

**BUSINESS ADMINISTRATION
CERTIFICATE PROGRAM
Catalog 2008-2009**

The Management Certificate Program provides educational training to those seeking career opportunities in leadership, management, and supervision. The certificate can be earned in one semester and is fully transferable to the Associate of Applied Science Degree in Business Administration.

Note: A student must earn a "C" or higher in all courses in order to meet the requirements of this certificate.

MANAGEMENT CERTIFICATE

					Credit Hours	Grade
___	BADM	134	Supervision OR		3	
___	BADM	233	Principles of Management		3	_____
___	BADM	238	Leadership and Group Dynamics		3	_____
___	BADM	239	Human Resource Management		3	_____
___	ENSB	265	Small Business Operations		<u>3</u>	_____

Total credit hours required for this certificate are 12

ENTREPRENEURSHIP CERTIFICATE

The Entrepreneurship Certificate Program provides educational training to those seeking career opportunities to develop small business ideas. The Entrepreneurship certificate can be earned in one semester and is transferable to the Associate of Applied Science Degree in Business Administration.

Note: A student must earn a "C" or higher in all courses in order to meet the requirements of this certificate.

___	ACCT	201	Fundamentals of Accounting I OR		4	
___	ACCT	220	Payroll Accounting		(3)	_____
___	BADM	134	Supervision		3	_____
___	ENSB	150	Understanding Financial Statements		1	_____
___	ENSB	265	Small Business Operations		3	_____
___	ENSB	285	Entrepreneurship		<u>3</u>	_____

Total credit hours required for this certificate are 13 **OR** 14

MARKETING CERTIFICATE

The Marketing Certificate Program provides educational training to those seeking career opportunities in the advertising, retailing and selling careers. The certificate can be earned in one semester and is fully transferable to the Associate of Applied Science Degree in Business Administration.

Note: A student must earn a "C" or higher in all courses in order to meet the requirements of this certificate.

___	BADM	146	Personal Selling		3	_____
___	BADM	242	Principles of Marketing		3	_____
___	BADM	244	Retailing		3	_____
___	BADM	248	Principles of Advertising		<u>3</u>	_____

Total credit hours for this certificate are 12