Academic Plan - Certificate Retail Management

**Catalog Year: 2019/2020**

**Total Credits:24**

# Required Courses

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, MAN 128 - Human Relations in Organizations, available fall spring summer

3 Credits, MAN 200 - Human Resource Management I, available fall spring summer

3 Credits, MAN 225 - Managerial Finance, available fall spring

3 Credits, MAN 226 - Principles of Management, available fall spring summer

3 Credits, MAR 117 - Principles of Retailing, available spring

3 Credits, MAR 216 - Principles of Marketing, available fall spring summer

# 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

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

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

3 Credits, BUS 217 - Business Communication & Report Writing

3 Credits, CIS 118 - Intro to PC Applications

3 Credits, MAN 128 - Human Relations in Organizations

3 Credits, MAN 226 - Principles of Management

## Year 1: Spring

3 Credits, MAN 200 - Human Resource Management I

3 Credits, MAN 225 - Managerial Finance

3 Credits, MAR 117 - Principles of Retailing

3 Credits, MAR 216 - Principles of Marketing

# RECOMMENDED COURSE SEQUENCE PART-TIME TRACK

## Year 1: Fall

3 Credits, BUS 217 - Business Communication & Report Writing

3 Credits, CIS 118 - Intro to PC Applications

## Year 1: Spring

3 Credits, MAN 200 - Human Resource Management I

3 Credits, MAR 117 - Principles of Retailing

## Year 1: Summer

3 Credits, MAN 128 - Human Relations in Organizations

3 Credits, MAN 226 - Principles of Management

## Year 2: Fall

3 Credits, MAN 225 - Managerial Finance

3 Credits, MAR 216 - Principles of Marketing