Certificate Program in

Business Administration

BE YOUR BEST
WITH BERKELEY
Gain Essential
Business Knowledge

AKASH PAI
Certificate Program in
Business Administration
Student

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Learn fundamental business concepts and practices for a rewarding career.

UC Berkeley Extension’s Certificate Program in Business Administration provides an efficient and effective way to gain practical understanding of business essentials and their application in the workplace. From accounting, economics, and finance to marketing and management, you explore the underlying functional areas of business—and emerge with confidence and skills that you can use right away.

If you wish to enhance your existing career in business, demonstrate a commitment to professional development, or change careers entirely, this professional certificate shows that you are ready to succeed. In fields as diverse as nursing and computer technology, you can apply these skills to new management positions or roles with greater business responsibility.

With the Certificate Program in Business Administration, you receive real-world training from working professionals with years of practical business experience. You also enjoy the advantage of a curriculum that is overseen by an advisory board of business and education leaders and approved by the University of California, Berkeley’s Haas School of Business. These benefits, along with an exceptional community of fellow students and networking opportunities, make UC Berkeley Extension an outstanding career resource in business administration.
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Required Courses
6 Courses, 1 Elective*
15 Semester Units, 225 Hours of Instruction

Applied Economics for Business ECON X402.8
Get an overview of general economic issues, principles and concepts in both microeconomics and macroeconomics.

Essentials of Business BUS ADM X406.6
Build your business knowledge with this introduction to the goals, processes, and operations of business enterprises.

Corporate Financial Management BUS ADM X412.5
Get a broad, practical introduction to financial management, even if you have no previous knowledge of finance or accounting.

Principles of Management Accounting BUS ADM X421.5
Learn the basics of financial accounting, and examine how to use accounting information for effective management.

Introduction to Marketing BUS ADM X60.1
Learn key information regarding marketing concepts, terminology, and practices that you can use to increase your organization's profitability.

Organization and Management BUS ADM X490.1
Explore leadership strategies in resolving disputes, managing diversity, inspiring excellence, and building productive teams.

*Please visit the website for a full list of available electives.

Learn More
Prerequisites for Admission

There are no prerequisites for the Certificate Program in Business Administration.

Curriculum Requirements

The curriculum consists of 6 required courses and 1 elective for a total of at least 15 semester units (225 hours of instruction). Candidates must pay a nonrefundable certificate registration fee.

All coursework must be completed within five years of registering for the certificate. However, requirements may be updated based on new developments in the field of study; we recommend completing the curriculum in a timely fashion.

You can enroll in courses online, as well as register for the Certificate Program in Business Administration, at extension.berkeley.edu/cert/busad.html.

Visit extension.berkeley.edu/cert/busad.html
Student Akash Pai is a product manager and entrepreneur with experience working for tech giants and now his own start-up company. The Certificate Program in Business Administration gives him the skills to secure funding for his start-up while also filling in gaps in his business education—without the cost of a full M.B.A. program. “It has supplemented my knowledge tremendously, especially finance,” Pai says.
Completion Requirements

All courses must be taken for a letter grade. You must maintain an overall minimum 2.5 grade point average (GPA), with a grade of C or better in each course. A Certificate with Distinction will be awarded to those who complete the certificate with a GPA of 3.7 or higher. All coursework must be completed within five years of registering for the certificate.

How to Register for Your Professional Certificate

To register for the Certificate Program in Business Administration, complete the form at extension.berkeley.edu/cert/register.html and include the nonrefundable certificate registration fee.

You may enroll in individual courses without registering for the Certificate Program in Business Administration.

Value of a UC Berkeley Extension Professional Certificate

As the continuing education arm of the University of California, Berkeley, UC Berkeley Extension is a respected provider of adult and professional education. A UC Berkeley Extension professional certificate is approved by a UC Berkeley academic advisory board and widely recognized as proof of the successful completion of a high-caliber, in-depth course of study.

Learn More

To receive additional information about the Certificate Program in Business Administration, visit extension.berkeley.edu/cert/busad.html, contact business@unex.berkeley.edu, or call (510) 642-4231.