

Business Foundations I Certificate

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

BADM 114*	Introduction to Business OR	
FINA 132*	Personal Financial Planning	3
	Approved Electives (minimum)	12
Total credits		15

Approved Electives:

AOAP130*	Human and Customer Relations	3
COSC125*	Business Microcomputer Applications	3
ACCT 175*	Fundamentals of Accounting IA	3
BADM 114*	Introduction to Business	3
BADM 134*	Supervision	3
COMM 110	Public Speaking OR	
COMM 111	Interpersonal Communication	3
COSC 116*	Spreadsheets	3
ENGL 111	Freshman Composition	3
ENSB 150*	Understanding Financial Statements	1
FINA 132*	Personal Financial Planning	3
MATH 115	Intermediate Algebra OR	4
MATH 160	College Algebra (or higher)	(3)
PSYC 120	Introduction to Psychology	3

*A student must earn a C or higher in this course to count toward this certificate.

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 in Business Administration.

ACCT 201*	Fundamentals of Accounting I OR	4
	Equivalent	
	Approved Electives (minimum)	12
Total Credits		16

Approved Electives:

ACCT 202*	Fundamentals of Accounting II	4
BADM 233*	Principles of Management	3
BADM 238*	Leadership & Group Dynamics	3
BADM 239*	Human Resource Management	3
BADM 248*	Principles of Advertising	3
BLAW 230*	Business Law	3
BLAW 231*	Business Law II	3

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