

# Certificate in Business Administration

Complexity in today's business environment requires a strong foundation in business functions, the tools of business analysis, and more diverse managerial skills as well as the opportunity to specialize in a field of concentration. The CERTIFICATE IN BUSINESS ADMINISTRATION is designed for those planning to pursue careers in business as well as experienced professionals seeking skill enhancement. The most comprehensive and complete of the general business certificates, this structured program represents courses that would typically be required as part of an undergraduate business degree.

In addition to the required courses and electives, students must successfully complete one ethics requirement of their choice at any time during the program.

## PROGRAM REQUIREMENTS

All courses 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.

## 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.

REVISED AUGUST 8, 2008

## A 70 - UNIT PROGRAM

### PHASE 1: PREPARATORY COURSES

All of the following four-unit courses are required.

- X 100 ..... Business Economics
- X 108 ..... Business Law
- X 110 ..... Mathematics for Management
- X 115 ..... Business Statistics
- X 410.53 ..... Fundamentals of Business Administration and Management

### PHASE 2: BUSINESS FUNCTIONS

All of the following four-unit courses are required.

- X 1A ..... Principles of Accounting
- X 1B ..... Principles of Accounting
- X 130A ..... Basic Managerial Finance
- X 160 ..... Marketing Principles and Practice
- X 450 ..... Elements of Human Resources Management
- X 460.902 ... Introduction to International Business

### PHASE 3: MANAGEMENT FUNCTIONS

Select **two** of the following four-unit courses.

- X 190 ..... Management Theory, Policy, and Process
- X 482.7 ..... Dynamics of Interpersonal Communication
- X 490.996 ... Leadership Communication Strategies

### PHASE 4: CAPSTONE COURSE

This four-unit course must be taken after completion of all other required courses.

- X 497.54 ..... Developing a Business Plan

### PHASE 5: FIELDS OF CONCENTRATION

Select **three four-unit** courses from **one** of the following subject areas in which you choose to concentrate:

- 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

### COST OF THE PROGRAM

The following are approximations and are subject to change without notice. **Course fees do not include living expenses.**

- International student Fee.....\$1300
- Course Fees.....\$7,665
- Textbooks.....\$1,700
- APPROXIMATE TOTAL .....\$10,565**

### 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