program leads toward the 2-year degree in Business Administration.

Program Goals

- Prepare students for a variety of business related job opportunities.
- Prepare students for a rapidly changing business environment.
- Measure and assess student learning and implement improvements to ensure a high quality program.
- Monitor the needs of the business community and maintain the relevancy of program curriculum through advisory committee meetings and program reviews.

Special Features

- Interactive training, skill-based assessments, and online digital learning solutions provide timely feedback to enhance learning.
- Short-term certificates of proficiency, which include courses within the program, are offered to provide students benchmarks of achievement leading to degree completion.
- Students can work closely with their advisor for individualized advising to create a personal plan for degree completion.

Student Learning Outcomes

When this program is completed, the student will be able to:

- Prepare and analyze company financial statements
- Prepare budgets for a company using Microsoft Excel.
- Identify key legal principles that apply in business transactions and demonstrate an understanding of legal risk management.
- Apply qualitative and quantitative methods for critical thinking and problem solving.
- Formulate a personal code of ethical behavior as it relates to a modern business environment.
- Utilize electronic technology, including accessing information from various sources.
- Demonstrate competency in written and oral communication.
- Apply basic computational skills to practical applications.
- Demonstrate an understanding of management principles.

Assessment

Students are required to place into the English and math/applied math courses required for this program. Learn more about placement options by visiting the Assessment and Placement website: <http://www.pencol.edu/placement-testing>

Career Opportunities

Previous graduates have found employment in education, government and private industry. Many firms, especially those looking for management and sales trainees, are primarily interested in hiring persons with a general background. The greatest expansion in the job market over the next decade is expected to occur in the small business sector. The demand for persons trained in this field should remain strong over the next several years.

Potential Positions and Earning

Potential opportunities include careers in the areas of accounting, banking customer service representative, data entry, general office assistant, retailing sales representative, and sales trainee.

For current employment and wage estimates, please visit and search for the relevant occupational term:
www.bls.gov/oes

Approximate Additional Costs

Books, supplies and miscellaneous fees (per quarter).....	\$200.00 - \$500.00
Calculator (Recommended).....	\$30.00
Approx. total tuition based on 2012-2013 WA resident tuition rates. (Based on 15 credits a quarter, for three quarters. – Additional fees may apply)	\$4,192.05