



24 Credits

Required Courses	Credits	Pre or Co Reqs Rqd	Course Availability		
			Fall	Spr	Sum
Required Courses					
• BUS 217 - Business Communication & Report Writing	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• CIS 118 - Intro to PC Applications	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• MAN 128 - Human Relations in Organizations	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• MAN 200 - Human Resource Management I	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• MAN 225 - Managerial Finance	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• MAN 226 - Principles of Management	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
• MAR 117 - Principles of Retailing	3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• MAR 216 - Principles of Marketing	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

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

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 or 303.797.5664) for additional elective recommendations.
- Refer to 20/21 catalog for specific requirements and important information about this certificate.

Graduation Requirements

- After applying for graduation, all correspondence to a student about the status of their program conferral will be sent to their student email address only.
- 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 217 - Business Communication & Report Writing
	3	CIS 118 - Intro to PC Applications
	3	MAN 128 - Human Relations in Organizations
	3	MAN 226 - Principles of Management
Year 1: Spring	Credits	Course
	3	MAN 200 - Human Resource Management I
	3	MAN 225 - Managerial Finance
	3	MAR 117 - Principles of Retailing
	3	MAR 216 - Principles of Marketing

RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

Year 1: Fall	Credits	Course
	3	BUS 217 - Business Communication & Report Writing
	3	CIS 118 - Intro to PC Applications
Year 1: Spring	Credits	Course
	3	MAN 200 - Human Resource Management I
	3	MAR 117 - Principles of Retailing
Year 1: Summer	Credits	Course
	3	MAN 128 - Human Relations in Organizations
	3	MAN 226 - Principles of Management
Year 2: Fall	Credits	Course
	3	MAN 225 - Managerial Finance
	3	MAR 216 - Principles of Marketing