

The Associate of Applied Science degree in Business Administration is designed to provide students with the skills needed in diverse public and private organizations. The program provides the business, management, and marketing skills necessary for success in entry-level positions requiring foundations of greater responsibility, authority and leadership. Students who complete the program will be viewed by potential employers as having broad based education necessary for today's team-oriented and globally-competitive environment. The Business Administration program prepares students for careers in business, as well as providing students with instructional resources for the purpose of ongoing enhancement of skills.

Major Courses – 34 credit hours

	ACC 121 Principles of Accounting I	4
	BUS 115 Introduction to Business	3
	BUS 216 Legal Environment of Business	3
	BUS 217 Business Communication and Report Writing	3
	FIN 101 Principles of Finance	3
	MAN 128 Human Relations	3
	MAN 215 Organizational Behavior	3
	MAN 224 Leadership (Capstone course)	3
	MAN 226 Principles of Management	3
	MAN 230 Corporate Responsibility	3
	MAR 216 Principles of Marketing	3

General Education Courses – 19 credit hours

	MAR 106 Marketing Your Image	3
	BUS 226 Business Statistics	3
	CIS 118 Introduction to PC Applications or higher*	3
	CIS 168 Presentation Graphics	1
	ECO 201 Principles of Macroeconomics OR	
	ECO 202 Principles of Microeconomics	3
	ENG 121 English Composition I	3
	SPE 115 Public Speaking	3

* CIS 118 recommended

Physical Education – 1 credit hour

	PED Any Activity Course (The PED requirement will be waived for students who are 35 yrs or older at time of most recent admission to College. One credit hour must be taken to substitute for hour waived)	1
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DISCIPLINE EMPHASIS: STUDENTS MUST CHOOSE ONE OF THE FOLLOWING AREAS

General Business Option – 9 credit hours (Choose from the following courses)

	BUS 116 Personal Finance	3
	BUS 203 Introduction to International Business	3
	BUS 241 Cultural Diversity in Business	3
	BUS 287 Coop Education/Internship	3
	Any course with the prefix: ACC, BTE, BUS, CIS, FIN, MAN, MAR, REE can be substituted with Department Chair approval.	3

Management Option – 9 credit hours (Choose from the following courses)

	MAN 116 Principles of Supervision	3
	MAN 200 Human Resource Management I	3
	MAN 201 Human Resource Management II	3
	MAN 216 Small Business Management	3
	MAN 240 Strategic Management	3
	MAN 241 Project Management in Organizations	3
	MAN 243 Project Management Practicum	3
	CIS 202 Automated Project Management: MS Project	3
	BUS 287 Coop Education/Internship	3

Marketing Option – 9 credit hours (Choose from the following courses)

	MAR 111 Principles of Sales	3
	MAR 117 Principles of Retailing	3
	MAR 126 Merchandising	3
	MAR 160 Customer Service	3
	MAR 220 Principles of Advertising	3
	MAR 235 Consumer Behavior	3
	MAR 249 Strategic Marketing	3
	BUS 287 Coop Education Internship	3

Small Business Management Option – 9 credit hours (Choose from the following courses)

	Required course: MAN 216 Small Business Management	3
	6 credit hours (Choose from the following courses)	
	BUS 116 Personal Finance	3
	BUS 203 Introduction to International Business	3
	BUS 241 Cultural Diversity in Business	3
	MAR 111 Principles of Sales	3
	MAR 117 Principles of Retailing	3
	MAR 160 Customer Service	3
	MAR 220 Principles of Advertising	3
	BUS 287 Coop Education Internship	3

Event Management Option – 9 credit hours (Choose from the following courses)

	Required course: MAN 205 Event Planning	3
	6 credit hours (Choose from the following courses)	
	MAN 216 Small Business Management	3
	MAR 111 Principles of Sales	3
	MAR 160 Customer Service	3
	MAR 220 Principles of Advertising	3
	BUS 287 Coop Education Internship	3

Travel and Tourism Option – 9 credit hours (Choose from the following courses)

	TRA 120 Travel Reservations	3
	TRA 125 Airline Reservations	3
	TRA 128 Travel Destinations	3
	TRA 141 Leisure Travel	3
	TRA 230 Home-based Travel Agent	3
	BUS 287 Coop Education Internship	3

Real Estate Broker Licensing Option – 11 credit hours

	REE 103 Real Estate Law and Practice	6
	REE 104 Colorado Real Estate Contracts/Regulations	5

Real Estate Appraiser Option – 11 credit hours

	REE 115 Introduction to Real Estate	3
	REE 118 Real Estate Appraisal	4
	REE 119 Uniform Standards of Professional Appraisal Practice (USPAP)	1
	BUS 287 Coop Education Internship	3

Total Required – 62-64 credits



IMPORTANT TELEPHONE NUMBERS: STUDENT SERVICES

Admission and Records	M2470	303.797.5621
• Graduation coordination, residency petitions, general information		
Advising and Counseling Center	M 2010	303.797.5664
• Educational planning, transfer advising, academic success counseling		
Bookstore	M1200	303.797.5676
• Order books online at www.efollett.com		
Campus Police	M2600	303.797.5800
• Student ID cards, parking permits, locker rental, crime reporting		
• Escort to your car after hours, first aid, lost and found		
Career Center	M2025	303.797.5805
• Career planning seminars, career resource library		
• Employment services, job fairs		
Cashier	M2300	303-797-5638
• Tuition payment, payment plans, refunds, general financial information		
• Ticket sales		
Child Development Center	N1000	303.797.5678
• High quality, flexible, convenient, moderately-priced childcare services for ACC students, staff and faculty on a space-available basis.		
Disability Services	M2710	303.797.5937 v/tty
• Academic accommodations and specialized consultation for students with documented disabilities. Computer adaptations for students with vision, learning, orthopedic, or other disabilities.		
Financial Aid	M2115	303.797.5661
• Apply online at www.FAFSA.ed.gov		
Information Central	M2800	303-797-4222
• Registration, Add/Drop, Withdrawal, Schedules and general information		
• Name/address/personal information changes etc.		
Library (Weber Center for Learning Resources)	M2500	303.797.5090
• Private study rooms		
Math Lab	M3610	303.797.5877
• Students must register for MAT 101 Enhanced Mathematics Lab		
Open Computer Lab	M1650	303.797.5907
• FREE computer access for registered students with an ACC Student ID		
Student Affairs	M2820	303.797.5668
• Student Senate, student newspaper, student clubs and programming		
• Student Grievances and Discipline		
Testing Center	M2280	303.797.5993
• Computerized Placement Test (CPT)		
• GED testing, Instructor testing, CLEP/correspondence testing		
Tutorial Services	M2710	303.797.5937 v/tty
• FREE workshops and academic tutors to supplement and enrich course requirements for those that qualify		
Writing Center	M2855	303.797.5830
• FREE one-on-one tutoring sessions to help develop writing skills for any class		

Location Abbreviations:

- **A** – Annex.
- **AD** – Art and Design Center
- **CSB** – Church Street Building
- **DTC** – Triad N Bldg Suite 111 (5660 Greenwood Plaza Blvd, Greenwood Village)
- **M** – Main Building
- **N** – North Building
- **UCC** – University Center at Chaparral (15653 Brookstone Dr, Parker)

ADDITIONAL CLASS FORMATS

Many of the classes in this degree can be taken as **flex**, **online** or **hybrid** courses. Symbols in the semester schedule indicate which classes are offered in these formats.

ASSESSMENT REQUIREMENTS:

Basic Skills courses may be required based on assessment scores. It is the student's responsibility to take these course requirements within the first 30 credits at ACC. Basic Skills courses are also available at other area community colleges.

Tested Out/ Completed	Semester	ACT/ SAT Last 2 yrs	Accuplacer	Course	Credits
Sentence Skills					
			25-49	See Developmental Studies Advisor	
			50-69	ENG060	3
			70-94	ENG090	3
		18/440	95-120	ENG 121	3
Note: You must have scores of 80 on reading and 95 on sentence skills to take ENG121					
Reading					
			25-39	See Developmental Studies Advisor	
			40-61	REA060	3
			62-79	REA090	3
		17/430	80-120	REA 112 (Optional)	3
Mathematics					
			Arithmetic 24-56	MAT030	2
			Arithmetic 57-120	MAT060	3
			Elem. Alg. 45-60	MAT090, MAT 108	4
			Elem. Alg. 61-84	MAT106/111	5
		19/460	85-120	MAT 120,121,123,135,155	4
Study Skills/Orientation					
			Academic Achievement Strategies - REA 62-79	AAA090	3
			College Orientation - No score requirement	AAA101	1
			Advanced Academic Achievement - REA 80+	AAA 109	3

EXEMPTIONS TO TESTING:

1. Have successfully completed a college-level mathematics and college-level English course with a grade of C or better. You must provide a transcript.
2. Have achieved the minimum ACT/SAT scores shown above within the last 2 years and provide documentation.
3. Have successfully completed necessary remedial course(s), if required with a "C" or better.
4. Have earned an Associate's degree or higher. You must provide documentation.
5. Some degree programs do not allow an exemption from testing.

IMPORTANT TRANSFER INFORMATION:

1. It is important that you consult an advisor and the transfer institution when choosing courses, as certain majors have particular degree prerequisites and general education course requirements that need to be taken within the Associate degree program.
2. Students who complete a 60 credit hour A.A./A.S. degree with appropriate course requirements and grades of C or better may be able to complete a Baccalaureate degree in 60 additional credits after transferring to a 4-year public institution. Consult your ACC Advisor about Colorado's 60+60 plans.

SUGGESTIONS FOR SUCCESS

1. Take your assessment test or be exempted (see above) before meeting with an academic advisor.
2. Take English and Math classes early in your program.
3. See your advisor about balancing your workload with credit load.
4. If you want to graduate in two years, take a minimum of fifteen college-level credits per fall/spring semester or twelve credits fall/spring and six credits in the summer.
5. Transfer and financial aid students should consult an advisor before registering.

You must apply for graduation at www.arapahoe.edu (Student Support Services) or at Information Central by: April 1 (summer graduation), July 1 (fall graduation) and November 1 (spring graduation).

For more information, log on to www.arapahoe.edu.