

CERTIFICATE IN BUSINESS ADMINISTRATION

Purpose

The [Business Administration](#) Certificate program is designed to [give](#) students [a foundation in business administration](#). Courses in the [Business Administration](#) Certificate program focus on developing [both oral and written English proficiency and the academic foundation in accounting, marketing, operations, and more needed to be successful in business or in an MBA program](#).

Admission Requirements

Selection for admission to the program will be based on student objectives, academic background, and recommendations as appropriate. In order to be admitted to the program, a candidate should have completed the equivalent of at least 56 units of undergraduate studies, including coursework equivalent to a semester of business calculus, a semester of college written composition, a year of college economics, and a semester of college information systems. Additionally, coursework equivalent to ACCT 101 must be completed. Students admitted conditionally will be expected to complete the missing coursework. English language ability must be demonstrated through submission of appropriate proof of proficiency as listed here - English Proficiency Requirement (<https://cel.sfsu.edu/global/english-proficiency/>).

Admission Procedures

Students apply to the certificate program through the College of Professional & Global Education. See <https://cpage.sfsu.edu/business-administration/apply> (<https://cel.sfsu.edu/business-administration/apply/>) for detailed instructions on how to apply.

Program Learning Outcomes

1. Students have basic competencies in business-related disciplines.
 - a. Students will demonstrate the discipline#based knowledge in accounting, finance, information systems, management, marketing, operations, and statistics.
2. Students demonstrate effective communication skills.
 - a. Students will create well#written documents on a business topic;
 - b. Students will deliver an effective oral presentation on a business topic.
3. Students practice team skills that facilitate achievement of organizational goals.
 - a. Students will work effectively in culturally and ethnically diverse teams demonstrated by the ability to contribute to the team's performance, interact positively with teammates, keep the team on track, maintain high standards for team performance, and by having the necessary knowledge, skills, and abilities to help the team succeed.

Certificate in Business Administration – 24 units

Students who have specific educational or career needs may be allowed to vary selection of courses in the program after consulting with and obtaining written approval from the program coordinator.

Required Courses (24 units)

Code	Title	Units
ACCT 100	Introduction to Financial Accounting	3
BUS 300GW	Business Communication for Professionals - GWAR	3
DS/ECON 212	Business Statistics	3
DS 412	Operations Management	3
FIN 350	Business Finance	3
ISYS 363	Information Systems for Management	3
MGMT 405	Introduction to Management and Organizational Behavior	3
MKTG 431	Principles of Marketing	3