

## 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**

\*Highlighted courses also have an Advanced Placement (AP) option with a passing AP exam score\*

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

#### **Remaining Courses Offered Toward Degree at Arapahoe Community College**

Courses	Credit Hours
<b>Business Courses**:</b>	
BUS 216 – Legal Environment of Business	3
BUS 217 – Business Communication	3
<b>Business Concentration:</b>	
Choose one course from the subject areas including Business, Entrepreneurship, Management, or Marketing	3
<b>Total Credit Hours at Arapahoe Community College</b>	<b>9</b>
<b>Total Credit Hours for AS Degree</b>	<b>24</b>