

CERTIFICATE IN BUSINESS ADMINISTRATION

College of Professional & Global Education

Dean: Dr. Alex Hwu

1600 Holloway Ave, Hum 101

San Francisco, CA 94132

Phone: 415-338-1438

Email: globaled@sfsu.edu

Website: <https://cpage.sfsu.edu/global> (<https://cel.sfsu.edu/global/>)

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.

Award of the Certificate

The certificate will be awarded by the dean of the College of Professional & Global Education and will also be signed by the faculty director of the certificate program. Notice of issuance of the certificate will be entered on the student's official academic record.

Certificate in Business Administration – 24 units

Required Courses (24 units)

Code	Title	Units
ACCT 100	Introduction to Financial Accounting	3
BUS 300GW	Business Communication for Professionals - GVAR	3
DS 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

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.