

BUSINESS ADMINISTRATION
 Business Foundations II
 Certificate Program
 Catalog 2009-2010

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.

				Credit Hours	Grade
_____	ACCT	201	Fundamentals of Accounting I OR	4	_____
_____	ACCT	175	Fundamentals of Accounting IA AND	(3)	_____
_____	ACCT	176	Fundamentals of Accounting IB	(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 credit hours required for this certificate are 16 or 18

Approved Electives:

				Credits
_____	ACCT	202	Fundamentals of Accounting I	4
_____	AOAP	126	Customer Relations	3
_____	AOAP	130	Human and 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