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Impact Business through Administration and Management

Staying current on the latest business advancements and trends is imperative to succeed in today's market. This certificate will give you the tools and knowledge to evaluate new business ventures or improve operations.

Stay Ahead of Your Competitors

To be profitable, businesses must remain nimble and keep up with the evolution of the market. And it's the people these businesses promote or hire who will make this happen. Be one of those people. Armed with extensive knowledge of business administration, you can assist your organization or new venture with confidence and effective analytical tools. A certificate in Administration and Management from the University of Washington will give you a foundation in management theory that can be applied throughout numerous lines of business.

As you master 10 core business areas, you will:

- Complete a market feasibility analysis and develop a marketing plan
- Develop corporate mission, vision and value statements
- Evaluate a company's financial position, including its cash flow, credit position and liquidity
- Apply basic accounting principles
- Read and analyze business financial statements
- Determine an appropriate legal structure for the new venture
- Conduct a strategic business analysis
- Acquire an understanding of basic business law

People benefiting from this certificate program include:

- Mid-level managers
- Lawyers, architects, healthcare providers and others responsible for business operations
- Graduate students in any field
- Entrepreneurs who want to develop or refine their business analysis and planning skills

Making education convenient for the working student

The Administration and Management Certificate is offered through a summer intensive two-month program or a six-month program offered in the Winter/ Spring Quarters.

Lead Your Company into the Future

The Administration and Management Certificate gives you the know-how and skills to become a leader in your company—a leader who creates a more efficient organization. Strengthen your abilities by learning from expert instructors with direct experience in business administration. These instructors guide you through an in-depth program that provides convenient access and a flexible class schedule adapted for working professionals. This comprehensive program delivers a quality education only a top-rated university can offer.

Administration and Management Courses

The Administration and Management certificate is offered through a summer intensive two-month program or a six-month program offered in the Winter/Spring Quarters. Topics and skills are covered in the following 10 core business areas:

- Accounting
- Finance
- Business Economics
- Marketing
- Business Policy
- People Management
- Operations Management
- Entrepreneurship and Business Planning
- International Business
- Business Law

About UW Extension

Learning through UW Extension gives working professionals the quality education that will take your career to the next level, whether you long for a promotion or a shift to a completely new field. All UW Extension programs are designed by UW faculty, industry experts and community leaders. To ensure you receive first-rate instruction, every UW Extension program must be approved by the corresponding University of Washington academic department. UW advisory boards are continually reviewing programs and updating the curriculum to meet the evolving demands of specific fields.

About UW Certificate Programs

You already work hard at your existing job, and going back to school is a serious commitment. That's why UW certificate programs are designed around you, with flexible schedules and a choice of part-time, full-time or online study, depending on the program. A UW certificate gives you the knowledge and credibility to open doors for the rest of your professional life, whether you're moving up the career ladder or switching careers altogether.

Learn more about the program

For complete details, visit the Web site:

 WWW.EXTENSION.WASHINGTON.EDU

 **Attend an information meeting.**

Interested in a certificate? You can ask questions and meet instructors and former students at these free meetings. For meeting dates, times and locations, please go to our Web site.

Questions? Ask away

Give us a call:

 **206.685.8936** OR **1.800.506.1325**

Send us an email:

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Apply or register today

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This program is brought to you by UW Extension, a community gateway to the University of Washington.