

# Certificate in General Business Studies

The CERTIFICATE IN GENERAL BUSINESS STUDIES is intended for individuals whose unique personal interests or professions require them to take a series of courses in various disciplines.

## COST OF THE PROGRAM

*The following are approximations and are subject to change without notice.*

### Classroom Format

- International student fee.....\$1,300
- Course fees .....\$3,755
- Textbooks.....\$900
- APPROXIMATE TOTAL .....\$5,955**

*The following are approximations and do not include living expenses.*

## COURSE SCHEDULING

To determine if a course(s) is being offered, see the quarterly schedule of courses in the UCLA Extension catalog or visit our website: [uclaextension.edu](http://uclaextension.edu)

## DEGREE TRANSFERABILITY

UCLA Extension courses numbered X 100-199 and XL 100-199 are degree credit courses. To determine if these courses transfer to another school, contact the institution which you plan to transfer.

## FURTHER INFORMATION

Contact UCLA Extension, Department of Business, Management, and Legal Programs, 10995 Le Conte Avenue, Suite 515, Los Angeles, CA 90024-1333; Telephone: (310) 206-1654; Fax: (310) 206-7249.

## A 36 - U N I T P R O G R A M

### PROGRAM REQUIREMENTS

- Students select nine courses of their choice offered by UCLA Extension's Department of Business, Management, and Legal Programs
- The nine courses must be numbered X 1-X 199 and/or X 400-X 499
- Each must be a four-unit course
- Students pursuing a concentration must take a minimum of four or as many as nine courses to satisfy the concentration requirement
- Students desiring no concentration may select any nine (four-unit) courses
- In addition to the nine required courses, students must successfully complete one ethics requirement of their choice at any time during the program. This ethics requirement *does not* fulfill any part of the 36-unit course requirements.
- Persons having satisfied the requirements for another UCLA Extension certificate program will only be allowed to transfer a maximum of four courses from that program to the Certificate in General Business Studies. Courses taken from other universities or institutions are not transferable.
- All courses to be applied toward this certificate program must be taken for a letter grade; a grade of "C" or better is required. Students receiving a grade of "C-" or lower must either repeat the course or confer with a certificate programs advisor to find a suitable substitute.

### CONCENTRATIONS

Students may obtain the Certificate in General Business Studies with a concentration in a specific subject area. For this option, at least 16 units must be taken in the field of concentration.

*Concentrations are currently available in:*

- Accounting
- Advertising
- Entrepreneurship
- Finance
- Human Resources Management
- International Trade and Commerce
- Marketing
- Personal Financial Planning
- Real Estate
- Taxation

### ETHICS REQUIREMENT

*Choose one of the following:*

- X 423.422 ... Ethics in Accounting
- X 460 ..... Ethics in Marketing and Advertising
- 859.50 ..... Ethics for Human Resources Professionals
- 891.02 ..... Business Ethics

### ONLINE FORMAT

Through the entire use of online courses, students may complete the Certificate in General Business Studies (no concentration) or with a concentration in the following subject areas:

- Accounting
- Human Resources Management
- Marketing
- Personal Financial Planning
- Real Estate
- Taxation

As of the printing of this flyer, no other concentrations are available online.

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