

Partners in Education

Business Administration Certificate – General Business Concentration

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.

Courses offered toward degree at Castle View High School

Courses	Credit Hours
Major Courses:	
BUS 115 – Introduction to Business	3
CIS 118 – Introduction to PC Applications	3
General Business Concentration:	
MAR 160 – Customer Service	3
MAR 235 – Consumer Behavior	3
BUS 116 – Personal Finance	3
Total Credit Hours at High School	15

Remaining Courses Offered Toward Degree at Arapahoe Community College

Courses	Credit Hours
Major Courses	
BUS 216 – Legal Environment of Business	3
BUS 217 – Business Communication and Report Writing	3
General Business Concentration	
One course from the following subject areas: Business, Entrepreneurship, Management, or Marketing	3
Total Credit Hours at Arapahoe Community College	9
Total Credit Hours for Certificate in Business Administration	24