Academic Plan - Certificate Business Administration

# Catalog Year: 2020/2021

The Business Administration certificate offer opportunities for students to add a wide range of business-related courses to their expertise in order to advance in their jobs, to enhance skills needed in the workforce sectors, and to excel in endeavors involving self-employment and entrepreneurship.

# Total Credits: 24

# A - Required Courses

3 Credits, BUS 115 - Introduction to Business, available fall spring summer

3 Credits, BUS 216 - Legal Environment of Business, available fall spring summer

3 Credits, BUS 217 - Business Communication & Report Writing, available fall spring summer

3 Credits, CIS 118 - Intro to PC Applications, available fall spring summer

3 Credits, Concentration Course (See Notes for specific requirements), available fall spring summer

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# Pre-Requisites, Co-Requisites, and Recommendations

CIS 118 - Intro to PC Applications

Requirement: Students must have Windows file management skills to create file folders, rename files, delete

# Notes

Select one of the following concentration areas:

~General Business Concentration: Choose 12 credit hours from BUS 288 or any courses from the following prefixes:

BUS, ENP, MAN, MAR.

~Management Concentration: Choose 12 credit hours from BUS 288 or any courses with the MAN prefix.

~Marketing Concentration: Choose 12 credit hours from BUS 288 or any courses with the MAR prefix.

~Entrepreneur Concentration: Choose 12 credit hours from BUS 288 - Business Practicum, or any courses with the ENP prefix.

~Human Resources Management Concentration: Choose 12 credit hours from BUS 288, MAN 128, MAN 200, MAN 201, and MAN 226.

~Finance Concentration: Choose 12 credit hours from BUS 288, MAN 225, BUS 116, ENP 207, INV 115, and BUS 288.

Course availability is subject to change.

Refer to 20/21 catalog for specific requirements and important information about this certificate.

Recommended courses may be listed above for certain electives; consult with the Academic Advising Office (advising@arapahoe.edu or 303.797.5664) for additional elective recommendations.

# Graduation Requirements

To graduate, students must apply for graduation [here](http://www.arapahoe.edu/departments-and-programs/graduation) by the deadline and meet all degree requirements.

# RECOMMENDED COURSE SEQUENCE FULL-TIME TRACK

## Year 1: Fall

3 Credits, BUS 115 - Introduction to Business

3 Credits, BUS 217 - Business Communication & Report Writing

3 Credits, CIS 118 - Intro to PC Applications

3 Credits, Concentration Course

## Year 1: Spring

3 Credits, BUS 216 - Legal Environment of Business

3 Credits, Concentration Course

3 Credits, Concentration Course

3 Credits, Concentration Course

# RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

## Year 1: Fall

3 Credits, BUS 115 - Introduction to Business

3 Credits, CIS 118 - Intro to PC Applications

## Year 1: Spring

3 Credits, BUS 217 - Business Communication & Report Writing

3 Credits, Concentration Course

## Year 1: Summer

3 Credits, BUS 216 - Legal Environment of Business

3 Credits, Concentration Course

## Year 2: Fall

3 Credits, Concentration Course

3 Credits, Concentration Course