

Certificate

## Business Administration

This program equips you with practical business management skills, evidence-based strategies to enhance company performance, and insights from industry professionals on leadership, negotiation, and fostering a unified team vision. The Business Administration program consists of four required courses, one core course and two to five elective courses.

**Total Units:** 19  
**Completion Time:** 9-12 months (full-time)  
**Modality:** Online, in person, or choose a mix of both.  
**Special Programs:** F-1 Compliant and WIOA/TAA Funding Approved.



*Courses may have prerequisites; review the course page before enrolling. A checkmark indicates the course is typically offered during that term.\**

### Required Courses

10 Units | 4 Courses

COURSE NAME & NUMBER	UNITS	FALL	WINTER	SPRING	SUMMER
Finance I, Fundamentals BUSM.X405	3.0		✓		✓
Organizational Development and Change HRMT.X401	2.0	✓	✓		✓
Principles of Marketing MKTG.X400	2.0	✓	✓	✓	✓
Supply Chain Operations Management BUSM.X419	3.0	✓		✓	

### Core Courses

3 Units | Choose 1 Course

COURSE NAME & NUMBER	UNITS	FALL	WINTER	SPRING	SUMMER
Business Law and Its Environment BUSM.X409	3.0		✓		✓
International Business and the Global Economy BUSM.X402	3.0	✓		✓	

### Elective Courses

6 Units | Choose 2 to 5 Courses

#### Business Essentials

COURSE NAME & NUMBER	UNITS	FALL	WINTER	SPRING	SUMMER
Effective Negotiations: Principles, Strategies, and Techniques BUSM.X416	1.5	✓		✓	
Principles of Business Analysis BUSM.X400	3.0	✓		✓	
Logistics and Transportation Management BUSM.X420	3.0		✓		
Managing Global Supply Chains BUSM.X421	1.5				✓

#### Financial Analysis/Accounting

COURSE NAME & NUMBER	UNITS	FALL	WINTER	SPRING	SUMMER
Finance for the Business Professional BUSM.X403	1.0		✓		✓

### Management Development

COURSE NAME & NUMBER	UNITS	FALL	WINTER	SPRING	SUMMER
Business Communications BUSM.X404	2.0		✓		✓
Human Resource Management HRMT.X400	1.5	✓	✓	✓	
Principle Based Leadership for Project Managers PPMT.X422	1.5		✓		

### Marketing Business Development

COURSE NAME & NUMBER	UNITS	FALL	WINTER	SPRING	SUMMER
Power of Market Research MKTG.X401	2.0		✓	✓	
Product Marketing and Management MKTG.X406	2.0				✓

## Completion Review

Once all certificate requirements have been met and your final grades are posted, please access your Student Portal to enroll in the "[Certificate Completion Fee](#)" to begin the review process. Please allow 4-6 weeks to receive your certificate.

## Professional Development

Completion of the UCSC Silicon Valley Extension Business Administration certificate program allows you to transfer up to nine UCSC SV quarter units (equal to six NDNU semester credits) toward the Master of Business Administration program or Master in Technology Management program at [Notre Dame de Namur University](#).

## Specialization Available

Enhance your career trajectory with a specialization in "[Administrative Professionals](#)" to enhance your skills in business finance, strategic communications, and effective writing.