

BUSINESS ADMINISTRATION
 Business Foundations I
 Certificate Program
 Catalog 2009-2010

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.

				Credit Hours	Grade
_____	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:

				Credits
_____	ACCT	201	Fundamentals of Accounting I	4
_____	AOAP	126	Customer Relations	3
_____	AOAP	130	Human and Customer Relations	3
_____	BADM	230	Business Law I	3
_____	COSC	125	Business Microcomputer Applications	3
_____	ECON	251	Macroeconomics	3
_____	ECON	252	Microeconomics	3