



Business Administration Undergraduate Certificate Program

The following courses are required for the University's Business Administration Certificate.

Required Courses (18 units)

BS 301	Introduction to Business – 3 units (Prerequisite: GS110)
BS 302	Principles of Management – 3 units (Prerequisite: GS111)
BS 308	Introduction to Business Applications - 3 units
BS 312	Introduction to Human Relations – 3 units (Prerequisite: GS 110)

Elective Courses – 6 units

BS 306	Macroeconomics – 3 units (Prerequisite: GS 110)
BS 307	Personal Finance – 3 units (Prerequisite: GS 110)
BS 309	Principles of Accounting 1 – 3 units
BS 310	Principles of Accounting 2 – 3 units (Prerequisite: BS 309)
BS 313	Coaching and Mentoring for Business – 3 units (Prerequisite: GS 111)
PL 410	Stewardship and Administration – 3 units (Prerequisite: GS 111)
PL 412	Church Law – 3 units (Prerequisite: GS 110, GS 111)
SS 304	Conflict Management – 3 units (Prerequisite: GS 111)

Certificate Total - 18 units

Prerequisite course requirements do apply to students pursuing a certificate program. GS110/GS111: English Composition 1 & 2 must be completed at Shiloh University (student must earn a C or better) or be satisfied by transfer credit.

Program Information

Courses taken as part of this certificate are taken for college credit. Therefore course tuition costs, required coursework, proctored exam requirements, and prerequisite course requirements are identical to those expected of degree students. Certificate program students are also subject to all student policies (academic, financial, or otherwise) including the student code of conduct.

Undergraduate certificate programs are not degree programs; they will not qualify you for graduate studies.

Transfer Credit:

- Up to 6 units of transfer credit from another institution may be applied to certificate requirements. Substitute Shiloh University courses will not be considered.
- Credits earned as part of this certificate program are credit-bearing and may be transferrable to other institutions. The acceptance or transfer of Shiloh University academic credit at other institutions cannot be guaranteed. Transfer of credit earned is determined by the receiving institution.
- If a certificate student chooses to later apply to a Shiloh University degree program, no more than 18 units can be transferred from University certificate programs to a degree program.

Degree Program Students:

- University degree students may apply to earn 1 certificate while enrolled in a program, not more.