



**ASSOCIATE OF APPLIED SCIENCE,
BUSINESS ADMINISTRATION
2007-2008**

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 Introduction to Finance	3
	MAN 128 Human Relations OR	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 OR	
	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: ACC, BTE, BUS, CIS, FIN, MAN, MAR, REE 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
	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)

	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

Real Estate Broker Licensing Option – 12 credit hours

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

Real Estate Appraiser Option – 9 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	1

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 – 60-63 credits

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IMPORTANT PROGRAM INFORMATION:

Please contact Advising (advising@arapahoe.edu or 303.797.5664) with questions about this program.

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
Reading					
			25-39	See Developmental Studies Advisor	
			40-61	REA060	3
			62-79	REA090	3
		17/430	80-120	REA 112	3
Mathematics					
		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
Study Skills/Orientation					
	Academic Achievement Strategies			AAA090	3
	College Orientation			AAA101	1
	Advanced Academic Achievement			AAA 109	3

EXEMPTIONS TO ASSESSMENT 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 TELEPHONE NUMBERS:

Admission and Records	admissions@arapahoe.edu	M2470	303.797.5621
Advising and Counseling Center	advising@arapahoe.edu	M 2010	303.797.5664
Bookstore	0249mgr@fhcg.follett.com	M1200	303.797.5676
Campus Police	campuspolice@arapahoe.edu	M2600	303.797.5800
Career Center	careers@arapahoe.edu	M2025	303.797.5805
Cashier		M2300	303-797-5638
Child Development Center		N1000	303.797.5678
Disability Services	heather.lawler@arapahoe.edu	M2710	303.797.5937 v/tty
Financial Aid		M2115	303.797.5661

- Apply online at www.FAFSA.ed.gov

Information Central	info-central@arapahoe.edu	M2800	303-797-4222
Library	library@arapahoe.edu	M2500	303.797.5090
Math Lab	math@arapahoe.edu	M3610	303.797.5877

- Students must register for MAT 101 Enhanced Mathematics Lab

Open Computer Lab		M1650	303.797.5907
Student Affairs	heather.lawler@arapahoe.edu	M2820	303.797.5668
Testing Center		M2280	303.797.5993
Tutorial Services	debra.goldberg@arapahoe.edu	M2710	303.797.5937 v/tty
Writing Center		M2855	303.797.5830

Location Abbreviations:

A – Annex	AD – Art and Design Center
CSB – Church Street Building	M – Main Building
UCC – University Center @ Chaparral (15653 Brookstone Dr, Parker)	N – North Building

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.
4. ACC has articulation agreements with several four-year institutions; visit the ACC Transfer Center of the website (www.arapahoe.edu) for more information.

SUGGESTIONS FOR SUCCESS

1. Obtain and read a copy of the ACC catalog.
2. Attend a New Student Orientation session.
3. Maintain current contact information on file and read all correspondence from ACC.
4. Take your CPT or be exempted (see above) before meeting with an academic advisor.
5. Take English, Speech and Math classes early in your program.
6. See your advisor about balancing your workload with credit load.
7. 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.
8. Transfer and financial aid students should consult an advisor before registering.

GRADUATION INFORMATION

1. No catalog more than six years old may be used for graduation requirements; the 2007/2008 catalog may not be used beyond the Spring 2013 semester.
2. **You must apply for graduation; obtain the application online at www.arapahoe.edu (Student Services) and apply by: April 1 (summer graduation), July 1 (fall graduation) and November 1 (spring graduation).**

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

Last Updated 06.21.2007