

Professional Certificate in Business Management

About the Program

Stay current in best business and management practices by taking a series of core business classes and choosing a specialization area that fits your needs. Core classes cover topics related to decision making, marketing, contract law, accounting and management. Specialization areas offer more variety and depth of knowledge.

UC San Diego Extension's Professional Certificate in Business Management is suited for:

- Professionals from a variety of fields who desire an understanding of general business and management topics;
- Those who desire formal documentation of study in management science;
- Experienced mid-level managers who need to update their skills
- Recent college graduates seeking to expand their knowledge and skill set with practical, hands-on information about business tools, topics and trends.

Certificate Guidelines

The program consists of at least 25 units, including 5 required core classes (16 units), and completion of one of 8 specialization areas (9-13 units). Specialization areas include:

- Enterprise Development
- Environment & Sustainability
- Finance & Accounting
- Global Commerce
- Human Resources
- Information Technology
- Leadership & Management
- Life Sciences
- Marketing & Communications

Students may take specialization courses in any sequence (except "Finance & Accounting" where electives must be taken in order). If you are unsure of which specialization area to select, it is recommended that you start with the core classes where you will be exposed to various business topics.

Please visit the certificate webpage at extension.ucsd.edu/businessmanagement to review the required and elective courses. Business Management courses vary in length. Most run 6 to 11 weeks. Classes typically meet one evening per week for a 3-hour session. Students can expect to spend 7 to 10 hours per week outside of the classroom. Class size usually ranges from 10 to 30 students.

Certificate Cost

As of 2012, courses cost between \$330 and \$500 for required courses and between \$330 and \$675 for elective courses, excluding textbooks. Approximate cost for the total program is \$5,000-\$5,400. Total cost varies depending on choice of elective courses, purchase of parking passes, etc. Prices are subject to change.

Certificate Duration

The Business Management program can be completed in approximately 1 ½ to 2 years, depending on prior coursework completed and the number of courses taken each quarter. Students may take up to 5 years to complete the program if needed. If students require additional time beyond 5 years, they should contact the Program Representative to petition for a waiver.

Transferring Prior Coursework

Up to 2 courses taken in the past 5 years from another accredited academic institution may be transferred toward a UC San Diego Extension Certificate. Courses should be equivalent in subject matter and hours of instruction. Each course must be approved by a UCSD Extension Program Representative.

Enrolling in the Certificate

There are no prerequisites to enroll in this certificate program. However, if you have no prior business experience, it is recommended that you complete [Introduction to Business](#) before enrolling in other, more advanced courses. This course examines the foundation, principles, and practices upon which modern business enterprises are based.

There is a \$60 certificate fee to enroll in the program. Although there is no deadline to enroll in the certificate, it is in your best interest to enroll early. Students are grandfathered into the current certificate program when they enroll. If the program changes in the future, you will have the choice of staying with the program that you originally enrolled in or continuing with the new certificate requirements. By enrolling in the certificate program, you will also receive direct communication from the Program Representative about any certificate changes.

Transferring Courses

If you are considering applying UC San Diego Extension courses to graduate work at another university, please consult with the university that you plan to attend. Our courses are considered to be at the undergraduate coursework level. However, transfer policies vary, so please consult with an academic advisor at your potential university.

Student Services

Our staff values each one of our students and we are here to offer you personalized, friendly service. If you want to enroll in a course, request a transcript, ask about financial assistance or simply need driving directions – our student services staff is here to help. Contact us at (858) 534-9999, unex-reg@ucsd.edu, or stop by one of our locations. For more information on Student Services, visit extension.ucsd.edu/student.

Career Assistance

Resources are available for students needing assistance with career advising. More information about courses, workshops and coaching is available at extension.ucsd.edu/careers.

Students enrolled in any of the certificate programs at UC San Diego Extension are provided with exclusive access to our online career resource center powered by Vault.com. To access the Vault.com portal, you must first log into [MyExtension](#), then click on a certificate in which you are enrolled. From there, you will find a link under Tools.

Information

For additional information, please contact Rubi Trevino, Program Representative, at rtrevino@ucsd.edu or (858) 534-8136.

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