

Advertising Media – 15 credit hours

	MAR 216 Principles of Marketing	3
	MAR 220 Principles of Advertising	3
	ART 131 Design I	3
	MGD 101 Introduction to Computer Graphics	3
	MGD 103 Production Design	3

Consumer Behavior – 9 credit hours

	MAR 160 Customer Service	3
	MAR 216 Principles of Marketing	3
	MAR 235 Consumer Behavior	3

Contemporary Business – 9 credit hours

	BUS 115 Introduction to Business	3
	BUS 216 Legal Environment of Business	3
	MAN 230 Corporate Responsibility	3

Contemporary Management – 9 credit hours

	MAN 116 Principles of Supervision	3
	MAN 226 Principles of Management	3
	MAN 240 Strategic Management	3

Customer Service – 12 credit hours

	MAR 160 Customer Service	3
	MAR 111 Principles of Sales	3
	MAR 235 Consumer Behavior	3
	BUS 217 Business Communication and Report Writing	3

Direct Marketing – 9 credit hours

	MAR 216 Principles of Marketing	3
	MAR 220 Principles of Advertising	3
	CIS 167 Desktop Publishing	3
	CIS 240 Database Design and Development	3

Human Resource Management – 9 credit hours

	MAN 200 Human Resource Management I	3
	MAN 201 Human Resource Management II	3
	MAN 215 Organizational Behavior	3

Human Resource Specialist – 30 credit hours

	MAR 106 Marketing Your Image	3
	BUS 216 Legal Environment of Business	3
	MAN 116 Principles of Supervision	3
	MAN 128 Human Relations	3
	MAN 200 Human Resource Management I	3
	MAN 201 Human Resource Management II	3
	MAN 215 Organizational Behavior	3
	MAN 224 Leadership	3
	MAN 226 Principles of Management	3
	MAN 230 Corporate Responsibility	3

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

	BUS 115 Introduction to Business	3
	BUS 203 Introduction to International Business	3
	BUS 241 Cultural Diversity in Business	3

Real Estate Broker– 12 credit hours

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

Leadership – 9 credit hours (Choose from the following courses)

	MAN 215 Organizational Behavior	3
	MAN 224 Leadership	3
	MAN 230 Corporate Responsibility	3

Management for Professional and Technical Employees – 18-19 credit hours

	BUS 115 Introduction to Business	3
	BUS 216 Legal Environment of Business	3
	MAN 116 Principles of Supervision	3
	MAN 128 Human Relations	3
	MAN 230 Corporate Responsibility	3

Restricted Electives 3-4 credit hours-choose one

	ACC 121 Principles of Accounting I	3
	MAN 216 Small Business Management	3
	MAR 216 Principles of Marketing	3

Organizational Behavior – 9 credit hours

	MAN 128 Human Relations	3
	MAN 215 Organizational Behavior	3
	MAN 226 Principles of Management	3

Project Management – 9 credit hours

	MAN 241 Project Management in Organizations	3
	CIS 202 Automated Project Management – MS Project	3
	MAN 243 Project Management in Action	3

Real Estate Appraisal – 8 credit hours

	REE 115 Introduction to Real Estate	3
	REE 118 Real Estate Appraisal	4
	REE 119 Uniform Standards of Professional Appraisal Practice	1

Sales Management – 9 credit hours

	MAR 111 Principles of Sales	3
	MAR 160 Customer Service	3
	MAR 216 Principles of Marketing	3

Web-based Design and Marketing – 10 credit hours

	MAR 117 Principles of Retailing	3
	MAR 217 e-Commerce Marketing	3
	CIS 130 Introduction to the Internet	1
	MGD 141 Web Design I	3

Sales Management II – 18 credit hours

	MAN 226 Principles of Management	3
	MAR 111 Principles of Sales OR	
	MAR 160 Customer Service	3
	MAR 216 Principles of Marketing	3
	MAR 235 Consumer Behavior	3
	MAR 245 Sales Management	3

Supervision – 3 credit hours

	MAN 116 Principles of Supervision	3
	MAN 128 Human Relations	3
	MAN 226 Principles of Management	3

Small Business Management – 30 credit hours

	ACC 235 Computerized Accounting for Small Businesses	3
	BUS 216 Legal Environment of Business	3
	BUS 217 Business Communication and Report Writing	3
	CIS 118 Introduction to PC Applications (or higher)	3
	MAN 216 Small Business Management	3
	MAN 230 Corporate Responsibility	3
	MAR 111 Principles of Sales	3
	MAR 160 Customer Service	3
	MAR 216 Principles of Marketing	3
	Restricted Electives – 3 credit hours-choose one	
	MAN 116 Principles of Supervision	3
	MAR 117 Principles of Retailing	3
	MAR 220 Principles of Advertising	3
	SPE 115 Public Speaking	3

Small Business Marketing and Sales – 15 credit hours

	MAR 111 Principles of Sales	3
	MAR 160 Customer Service	3
	MAR 216 Principles of Marketing	3
	MAR 220 Principles of Advertising	3
	Restricted Electives – 3 credit hours-choose one	
	MAR 117 Principles of Retailing	3
	MAR 217 e-Commerce Marketing	3
	MAR 249 Strategic Marketing	3

Travel and Tourism – 30 credit hours

	MAR 106 Marketing Your Image	3
	BUS 217 Legal Environment of Business	3
	CIS 118 Introduction to PC Applications (or higher)	3
	MAN 116 Principles of Supervision	3
	MAR 111 Principles of Sales	3
	TRA 120 Travel Reservations	3
	TRA 128 Travel Destinations	3
	TRA 141 Leisure Travel	3
	Restricted Electives – 6 credit hours-choose two	
	ACC 101 Fundamentals of Accounting	3
	TRA 125 Airline Reservations	3
	TRA 230 Home-based Travel Agent	3
	BUS 287 Internship	3

IMPORTANT PROGRAM INFORMATION:

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. Please contact the Testing Center for more information about Assessment Testing and possible exemptions.

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	303.797.5678
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:

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| 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:

- 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.
- 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.
- 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

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

GRADUATION INFORMATION

- 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.
- 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