

BUSINESS ADMINISTRATION CERTIFICATE PROGRAMS

Business Foundations I Certificate

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

| | | | Credits |
|----------------------|-----|------------------------------------|----------------|
| 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 credits | | | 15 |

Approved Electives:

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

Business Foundations II Certificate

The Business Foundations II Certificate Program provides educational training to those seeking entry level career 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 of Business Administration.

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

| | | | Credits |
|----------------------|-----|-------------------------------------|----------------|
| 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 Credits | | | 16-18 |

Approved Electives:

| | | | |
|------|-----|------------------------------------|---|
| ACCT | 202 | Fundamentals of Accounting II | 4 |
| AOAP | 130 | Human and Customer 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 |

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BUSINESS ADMINISTRATION CERTIFICATE PROGRAMS

Business Foundations II Certificate

(Continued)

| | | | |
|------|-----|-------------------------|---|
| BADM | 242 | Principles of Marketing | 3 |
| ENSB | 285 | Entrepreneurship | 3 |
| ECON | 251 | Macroeconomics | 3 |
| ECON | 252 | Microeconomics | 3 |
| FINA | 265 | Personal Investing | 3 |

Management Certificate

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 of Business Administration.

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

| | | | Credits |
|------|-----|-------------------------------|---------|
| BADM | 134 | Supervision OR | |
| BADM | 233 | Principles of Management | 3 |
| BADM | 238 | Leadership and Group Dynamics | 3 |
| BADM | 239 | Human Resource Management | 3 |
| ENSB | 265 | Small Business Operations | 3 |

Total credits 12

Entrepreneurship Certificate

The Entrepreneurship Certificate Program provides educational training to those seeking 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 of Business Administration.

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

| | | | Credits |
|------|-----|------------------------------------|---------|
| 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 | 3 |

Total credits 13-14

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 of Business Administration.

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

| | | | Credits |
|------|-----|---------------------------|---------|
| BADM | 146 | Personal Selling | 3 |
| BADM | 242 | Principles of Marketing | 3 |
| BADM | 244 | Retailing | 3 |
| BADM | 248 | Principles of Advertising | 3 |

Total credits 12