

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.

| Required Courses | Credits | Pre or Co Reqs Rqd | Course Availability | | |
|--|---------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | | | Fall | Spr | Sum |
| Required Courses | | | | | |
| • BUS 115 - Introduction to Business (3 Cr.) | 3 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| • BUS 216 - Legal Environment of Business (3 Cr.) | 3 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| • BUS 217 - Business Communication & Report Writing (3 Cr.) | 3 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| • CIS 118 - Intro to PC Applications (3 Cr.) | 3 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Concentration Course (See Notes for specific requirements) | 3 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Concentration Course (See Notes for specific requirements) | 3 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Concentration Course (See Notes for specific requirements) | 3 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Concentration Course (See Notes for specific requirements) | 3 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Pre-Requisites, Co-Requisites, and Recommendations (grade C or better required)

Where requirements are listed as course categories (e.g. Electives, Arts/Humanities) rather than as specific courses, please note that depending upon course choice, pre-requisites may be required.

CIS 118 - Intro to PC Applications (3 Cr.)

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

Notes

- Select one of the following concentration areas:
- ~Entrepreneur Concentration: Choose 12 credit hours from BUS 288 - Business Practicum, or any courses with the ENP prefix.
- ~Finance Concentration: Choose 12 credit hours from BUS 288, MAN 225, BUS 116, ENP 207, INV 115, and BUS 288.
- ~General Business Concentration: Choose 12 credit hours from BUS 288 or any courses from the following prefixes: BUS, ENP, MAN, MAR.
- ~Human Resources Management Concentration: Choose 12 credit hours from BUS 288, MAN 128, MAN 200, MAN 201, and MAN 226.
- ~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.
- Course availability is subject to change.
- 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.
- Refer to 21/22 catalog for specific requirements and important information about this certificate.

Graduation Requirements

- To graduate, students must apply for graduation (form available at www.arapahoe.edu/departments-and-programs/graduation) by the deadline and meet all degree requirements.

RECOMMENDED COURSE SEQUENCE FULL-TIME TRACK

| Year 1: Fall | Credits | Course |
|----------------|---------|---|
| | 3 | BUS 115 - Introduction to Business (3 Cr.) |
| | 3 | BUS 217 - Business Communication & Report Writing (3 Cr.) |
| | 3 | CIS 118 - Intro to PC Applications (3 Cr.) |
| | 3 | Concentration Course |
| Year 1: Spring | Credits | Course |
| | 3 | BUS 216 - Legal Environment of Business (3 Cr.) |
| | 3 | Concentration Course |
| | 3 | Concentration Course |
| | 3 | Concentration Course |

RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

| Year 1: Fall | Credits | Course |
|----------------|---------|---|
| | 3 | BUS 115 - Introduction to Business (3 Cr.) |
| | 3 | CIS 118 - Intro to PC Applications (3 Cr.) |
| Year 1: Spring | Credits | Course |
| | 3 | BUS 217 - Business Communication & Report Writing (3 Cr.) |
| | 3 | Concentration Course |
| Year 1: Summer | Credits | Course |
| | 3 | BUS 216 - Legal Environment of Business (3 Cr.) |
| | 3 | Concentration Course |
| Year 2: Fall | Credits | Course |
| | 3 | Concentration Course |
| | 3 | Concentration Course |