

This certificate is designed to enable individuals to initiate, plan, execute and control project events and to bring project events to a timely conclusion. The certificate concentrates on teaching task specialists to work cross-functionally and in ad hoc project teams. Courses may be able to be applied to the A.A.S. degree in Business Administration

| Required Courses                                     | Credits | Pre or Co<br>Reqs Rqd    | Course Availability                 |                                     |                                     |
|--|---------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
|  |         |                          | Fall                                | Spr                                 | Sum                                 |
| <b>Major Courses</b>                                 |         |                          |                                     |                                     |                                     |
| • CIS 202 - Automated Project Management: MS Project | 3       | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| • MAN 241 - Project Management in Organizations      | 3       | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| • MAN 243 - Project Management in Action             | 3       | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input 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.

**Notes**

- Course availability is subject to change.
- Recommended courses may be listed above for certain electives; consult with the Academic Advising Office ([advising@arapahoe.edu](mailto:advising@arapahoe.edu) or 303.797.5664) for additional elective recommendations.
- Refer to 20/21 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](http://www.arapahoe.edu/departments-and-programs/graduation)) by the deadline and meet all degree requirements.



---

RECOMMENDED COURSE SEQUENCE FULL-TIME TRACK



9 Credits

RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

| <b>Year 1: Fall</b>   | <b>Credits</b> | <b>Course</b>                                      |
|-----------------------|----------------|--|
|                       | 3              | CIS 202 - Automated Project Management: MS Project |
|                       | 3              | MAN 241 - Project Management in Organizations      |
| <b>Year 1: Spring</b> | <b>Credits</b> | <b>Course</b>                                      |
|                       | 3              | MAN 243 - Project Management in Action             |