

GENERAL MANAGEMENT CERTIFICATE 2004-05

General Information:

1. Degree Policies and Procedures are in the Catalog online at www.CCAurora.edu.
2. If you plan on transferring to another institution, contact an advisor before registering.
3. You must register by the beginning of your last semester.

Certificate Requirements – 33 credits

ACC 121 Principles of Accounting I	4 cr.
ACC 123 Prin. of Acct. I Recitation	1 cr.
BUS 115 Intro. to Business	3 cr.
BUS 216 Legal Environment of Business	3 cr.
BUS 217 Bus. Comm. & Rpt. Writing	3 cr.
CIS 110 Intro. to the PC	1 cr.
CIS 115 Intro. to Comp Info. Systems	3 cr.
MAN 120 Office Management OR MAN 200 Human Resources Mgmt. I	3 cr.
MAN 226 Principles of Management	3 cr.
MAR 216 Principles of Marketing	3 cr.
PHI 112 Ethics	3 cr.
SPE 125 Interpersonal Communication	3 cr.

_____ Total Required - 33 credits

You must apply for graduation at www.ccaurora.edu or at Admissions by the beginning of your final semester.

TRANSFER INFORMATION

This degree prepares students for entry-level employment in a given occupation or for upgrading or stabilizing employment. This degree is not intended to transfer to baccalaureate degree programs, however certain courses and degrees may be accepted toward a bachelor's degree at certain institutions.

ASSESSMENT REQUIREMENTS

If Basic Skills courses are required based on assessment scores, it is the student's responsibility to meet these requirements within the first 30 credits at CCA. Basic Skills courses are also available at other area community colleges. Each course is 3 credits except where indicated.

ACT Score	SAT Score	Accu-Placer	English:
15		25-49	ENG 030 Basic Writing Skills
16		50-69	ENG 060 Writing Fundamentals
17		70-94	ENG 090 Basic Composition
18	440 V	95+	ENG 121 English Composition I
15		40-61	REA 060 Foundations of Reading
16		62-79	REA 090 College Prep Reading
17	430 V	80+	No Basic Skills placement
15		24-56 ar	MAT 030 Fund. Of Math, 2 cr.
16		57+ ar	MAT 060 Pre-Algebra
17		45-60 ea	MAT 090 Intro. Algebra, 4 cr.
18	460 M	61-84 ea	MAT 106 Survey of Algebra, 4 cr.
19		85+ ea	MAT 121 College Algebra, 4 cr.

ENGLISH AS A SECOND LANGUAGE

Recm.	ESL Course	Credits
LOEP	ESL 009 Low Beginning ESL	3 cr.
25-56 lu	ESL 021 Basic Grammar/Writing	1-5 cr.
57-76 lu	ESL 022 Intermediate Grammar	3-5 cr.
77-95 lu	ESL 023 Advanced Grammar	3 cr.
25-59 sm	ESL 031 Basic Conversation	1-5 cr.
60-94 sm	ESL 032 Intermediate Conversation	3-5 cr.
25-49 rs	ESL 041 Basic Reading	1-5 cr.
50-74 rs	ESL 042 Intermediate Reading	2-4 cr.

STUDY SKILLS CLASSES

COM 121 College Survival Skills	3 cr.
PSY 109 Career Development	1-3 cr.
STS 060 Learning Success Strategies	1-3 cr.

SCHEDULING SUGGESTIONS

1. Register for your assessment or ACT placement recommended classes the first semester.
2. Take English classes early in your program. They'll help you with all of your other classes!
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 semester.
5. Transfer and financial aid students should consult an advisor before registering.

IMPORTANT PHONE NUMBERS:

Admissions & Registration	303 360-4713
Financial Aid	303 360-4709
Advising	303 360-4797
Learning Resource Center	303 360-4736
Cashier's Office	303 360-4763
Bookstore	303 360-4774
Lowry Campus One-Stop	303 340-7093
Lewis Schlossinger, MAN/MAR dept.	303 340-7225

ONLINE AND HYBRID CLASSES

Many of the classes in this degree can be taken **online** or **hybrid** (an online class with optional in-classroom instruction). Symbols in the semester schedule indicate which classes are offered in either format.

Online/Hybrid Course Information:

<http://www.CCAurora.edu/infosheets>

Academic Standards of Progress

CCA defines satisfactory academic progress as maintaining a 2.0 cumulative grade point average (GPA) or higher. In order to remain in good standing at CCA, students must maintain at least a 2.0 cumulative GPA. Students who have less than a 2.0 cumulative GPA will be placed on probation or suspension status. For more information, consult the catalog at www.ccaurora.edu or talk to an advisor.



Our Website Has The Following Information:

- College Catalog and Semester Schedule
- Online Registration and Online Courses
- Financial Aid, Advising, and much more.

Instructional VP and Deans:

Greg Goode, Vice President of Instruction
Bob Fulcomer, Dean of Business, Math, & Computers
Lewis Schlossinger, Dept. Chair, Mgmt & Mktg
Libby Broughton, Transfer Advisor

STUDENT CHECKLIST

___ **Application** – Apply in person or online at www.CCAurora.edu.
Call for more info: 303-360-4700.

___ **Financial Aid** – To apply for grants, loans, scholarships, fill out a FAFSA form available in the Financial Aid Office or online at www.fafsa.ed.gov. Call for more info: 303-360-4709.

___ **Assessment** – All new students are required to take the basic skills assessment for placement into the appropriate English, reading and math courses. Assessment may be waived for certain students with ACT / SAT scores, completed degrees, are non-degree seeking or meet enrichment status, and for some transfer students. Call for more info: 303-360-4736.

___ **Residence Hall** – Request more information on dorm room and board at Lowry by calling 303-340-7001.

___ **Advising** – Contact an academic advisor to discuss goals and degree program requirements. Call for more info: CTC: 303-360-4797 or LC903: 303-340-7093.

___ **PIN** – Select a personal identification number to access your student records at the Advising Center or Admissions and Records. Call for more info: CTC: 303-360-4797 or LC903: 303-340-7093.

___ **Registration** – Once you have selected your classes, and have your PIN number, register online at www.CCAurora.edu, by phone at 303-825-2747 or on-site at CTC or LC903. For more info: call CTC: 303-360-4700 or LC903: 303-340-7093.

___ **Payment** - Tuition must be paid by the due date. You may sign a promissory note with the business office. For more info: call 303 360-4763.

___ **Attend class!** If you want to change your schedule, complete a Drop-Add form. Note: If you are receiving Financial Aid notify them of any drops to your schedule. It may affect your award! For more info: call 303-360-4713.

06/14/04