



Degree Guide:

Business Administration Certificate

Program

[Business Administration \(BUS/BUS&\)](#)

Degree Type

Professional Technical Certificate

Offered Online

Yes

Program Coordinator

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Program Description

Successful completion of this one-year program leads to a Business Administration Certificate. 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 Length: 3 Quarters
Program Code: BAMBAC45

Career Opportunities and Earnings

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.

- Accounting
- Banking customer service representative
- Data entry
- General office assistant
- Retailing sales representative
- Sales trainee

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

Program Outcomes

- 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



Special Features

- Short-term certificates of proficiency, which include courses within the program, are offered to provide students benchmarks of achievement leading to degree completion
- Classroom instruction and practical experiences are combined into a course of study that provides students with broad exposure to the principles and philosophies of business and management
- Students can continue their academic studies at Peninsula College in the Bachelor of Applied Management degree (BAS). Please contact the BAS advisor for additional prerequisite requirements at BAS@pencol.edu.

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

Approximate Additional Costs

- Books, supplies and miscellaneous fees (per quarter): \$200 - \$500
- Calculator (recommended): \$30
- Tuition and fees: \$5,402.85 total based on 2024-25 [WA resident tuition rates](#) (additional fees may apply)
 - First quarter (15 credits): \$1,800.95
 - Second quarter (15 credits): \$1,800.95
 - Third quarter (15 credits): \$1,800.95

Sample Schedule

This sample schedule is provided as a guide for a full-time student starting in fall quarter whose goal is to earn a certificate. 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.

First Quarter (Fall)

Catalog #	Course Title	Credits
ACCT& 201	Principles of Accounting I	5
AMATH 121 or MATH& 107 or above		5
BUS& 101	Introduction to Business	5

Second Quarter (Winter)

Catalog #	Course Title	Credits
ACCT& 202	Principles of Accounting II	5
BUS& 201	Business Law	5
BUS 205	Principles of Management	5



Third Quarter (Spring)

Catalog #	Course Title	Credits
AOS 106	Introduction to Microsoft Excel	5
BUS 270	Management Information Systems	5
ENGL& 101	English Composition I	5

Your personal educational plan will vary based on many factors including:

- The quarter you begin
- How many classes/credits you plan to take in each quarter
- Your math and English placement; Learn more about placement options by visiting the [Assessment and Placement website](#).
- If you start in our [Transitional Studies](#) program

Total Credits	45
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