

Certificate in Business Fundamentals

The CERTIFICATE IN BUSINESS FUNDAMENTALS is offered to students who want a structured overview of management principles. Drawing on the financial, economic, and organizational disciplines, the program offers a strong introduction to the business environment. It also provides business professionals with the opportunity to polish skills.

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 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.

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.

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 38-UNIT PROGRAM

GROUP A: SIX FOUR-UNIT CORE COURSES

- X 1A Principles of Accounting
- X 1B Principles of Accounting
- X 100 Business Economics
- X 108 Business Law
- X 130A Basic Managerial Finance
- X 160 Marketing Principles and Practices

GROUP B: THREE FOUR-UNIT ELECTIVES

- X 109 Business Communications
- X 110 Mathematics for Management
- X 115 Business Statistics
- X 163 Advertising Principles and Practices
- X 190 Management Theory, Policy, and Practice
- X 410.53 Fundamentals of Business Administration and Management
- X 450 Elements of Human Resources Management
- X 460.902 ... Introduction to International Business
- X 482.7 Dynamics of Interpersonal Communication
- X 497.52 Entrepreneurship and New Venture Formation
- X 497.54 Developing a Business Plan

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

This certificate program also may be completed with online courses. The six core courses and certain electives are offered online.

COST OF THE PROGRAM

The following are approximations and do not include living expenses.

Classroom Format

- International student Fee..... \$150
- Course Fees.....\$4,010
- Textbooks..... \$900

APPROXIMATE TOTAL..... \$6,210

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