



ASSOCIATE OF APPLIED SCIENCE, BUSINESS CCOnline, 2004-2005

Who is CCCOnline?

Colorado Community Colleges Online (CCOnline) is comprised of the 13 member colleges in the Colorado Community Colleges, Dawson Community College, Northwest Missouri State University and Pickens Tech. Through CCCOnline, you can earn your degree online!

Degree Information:

1. Degree requirements are available as CCA courses, CCCOnline courses, or a combination of both. Degree policy and procedures are in the Catalog online at www.ccaurora.edu.
2. CCCOnline courses are an especially good option for non-residents of Colorado as these courses are generally less expensive.
3. Visit cconline.org for more information about CCCOnline classes, schedules, etc.
4. If you plan on transferring to another institution, contact an advisor before registering.
5. CCCOnline classes have a 'C11' or 'C21' section number.

English– 6 credits

ENG 121 English Composition I	3 cr.
ENG 122 English Composition II	3 cr.

Mathematics– 4 credits

MAT 121 College Algebra	4 cr.
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Social and Behavioral Sciences – 6 credits

ECO 201 Prin. Of Macroeconomics	3 cr.
ECO 202 Prin. Of Microeconomics	3 cr.

Humanities – 3 credits

SPE 115 Public Speaking	3 cr.
OR	
SPE 125 Interpersonal Communication	

Degree Requirements – 35 credits

ACC 121 Principles of Accounting I	4 cr.
ACC 122 Principles of Accounting II	4 cr.
BUS 115 Intro. to Business	3 cr.
BUS 216 Legal Environment of Bus.	3 cr.
BUS 217 Bus. Comm & Report Writing	3 cr.
BUS 226 Business Statistics	3 cr.
MAN 216 Small Business Mgmt.	3 cr.
MAN 226 Principles of Management	3 cr.
MAR 113 Principles of Sales	3 cr.
MAR 216 Principles of Marketing	3 cr.
BUS 158 Human Resource Mgmt.	3 cr.

Information Technology Classes – 9 credits

CIS 115 Intro. to Comp Info Systems	3 cr.
CIS 118 Intro. to Microcomputer App	3 cr.
CIS 155 Intro to Spreadsheets	3 cr.

_____ Total General Education - 19 credits

_____ Total Degree Requirements - 35 credits

_____ Total Information Technology - 9 credits

_____ Total Required - 63 credits

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

CCA 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	Reading:
16		62-79	REA 060 Foundations of Reading
17	430 V	80+	REA 090 College Prep Reading
			No Basic Skills placement
			Math:
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 Offered by CCA

Accu-Placer		
	ESL 009 Low Beginning ESL	3 cr.
	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 Offered by CCA

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 the rest of your 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.
6. CCCOnline classes have a 'C11' or 'C21' section number.

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	303 360-4703
Business Office	303 360-4763
Lowry Campus One-Stop	303 340-7093
CCOnline	303 595-1679

Our Website Has The Following Information:

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

ONLINE AND HYBRID CLASSES

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

Online/Hybrid Course Information:

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

CCOnline Information:

<http://cconline.org>

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.

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 PIN 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 information, 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.

06/14/04