

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

The Business Foundation II Certificate Program provides educational training to those seeking entry-level career opportunities and developmental opportunities necessary for career enhancement. The certificate can be earned in one semester and is fully 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	201	Fundamentals of Accounting I	<b>OR</b>	4	_____
___	ACCT	175	Fundamentals of Accounting IA	<b>AND</b>	3	_____
___	ACCT	176	Fundamentals of Accounting IB		3	_____
___	BADM	134	Supervision	<b>OR</b>	3	_____
___	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 credit hours required for this certificate are 16 or 18

**Approved Electives:**

					<b>Credits</b>
ACCT	202	Fundamentals of Accounting I			4
AOAP	125	Human Relations			3
AOAP	126	Customer Relations			3
BADM	132	Introduction to Financial Planning			3
BADM	134	Supervision			3
BADM	230	Business Law I			3
BADM	231	Business Law II			3
BADM	233	Principles of Management			3
BADM	242	Principles of Marketing			3
ECON	251	Macroeconomics			3
ECON	252	Microeconomics			3
ENSB	285	Entrepreneurship			3
FINA	265	Personal Investing			3