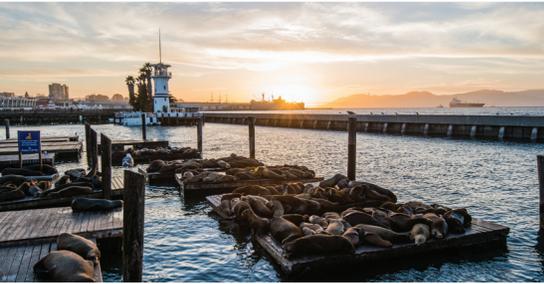


# BUSINESS ADMINISTRATION



Our **Business Administration** certificate program is designed to give students a broad foundation in business administration in just eight courses. Taking courses in accounting, business communication, statistics, operations management, finance, information systems, management and marketing, graduates will be prepared to enroll in an MBA, or accelerated MBA or launch a career in business.

## PROGRAM HIGHLIGHTS

**Prepare for a Fast-Track MBA:** Complete the core classes required for many graduate business-related programs such as MBA allowing you to accelerate your graduate studies.

**Get Busy with Business Courses:** Learn the essential conceptual and practical skills. A total of eight courses:

- Business Communications for Professionals
- Business Finance
- Business Statistics
- Information Systems for Management
- Introduction to Financial Accounting
- Introduction to Management and Organizational Behavior
- Operations Management
- Principles of Marketing

**Optional Practical Training (OPT):** The program offers international students the opportunity to work up to one full year in the United States after nine months of full-time study.

## PATHWAY TO OPTIONAL PRACTICAL TRAINING (OPT)

9 months of full-time study

Semester 1:  
Certificate Program  
Full-time Study



Semester 2:  
Certificate Program  
Full-time Study



Optional Practical Training  
Up to 12 Months

OPT:  
Work up to  
one full year!



## ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS

- Completed at least 56 units of coursework in college/university, with a minimum 2.5 GPA
- Official transcripts/diplomas/graduation certificates from all schools, with certified English translations required for each document issued in a non-English language
- No GMAT required
- Minimum TOEFL iBT 61, IELTS 6.0 or the equivalent\*
- Financial statement showing at least one academic year of tuition and living expenses (see below)

## CERTIFICATE APPLICATION DEADLINES\*

**Fall Semester:** May 15

**Spring Semester:** November 15

*\*Late applications will be considered. Students will be accepted on a space-available basis.*

## PROGRAM FEES AND COST OF LIVING

CERTIFICATE PROGRAM	PROGRAM FEES	LIVING EXPENSES*	TOTAL FEES**
Business Administration Certificate	\$13,440	\$28,721	\$42,161

*\*Estimated cost presented. Actual costs may vary.*

*\*\*Living expenses are estimated costs and subject to change.*

### Certificate students pay the following tuition and mandatory fees per semester:

**Tuition:** \$395 per unit x number of units enrolled

**Mandatory fees:** \$165 per unit x number of units enrolled

#### Mandatory Fees Include:

- A robust orientation program
- Personalized advising services
- Course registration assistance to ensure you are on track to complete certificate
- Free enrollment in Living in San Francisco, an experiential course where you immerse yourself in the geographic, historical and environmental, sociocultural and political context of the Bay Area
- An activities program with:
  - Outdoor recreation, cultural events and sports
  - Visits to San Francisco neighborhoods famous for their unique culture, arts, music, food, businesses and more
  - Guest speakers from local industries

