

# A Business Administration Certificate Program **Like No Other**



**Business Administration Undergraduate Certificate**



**BRYAN UNIVERSITY**  
FOUNDED 1940

# The Business Administration Field Offers Opportunity<sup>1</sup>...

## Expanding Career Opportunities

According to the Bureau of Labor Statistics, careers for Business Office Administrators are expected to add over 282,400 industry job openings in the United States through the year 2034.<sup>1</sup>

Bryan University can *fast-track* you to success, giving you the education, skills, and confidence to qualify for a great job in less than a year!

**Preparing now means you'll be ready for the jobs of the future.**

## Attractive Careers & Employers

As a graduate of the Bryan University Business Administration Certificate program, you'll have the knowledge and skills to be job-ready for career opportunities<sup>2</sup> such as:

- Business Office Administrator
- Administrative Assistant/Specialist
- Customer Service Representative
- Sales/Marketing Representative
- Accounts Receivable/Payable Clerk
- Payroll Clerk

You'll lead a rewarding career in employment settings such as:

- Business consulting groups
- Federal, state, and local government agencies
- Finance and insurance firms
- Manufacturing and production facilities

# 282,400

**– Projected number of job openings through the year 2034!<sup>1</sup>**



## Gain the Skills Employers Need

Bryan University's Business Administration Undergraduate Certificate gives you the skills employers need, including:

- Business fundamentals & technologies
- Accounting & payroll
- Reporting & analyzing financial statements
- Digital marketing
- Business promotion
- Social media management
- Business communications
- Microsoft Office
- Preparation for Microsoft's Excel Associate certification exam - one exam attempt included in tuition

## Support You Need, When You Need It

At Bryan, we don't think learning online means learning alone. Connect with faculty, peers, and student support conveniently from your smart phone, tablet, or computer using Zoom, a user-friendly video app. You'll join a vibrant community who will provide support and celebrate your success along the way. You'll not only develop friends and colleagues, but you'll also build a professional network—for life.

## Unrivaled Benefits for You – Included in Tuition

As a Bryan University student, you'll have the opportunity to build your resume and establish your credibility in the marketplace, including:

- Learning technology that helps you learn faster and retain more knowledge
- Real-world experiences using simulated work environments
- A mastery-based learning environment that allows you to improve grades by retaking assignments based on instructor feedback
- Peer mentors, tutors and success coaches who provide encouragement, guidance and insight
- Live, interactive online events such as industry speakers, faculty mentoring sessions, and helpful workshops that are all recorded in case you miss the event and need to watch it later

## Earn While You Learn: Dual Enrollment Available

You can enroll in the Business Administration Certificate and a Bryan U Associate Degree concurrently. This means once you complete your certificate, you can get to work sooner while completing your associate degree. Bryan University has four Associate Degree programs to choose from: Business Administration, Accounting, Human Resources Management, or Digital Marketing. Once you complete your associate degree, you may also consider pursuing a Bachelor's Degree in Business.



## 10 More Reasons to Choose Bryan University

### 1. Tuition Lock Guarantee.

We lock your tuition rate once you enroll, plus your tuition goes down the longer you're in school. Financial aid available if you qualify.

### 2. Books, Courseware, and Certifications Included.

We take care of shipping your textbooks and provide you easy access to electronic courseware. Plus, we help you prepare for nationally-recognized certification exams.

### 3. Focus on Employment.

You'll graduate with a degree targeted for a specific job market and earn skills that match employers' needs.

### 4. Job Search Assistance.

As a graduate, you'll receive career search services, including job networking best practices, sharpening your interview skills, and creating an eye-catching resume.

### 5. Learn by Doing.

You'll develop real-world skills by completing simulated job tasks and using industry technologies.

### 6. Return for Refresher Classes.

As a graduate, you'll have the privilege of auditing previously completed courses still being taught—at no charge—to keep your skills sharp.

### 7. Accelerated Programs.

You can get started – and finish – fast.

### 8. Faculty Who Put You First.

Our faculty provide you with personalized, individual attention and support.

### 9. Welcome Kits Included.

Once you enroll, we provide you a welcome kit package to ensure you're ready to start school.

### 10. History of Excellence.

We have a 86-year track record of preparing graduates for successful careers since 1940.

**All courseware, books, and an exam attempt for the Microsoft Excel Associate certification are included in the program tuition!**

<sup>1</sup>Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, General Office Clerks, at <https://www.bls.gov/ooh/office-and-administrative-support/general-office-clerks.htm> (visited February 9, 2026). Also online at <https://www.onetonline.org/link/summary/43-9061.00>. Note that job market conditions are dynamic and can change. This data is not intended to predict the market conditions that will be present when you graduate from your program and may differ based on your geographic location and other factors.

<sup>2</sup>Example occupations shown herein do not imply a guarantee of employment. Students are responsible for conducting occupational research for their chosen program. Employers have unique hiring practices and job-specific requirements, which may include years of experience for manager positions. Graduates with little to no prior experience should expect an entry-level position.



# Advance Your Career—Starting Today

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Call 888-768-6861



Financial aid available for those who qualify.



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