

Business Administration Certificate Program

Academic Plan as of spring 2025

Program Description:

The Business Administration Certificate Program is designed to introduce early career business professionals and managers to the most important concepts, tools, and techniques taught in today's top business schools. Boost your productivity, confidence, and effectiveness when managing yourself, others, and your business.

This program is perfect for early career business professionals and managers seeking a stronger foundation in current business theory and practice.

Program Learning Outcomes:

By the end of the Business Administration Certificate Program, students will be able to:

- Recognize and enhance their own leadership style, while effectively managing a diverse workforce.
- Put into practice negotiation techniques and skills to improve professional and personal interactions.
- Enhance business communication skills including effective written and spoken communication.
- Utilize the tools and knowledge needed to effectively generate basic finance and accounting documents including P&Ls and balance sheets.
- Understand internal policies, processes, and procedures that impact business including budgeting.
- Generate plans and strategies for managing the customer experience including brand, marketing, and sales concepts.

Prerequisites and Admissions Requirements:

High School Diploma or equivalent.

Program Requirements:

To earn the Business Administration Certificate, you must successfully complete the **Business Administration Certificate (251BD6106)** course for a total of 36.0 contact hours (3.6 CEUs).