Academic Plan - Certificate Business Administration

**Catalog Year: 2019/2020**

**Total Credits:24**

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

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, ENP, MAN, MAR.

~Management Concentration: Choose 12 credit hours from the MAN prefix.

~Marketing Concentration: Choose 12 credit hours from the MAR prefix.

~Entrepreneur Concentration: Choose 12 credit hours from the ENP prefix.

~Human Resources Management Concentration: Complete MAN 128, MAN 200, MAN 201, and MAN 226.

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

Course availability is subject to change.

Refer to 19/20 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 (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

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