

## 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 <b>OR</b>	
FINA 132*	Personal Financial Planning	3
	Approved Electives (minimum)	12
<b>Total credits</b>		<b>15</b>

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 <b>OR</b>	
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 <b>OR</b>	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 <b>OR</b>	4
	Equivalent	
	Approved Electives (minimum)	12
<b>Total Credits</b>		<b>16</b>

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

Continued on next page

ECON 251*	Macroeconomics	3
ECON 252*	Microeconomics	3
ENGL 211	Advanced Composition <b>OR</b>	
ENGL 218	Advanced Technical Writing	3
ENSB 265*	Small Business Operations	3
ENSB 285*	Entrepreneurship	3
FINA 251*	Financial Management	3
FINA 265*	Personal Investing	3

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

### 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 in Business Administration.

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

ACCT 201	Fundamentals of Accounting I <b>OR</b>	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
<b>Total credits</b>		<b>13-14</b>

### 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 in Business Administration. A student must earn a C or higher in all courses in order to meet the requirements of this certificate.

BADM 134	Supervision <b>OR</b>	
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
<b>Total credits</b>		<b>12</b>

### CHRYSLER COLLEGE AUTOMOTIVE PROGRAM (CAP) Associate of Applied Science Degree and Certificates

This two-year Associate of Applied Science degree is supported by Chrysler. Because of their support, students in the San Juan College CAP program will receive instruction in current Chrysler technology. The first phase of training in each subject area will be taught at San Juan College with the last phase taught at a sponsoring Chrysler dealership. This type of rotation continues for the duration of the CAP program. This program is available by pre-selection only.