

**ASSOCIATE OF APPLIED SCIENCE
MANAGEMENT
CIS Management Emphasis
2002-2003**

General Information:

1. Degree Policies and Procedures are on page 33 of the Catalog or visit <http://www.ccaurora.edu>.
2. If you plan on transferring to another institution, contact an advisor before registering.
3. See the back page for more information.

English– 4 credits from the following:

ENG 121 English Composition I	3 cr.
ENG 188 English Comp I Practicum	1 cr.
OR	
BUS 217 Bus. Comm. & Report Wtg	3 cr.
BUS 288 Bu. Comm. Practicum	1 cr.

Mathematics or Science– 3 credits: Choose any AST-Astronomy, BIO-Biology, CHE-Chemistry, GEY-Geology, MAT-Math 121 or higher, or PHY-Physics.

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Social and Behavioral Sciences – 9 credits: Choose one course from ANT-Anthropology, GEO-Geography, HIS-History, POS-Political Science, PSY-Psychology, SOC-Sociology, WMS-Women’s Studies **and the two ECO courses below.**

ECO 201 Principles of Macroeconomics	3 cr.
ECO 202 Principles of Microeconomics	3 cr.
3 cr. from areas listed above	3 cr.

Humanities – 3 credits: choose any course from ART-Art, COM-Communication, Foreign Language 111 or higher, HUM-Humanities, JOU-Journalism, LIT-Literature, MUS-Music, PHI-Philosophy, SPE-Speech, THE-Theatre.

SPE 115 or SPE 125 Recommended	3 cr.
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Management Degree Requirements – 17credits

ACC 121 Principles of Acct. I	4 cr.
ACC 123 Prin. of Acct. I Recitation	1 cr.
BUS 216 Legal Environment of Bus.	3 cr.
MAN 200 Human Resources Mgmt I	3 cr.
MAN 226 Principles of Management	3 cr.
MAN 285 Internship	3 cr.
OR	
MAN 286 Directed Study	

CIS Management Emphasis – 20 credits.

CIS 105 Introduction to the PC	1 cr.
CIS 115 Intro to Computer Info Sys.	3 cr.
CIS 188 Intro to CIS Practicum	1 cr.
CIS 118 Microcomp. Applications	3 cr.
CIS 160 Presentation Graphics	1 cr.
CIS 188 Microcomp. App. Practicum	1 cr.
CIS 123 PC Windows Complete	3 cr.
CIS 188 PC Windows Practicum	1 cr.
CWB 105 Comp. Intro to the Internet	1 cr.
CWB 188 Intro. to the Internet Prac.	1 cr.
MAN 116 Principles of Supervision	3 cr.

Electives – Choose 9 credits from the following:

ACC 122 Principles of Accounting II	4 cr.
ACC 124 Prin. of Acct. Recitation II	1 cr.
BUS 115 Introduction to Business	3 cr.
CIS 135 Complete PC Word Process	3 cr.
CIS 188 Complete PC WP Practicum	1 cr.
CIS 145 Intro to Micro. Database	3cr.
CIS 188 Intro to Micro. Dbase Prac	1cr.
CIS 155 Complete PC Spreadsheets	3 cr.
CIS 188 Complete PC Spread. Prac.	1 cr.
MAN 227 Operations Management	3 cr.
MAN 244 Management Info Systems	3 cr.
MAR 216 Principles of Marketing	3 cr.

_____ **Total General Education - 19 credits**

_____ **Total Management Requirements - 17 credits**

_____ **Total CIS Mgmt Emphasis - 20 credits**

_____ **Total Degree Electives - 9 credits**

_____ **Total Required - 65 credits**

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COLLEGE PREP COURSES

Each course is 3 credits except where indicated.

ACT Score	SAT Score	Accu-Placer	English:
15		0-39	ENG 030 Basic Writing Skills, 2 cr
16		40-59	ENG 060 Writing Fundamentals
17		60-85	ENG 090 Basic Composition
18	450	86+	ENG 121 English Composition I
16		0-59	REA 060 Foundations of Reading
17		60-82	REA 090 College Prep Reading
			Math:
15		0-44 ar	MAT 030 Fundamentals of Math, 2
16		45-60 ar	MAT 060 Pre-Algebra
17		40-54 ea	MAT 090 Introductory Algebra, 4
18		55+ ea	MAT 109 Survey of Algebra, 4 cr.
19	440	72+ ea	MAT 121 College Algebra, 4 cr.

ENGLISH AS A SECOND LANGUAGE

Accu-Placer		
	ESL 021 Basic Grammar/Writing	1-5 cr.
	ESL 022 Intermediate Grammar	3-5 cr.
	ESL 023 Advanced Grammar	3 cr.
	ESL 031 Basic Conversation	1-5 cr.
	ESL 032 Intermediate Conversation	3-5 cr.
	ESL 041 Basic Reading	1-5 cr.
	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	1-3cr.



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.

ONLINE AND HYBRID CLASSES

Many of the classes in this degree can be taken “**online**” or “**hybrid**” (a combination of alternative and in-classroom instruction). Symbols in the semester schedule indicate which classes are offered in either format.

Online/Hybrid Course Information:

<http://www.CCAurora.edu>

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.

IMPORTANT PHONE NUMBERS:

Admissions	303 360-4700
Financial Aid	303 360-4709
Registration	303 360-4700
Advising	303 360-4797
Learning Resource Center	303 360-4736
Bookstore	303 360-4774
Business Office	303 360-4763
Lowry Campus One-Stop	303 365-7655

Instructional VP and Deans:

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

Our Website Has The Following Information:

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

STUDENT CHECKLIST

___ **Application** – Apply in person or online at <http://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 <http://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 PIN 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 <http://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: 303-340-7090.

___ **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.