

Business Foundation II Certificate Program- 16 Credit Program

This second-level certificate program provides additional educational training to those seeking career opportunities in business and management. This 16-18 credit certificate can be earned in as little as 2 semesters¹ and is fully transferable to the Associates of Applied Science Degree of Business Administration.

The certificate consists of five courses that are designed for individuals wanting to learn about the fundamentals of American business. Interpersonal relations, leadership and decision-making are emphasized.

Students are expected to develop a basic understanding of the social, ethical, legal and economic environments of business and nonprofit organizations. Emphasis is placed on developing a general background with a well-balanced understanding of business.

Who is a certificate for? Individuals who are looking to start in their career in the business world. People that are interested in areas such as:

- Management and Supervision
- Human Resources
- Administrative Services
- Small Business Operations
- Labor Relations, Personnel, Training
- Purchasing
- And Many, Many More

Certificate Courses

Course Number	Title	Credits
ACCT 201	Fundamentals of Accounting 1	4
ACCT 175	Fundamentals of Accounting 1A	(3)
ACCT 175	Fundamentals of Accounting 1B	(3)
BADM 134	Supervision	OR
BADM 233	Principles of Management	3
COSC 125	Business Microcomputer Applications	3
ENSB 265	Small Business Operations	3
	One Course from Approved Electives	3
	Total Credits	16-18

Approved Electives:

ACCT 202	Fundamentals of Accounting II	AOAP 125	Human Relations
AOAP 126	Customer Relations	BADM 132	Introduction to Financial Planning
BADM 134	Supervision	BADM 230	Business Law 1
BADM 231	Business Law 2	BADM 233	Principles of Management
BADM 242	Principles of Marketing	ENS B285	Entrepreneurship
ECON 251	Macroeconomics	ECON 252	Microeconomics
FINA 265	Personal Investing		

Accredited by the [Association of Collegiate Schools of Business](#)

¹ Based on full-time student enrollment. Not all classes are offered every semester.