

BUSINESS ADMINISTRATION  
 CERTIFICATE PROGRAM  
 Business Foundations I Certificate  
 Catalog 2008-2009

The Business Foundation I Certificate Program provides educational training to those seeking entry-level career opportunities. The Business Foundation I certificate can be earned in one semester and is transferable to the Associate of Applied Science Degree in Business Administration.

Note: Students will select one 3-credit elective course from the approved electives listed below. A student must earn a "C" or higher in all courses in order to meet the requirements of this certificate.

					<b>Credit Hours</b>	<b>Grade</b>
___	ACCT	175	Fundamentals of Accounting IA		3	_____
___	BADM	114	Introduction to Business		3	_____
___	BADM	132	Introduction to Financial Planning		3	_____
___	COSC	116	Spreadsheets		3	_____
___	_____	___	One Course from Approved Electives		3	_____

Total credit hours required for this certificate is 15

**Approved Electives:**

					<b>Credits</b>
ACCT	201	Fundamentals of Accounting I			4
AOAP	125	Human Relations			3
AOAP	126	Customer Relations			3
BADM	230	Business Law I			3
COSC	125	Business Microcomputer Applications			3
ECON	251	Macroeconomics			3
ECON	252	Microeconomics			3