



# Certificate

## Business Administration - Business Foundations

### Sample Schedule

#### Quarter One (Fall)

- ACCT& 201 Principles of Accounting I .....5
- BUS 247 Payroll & Business Taxes .....5
- BUS 282 Principles of Marketing .....5

#### Quarter Two (Winter)

- ACCT& 202 Principles of Accounting II .....5
- BUS 205 Principles of Management or  BUS 283 Human Resources Management or  MEDIA 275 Social Media Marketing .....5
- ACCT 215 Quickbooks .....5

#### Quarter Three (Spring)

- BUS 250 Operations Management.....5
- ENGL& 101 English Composition I.....5
- Above 100 level MATH Course or  AMATH121 Applied Math for Prof Tech Programs .....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:** BAMBFC45

#### Program Coordinator (contact with questions)

Dr. Jill Snyder, CPA (360) 417-6492  
 Office: M-212 [jsnyder@pencol.edu](mailto:jsnyder@pencol.edu)

**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.

### 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.
- Demonstrate an understanding of management principles.
- Demonstrate proficiency in Quickbooks.
- Apply qualitative and quantitative methods for critical thinking and problem solving.
- Demonstrate competency in written and oral communication.
- Utilize electronic technology, including accessing information from various sources.
- Formulate a personal code of ethical behavior as it relates to a modern business environment.
- Demonstrate competency in written and oral communication.
- Demonstrate an understanding of marketing principles to promote a company.

### Career Opportunities

Graduates with business management skills have found employment opportunities in a variety of business settings. 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, management, customer service representative, data entry general office assistant, and retailing sales representative

**For current employment and wage estimates, please visit and search for the relevant occupational term:**

[www.bls.gov/oes](http://www.bls.gov/oes)

### 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>

### Approximate Additional Costs

Books, supplies and miscellaneous fees (per quarter).....	\$200.00 - \$500.00
Calculator (Recommended).....	\$30.00