

# Columbia College introduces you to the world of business!

**O**UR BUSINESS ADMINISTRATION Department's curriculum is based on a seamless approach to education. General survey courses give students a strong background and knowledge of everyday concepts and principles. Then through our accounting and computer courses, you'll acquire a working knowledge with practical skills for a career in business or further education, such as transfer to a UC or CSU. Community college-trained students do better in today's workforce and as transfers than native four year students.

## Essential business fundamentals

As part of the Business Administration core curriculum, you'll discover the principles of marketing, business law, human relations, and



more. Take advantage of learning the basics from the ground level, like business procedures, ownership, recruitment and training of personnel, labor-management relations, production/distribution of goods,

competition, profit, transportation, finance, managerial controls, and government relations.

Through these courses, you'll receive the necessary information to solve day-to-day problems and make important decisions.



## Accounting at your fingertips

Accounting is the language of business, and computerized accounting furnishes the tools and skills you need to succeed. Our students learn procedural steps for sole proprietorships, as well as partnerships and corporations. Find out how to produce and maintain an accounting system, using journalizing, posting, adjusting, and closing methods. Other classes emphasize debt and equity, bond amortization, statement of cash flows, managerial/cost accounting, cost-volume-profit analysis, budgeting for capital expenditures, and other key financial topics.

Columbia's focused instruction gives students an excellent education, enabling them to step out and become accountants *quickly!*

## Don't delay, register today!

Columbia College's Business Administration and Accounting Programs are proud to offer this unique blend of theory and practice to introduce students to the challenging world of business. Call *today* for more information!

*Refer to Columbia College catalog for specific course requirements for degrees and certificates.*



## Getting down to business

As graduates of our Business Administration Program will tell you, the education and skills developed at Columbia College were excellent preparation for the real world of business. Through coursework here, you'll gain valuable insights into the workings to today's commerce—and achieve an Associate Degree, or Certificate, while doing it!



With our college's small class sizes, we can offer opportunities for individualized learning much more than at larger institutions. Students receive lots of hands-

on computer time to learn important accounting and analytical business skills. Best of all, our instructors are very accessible for counseling, and available for critical support when needed.

If you want to get down to business, there's no better place than at Columbia College! Call today for more information.



**Business Administration & Accounting Program**

**209.588.5217 or 5212**

Instructional Services **209.588.5142**

Admissions & Records **209.588.5233**

Visit our website **[www.gocolumbia.edu](http://www.gocolumbia.edu)**

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**COLUMBIA COLLEGE**

# Business Administration



**VOCATIONAL EDUCATION**