



24 Credits

| Required Courses  | Credits | Pre or Co<br>Reqs Rqd               | Course Availability                 |                                     |                                     |
|---|---------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
|   |         |                                     | Fall                                | Spr                                 | Sum                                 |
| <b>Required Courses</b>                                     |         |                                     |                                     |                                     |                                     |
| • 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"/> |
| • MAN 128 - Human Relations in Organizations (3 Cr.)        | 3       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| • MAN 200 - Human Resource Management I (3 Cr.)             | 3       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| • MAN 225 - Managerial Finance (3 Cr.)                      | 3       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| • MAN 226 - Principles of Management (3 Cr.)                | 3       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| • MAR 117 - Principles of Retailing (3 Cr.)                 | 3       | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| • MAR 216 - Principles of Marketing (3 Cr.)                 | 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

- 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 21/22 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](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   | Credits | Course  |
|----------------|---------|---|
|                | 3       | BUS 217 - Business Communication & Report Writing (3 Cr.) |
|                | 3       | CIS 118 - Intro to PC Applications (3 Cr.)                |
|                | 3       | MAN 128 - Human Relations in Organizations (3 Cr.)        |
|                | 3       | MAN 226 - Principles of Management (3 Cr.)                |
| Year 1: Spring | Credits | Course  |
|                | 3       | MAN 200 - Human Resource Management I (3 Cr.)             |
|                | 3       | MAN 225 - Managerial Finance (3 Cr.)                      |
|                | 3       | MAR 117 - Principles of Retailing (3 Cr.)                 |
|                | 3       | MAR 216 - Principles of Marketing (3 Cr.)                 |

RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

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