



**ASSOCIATE OF APPLIED SCIENCE,  
BUSINESS ADMINISTRATION  
2006-2007**

The Associate of Applied Science 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 great 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 <b>OR</b>	3
	MAN 215 Organizational Behavior	3
	MAN 224 Leadership	3
	MAN 226 Principles of Management	3
	MAR 106 Marketing Your Image	3
	MAR 160 Customer Service	3
	MAR 216 Principles of Marketing	3

**General Education Courses – 16 credit hours**

	BUS 226 Business Statistics	3
	CIS 118 Introduction to PC Applications (or higher)	3
	CIS 161 Presentation Graphics	1
	ECO 201 Principles of Macroeconomics <b>OR</b>	
	ECO 202 Principles of Microeconomics	3
	ENG 121 English Composition I	3
	SPE 115 Public Speaking	3

**Coop Education Internship – 1 credit hour**

	BUS 287 Coop Education/Internship	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: <b>ACC, BTE, BUS, CIS, FIN, MAN, MAR, REE</b> or other 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
	BUS 287 Coop Education/Internship	3
	CIS 202 Automated Project Management: MS Project	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
	MAN 249 Strategic Marketing	3
	BUS 287 Coop Education Internship	3

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

	MAN 216 Small Business Management	3
	<b>6 credit hours (Choose from the following courses)</b>	
	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)**

	MAN 205 Event Planning	3
	<b>6 credit hours (Choose from the following courses)</b>	
	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

**Real Estate Broker Licensing Option – 11 credit hours**

	REE 201 Real Estate Broker I	6
	REE 202 Real Estate Broker II	6

**Real Estate Broker Licensing 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	1
	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

\_\_\_\_\_ **Total Required – 60 credits**

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**IMPORTANT TELEPHONE NUMBERS:**

**STUDENT SERVICES**

<b>Admission and Records</b>	<b>M2470</b>	<b>303.797.5621</b>
<ul style="list-style-type: none"> <li>• Graduation coordination</li> <li>• Residency petitions</li> <li>• General information</li> </ul>		
<b>Advising and Counseling Center</b>	<b>M 2010</b>	<b>303.797.5664</b>
<ul style="list-style-type: none"> <li>• Educational planning</li> <li>• Transfer advising</li> <li>• Academic success counseling</li> </ul>		
<b>Bookstore</b>	<b>M1200</b>	<b>303.797.5676</b>
<ul style="list-style-type: none"> <li>• Order books online at <a href="http://www.efollett.com">www.efollett.com</a></li> </ul>		
<b>Campus Police</b>	<b>M2600</b>	<b>303.797.5800</b>
<ul style="list-style-type: none"> <li>• Student ID cards, parking permits, locker rental</li> <li>• Crime reporting, escort to your car after hours</li> <li>• First aid</li> <li>• Lost and found</li> </ul>		
<b>Career Center</b>	<b>M2025</b>	<b>303.797.5805</b>
<ul style="list-style-type: none"> <li>• Career planning seminars</li> <li>• Career resource library</li> <li>• Employment services</li> <li>• Job fairs</li> </ul>		
<b>Cashier</b>	<b>M2300</b>	<b>303-797-5638</b>
<ul style="list-style-type: none"> <li>• Tuition payment, payment plans, refunds, general financial information</li> <li>• Ticket sales</li> </ul>		
<b>Child Development Center</b>	<b>N1000</b>	<b>303.797.5678</b>
<ul style="list-style-type: none"> <li>• High quality, flexible, convenient, moderately-priced childcare services for ACC students, staff and faculty on a space-available basis</li> </ul>		
<b>Disability Services</b>	<b>M2710</b>	<b>303.797.5937 v/tty</b>
<ul style="list-style-type: none"> <li>• Academic accommodations and specialized consultation for students with documented disabilities. Computer adaptations for students with vision, learning, orthopedic, or other disabilities.</li> </ul>		
<b>Financial Aid</b>	<b>M2115</b>	<b>303.797.5661</b>
<ul style="list-style-type: none"> <li>• Apply online at <a href="http://www.FAFSA.ed.gov">www.FAFSA.ed.gov</a></li> </ul>		
<b>Information Central</b>	<b>M2800</b>	<b>303-797-4222</b>
<ul style="list-style-type: none"> <li>• Registration, Add/Drop, Withdrawal, Schedules and general information</li> <li>• Name/address/personal information changes etc.</li> </ul>		
<b>Library (Weber Center for Learning Resources)</b>	<b>M2500</b>	<b>303.797.5090</b>
<ul style="list-style-type: none"> <li>• Private study rooms</li> </ul>		
<b>Math Lab</b>	<b>M3610</b>	<b>303.797.5877</b>
<ul style="list-style-type: none"> <li>• Students must register for MAT 101 Enhanced Mathematics Lab</li> </ul>		
<b>Open Computer Lab</b>	<b>M1650</b>	<b>303.797.5907</b>
<ul style="list-style-type: none"> <li>• FREE computer access for registered students with an ACC Student ID</li> </ul>		
<b>Student Affairs</b>	<b>M2820</b>	<b>303.797.5668</b>
<ul style="list-style-type: none"> <li>• Student Senate</li> <li>• Student Newspaper</li> <li>• Student Clubs and Programming</li> <li>• Student Grievances and Discipline</li> </ul>		
<b>Testing Center</b>	<b>M2280</b>	<b>303.797.5993</b>
<ul style="list-style-type: none"> <li>• Computerized Placement Test (CPT)</li> <li>• GED testing, Instructor testing, CLEP/correspondence testing</li> </ul>		
<b>Tutorial Services</b>	<b>M2710</b>	<b>303.797.5937 v/tty</b>
<ul style="list-style-type: none"> <li>• FREE workshops and academic tutors to supplement and enrich course requirements for those that qualify</li> </ul>		
<b>Writing Center</b>	<b>M2855</b>	<b>303.797.5830</b>
<b>Location Abbreviations:</b>		
<ul style="list-style-type: none"> <li>• <b>A</b> – Annex.</li> <li>• <b>AD</b> – Art and Design Center</li> <li>• <b>CSB</b> – Church Street Building</li> <li>• <b>DTC</b> – Triad N Bldg Suite 111 (5660 Greenwood Plaza Blvd, Greenwood Village)</li> <li>• <b>M</b> – Main Building</li> <li>• <b>N</b> – North Building</li> <li>• <b>UCC</b> – University Center at Chaparral (15653 Brookstone Dr, Parker)</li> </ul>		

**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
<b>Sentence Skills</b>					
			25-49	See Developmental Studies Advisor	
			50-69	ENG060	3
			70-94	ENG090	3
		18/440	95-120	ENG 121	3
<b>Reading</b>					
			25-39	See Developmental Studies Advisor	
			40-61	REA060	3
			62-79	REA090	3
		17/430	80-120	REA 112	3
<b>Mathematics</b>					
			Arithmetic 24-56	MAT030	2
			Arithmetic 57-120	MAT060	3
			Elem. Alg. 45-60	MAT090	4
			Elem. Alg. 61-84	MAT106/111	5
		19/460	85-120	MAT 120,121,123,135/179	4
<b>Study Skills/Orientation</b>					
			Academic Achievement Strategies	AAA090	3
			College Orientation	AAA103	1
			Advanced Academic Achievement	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 a waiver for the CPT.

**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.
3. Consult your ACC Advisor about Colorado's 60 + 60 plans.

**SUGGESTIONS FOR SUCCESS**

1. Take your CPT or be exempted (see above) before meeting with an academic advisor.
2. Take English, Speech 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 Summer.
5. Transfer and financial aid students should consult an advisor before registering.

**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.

You must apply for graduation at [www.arapahoe.edu](http://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](http://www.arapahoe.edu).