

EVCC CAREER PATHWAYS Business Administration Certificate

Career Cluster:

BUSINESS ADMINISTRATION CERTIFICATE

The [Business Administration](#) certificate is designed to provide **general skills for an entry-level position** in a business or office environment. Typically, this program spans three quarters. Students may earn this certificate in preparation for employment and/or continue to complete more courses required for the Business Administration ATA.

CAREER & TECHNICAL EDUCATION OPPORTUNITIES

Courses are connected to and articulated with high schools via Tech Prep credit. If your school district is listed below, contact your counselor for information on Tech Prep opportunities.

Arlington School District	Marysville School District
Everett School District	Monroe School District
Granite Falls School Dist	Mukilteo School District
Lakewood School District	Snohomish School District

EVCC ADMISSION OPTIONS

Students who have earned a high school diploma or GED or students over the age of 18 may apply to Everett Community College online. Alternative options are listed below. Remember,

Stay Close ~ Go Far with EvCC

[Admission Application](#) [English as a Second Language](#)
[Adult Basic Education](#) [Youth Re-engagement](#)
[College in the High School](#) [Running Start](#)

BUSINESS ADMINISTRATION

Certificate

[Business Administration Certificate](#) (45 Credits)

[O*NET Online](#)

Students are encouraged to meet with their Advisor.

ADVANCED EDUCATION OPTIONS

Degree

[Business Administration ATA \(90 credits\)](#)

[O*NET Online](#)

[Bureau of Labor Statistics](#)

Students are encouraged to meet with their Advisor.

FOUR YEAR DEGREE OPTIONS

Options may be available through [CWU's Bachelor of Applied Science Degree \(ITAM\)](#). Students are encouraged to speak with their Advisor about options available.

PROGRAM ADVISORS

Business Program Contact

425-388-9243

Program Advisors

Bill Reed **Dongwa Hu**
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CAREER AND EMPLOYMENT OPTIONS

EvCC strongly suggests that students speak with their Advisor about career plans.

The Business Administration Certificate and ATA prepare students for Entry Level employment in a business and/or office environment. While actual titles of employment vary greatly employers generally seek persons skilled in software applications, such as word processing, spreadsheets, and/or database management, accounting and bookkeeping. Good communication skills and good English grammar and punctuation skills are usually required. Keyboarding speed between 40 and 70 words per minute is essential, depending upon the position.

[O*NET Online](#)

[Bureau of Labor Statistics](#)

CAREER AND EMPLOYMENT DATA - SNOHOMISH COUNTY

Washington State Employment Security Department (WSESD) provides data and information about occupations and careers.

[WSESD Snohomish County High Demand Occupations](#)

U.S. DEPARTMENT OF EDUCATION GAINFUL EMPLOYMENT

For more information about EvCC graduation rates, the median debt of students who completed the program, and other important information, visit our website at www.everettcc.edu/GainfulEmployment