



Short-Term Certificate

Business Administration - Business Technology

Details

Completion Award: Short-Term Proficiency Certificate
Program Code (EPC): BAMBTC01

Program Coordinator (contact with questions)

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

Student's Name:

Student ID Number:

Advisor:

Advisor's Signature:

Learning Outcomes

1. Demonstrate proficiency in Quickbooks.
2. Demonstrate proficiency in Excel.
3. Identify and summarize federal and state employment laws.
4. Demonstrate required payroll and business record keeping procedures and prepare federal and state tax reports.

Degree Requirements	Approved Substitutions	Name Of Course	Credits	Credits Completed	In Progress Qtr/Yr
CAT 140		Intro to Excel	5		
ACCT 215		Quickbooks	5		
BUS 247		Payroll and Business Taxes	5		
CREDITS REQUIRED FOR CERTIFICATE:			15		

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