

BUSINESS

BUSINESS

Business programs at Aims Community College provide opportunities for students who seek immediate employment in the business sector, advanced education at a four-year business college, and/or retraining to upgrade business job skills. Students who intend to enroll in a business program should consult an appropriate business program advisor at the earliest opportunity to design an educational plan.

For the career professional, the two-year Associate of Applied Science (A.A.S.) degrees lead to employment opportunities in the Accounting, Business Technology and Marketing/Management fields. Certificate programs provide short-term avenues for students to upgrade their technical skills in these areas. Business-related workshops and seminars provide updates on current business practices and new technology for the employed professional.

For the transfer student, several of the Business A.A.S. degrees are articulated with Franklin University. Franklin's Bachelor of Science in Business Administration allows students to complete junior and senior level courses through a combination of Aims coursework and on-line instruction through Franklin University.

The Business Transfer Statewide Articulation Agreement, Associate of Arts degree, is designed for transfer to Colorado four-year business colleges.

BUSINESS TRANSFER STATEWIDE ARTICULATION AGREEMENT

(Associate of Arts Degree)
(AA LA03)

The Business Transfer (A.A. degree) program is designed for the student who is planning to enter a business degree program at a four-year institution. The Business Transfer program combines general education classes with specific business courses to meet requirements of university business programs.

After completing an A.A. degree with a Business Transfer, a student may seek entrance into a university College of Business program. At the university, a student would pursue a Bachelor of Science Degree in Business Administration with an emphasis in a particular area, such as accounting, finance, general business, marketing, or management. The Bachelor of Science Degree program prepares a student for employment within public and

private industry or with a governmental agency in a professional position of business leadership. Another direction that a business student may choose is certification to teach business courses at the secondary or postsecondary levels. After completion of the Bachelor's degree, a student may seek additional degrees or certification.

Recommended degree requirements for Business Transfer:

COMMUNICATION: 6
See A.A. degree requirements.

ARTS & HUMANITIES: 6
See A.A. degree requirements to select two courses.

BEHAVIORAL & SOCIAL SCIENCES: 9
ECO 201 Principles of Macroeconomics . . . 3
ECO 202 Principles of Microeconomics . . . 3
See A.A. degree for History requirement.

MATHEMATICS: 8
MAT 121 College Algebra 4
MAT 125 Survey of Calculus 4

PHYSICAL & LIFE SCIENCES: 8
See A.A. degree requirements.

ORAL COMMUNICATION OR TECHNOLOGY: 3
COM 115 Public Speaking 3

ELECTIVES:
All courses in the following list are required.
ACC 121 Accounting Principles I 4
ACC 122 Accounting Principles II 4
BUS 115 Introduction to Business 3
BUS 216 Legal Environment of Business . . . 3
BUS 217 Business Communications and Report Writing 3
BUS 226 Business Statistics 3
Total Credits for A.A. Degree: 60

ACCOUNTING DEPARTMENT

Location:
Westview, Office 652
Program Chair:
Ellen Swieter, 970.339.6522
Advisors and Faculty:
Lori Hatchell, 970.339.6215
Gina Jones, 970.339.6679

DEGREES/CERTIFICATES OFFERED:

Accounting Degree Program
(two-year A.A.S. degree)
Accounting Certificate Program
(one-year certificate)

Accounting (B.S. Franklin Alliance)
Business Administration
(B.S. Franklin Alliance)
Public Safety Management
(B.S. Franklin Alliance)

Potential Opportunities: This program is designed to prepare the student for employment in accounting positions which would include: accounts receivable or accounts payable clerk, cash receipts and disbursements clerk, payroll accounting technician, accountant, and budget or credit analyst.

A student seeking a degree or certificate in Accounting must consult with an accounting advisor at the earliest opportunity. The advisor is in a position to help the student determine if the chosen program is an appropriate plan for meeting the student's objectives. The advisor can also keep the student informed on the timing and sequencing of courses within the program. Course substitutions may be made when the accounting advisor agrees that alternate courses better fit the career goals and objectives of the student.

General Education Requirements: A minimum of 15 credit hours of General Education Courses are required with advisor's approval.

ACCOUNTING

(Associate of Applied Science Degree)
(AAS AC01)

BUSINESS EDUCATION REQUIREMENTS

ACC 121 Accounting Principles I 4
BUS 216 Legal Environment of Business . . . 3
CIS 155 PC Spreadsheet Concepts: Excel . . . 3
MAN 246 Critical Issues in Marketing and Management 3
Total Credits. 13

DEGREE REQUIREMENTS

ACC 115 Payroll Accounting 3
ACC 122 Accounting Principles II 4
ACC 125 Computerized Accounting 3
ACC 132 Tax Help Colorado 2
ACC 133 Tax Help Colorado Site Lab 1
ACC 135 Spreadsheet Applications for Accounting 3
ACC 211 Intermediate Accounting I 4
ACC 212 Intermediate Accounting II 4
ACC 226 Cost Accounting 3
ACC 269 Accounting Systems 3
BTE 108 Ten-Key by Touch 1
MAN 225 Managerial Finance 3
Total Credits. 34

GENERAL EDUCATION COURSES

PSY 100 Psychology of Workplace Relationships 3

Business, cont.

Select ONE from the following courses:
 MAT 112 Financial Mathematics 3
 (recommended)
 MAT 121 College Algebra 4
 MAT 135 Introduction to Statistics 3

Select ONE from the following courses:
 ENG 121 English Composition I 3
 ENG 122 English Composition II 3
 ENG 131 Technical Writing 3
 (recommended)

Select ONE from the following courses:
 ECO 105 Introduction to Economics 3
 ECO 201 Principles of Macroeconomics 3
 ECO 202 Principles of Microeconomics 3
 GEO 106 Human Geography 3
 PHI 112 Ethics 3
 POS 111 American Government 3
 COM 115 Public Speaking 3

Select ONE course (minimum of three credits) from either the Associate of Arts or Associate of Science General Education curriculum 3
Total Credits: 15-16
Total Credits for A.A.S. Degree: 62-63

A student who wishes to transfer to a four year accounting program should consult with an accounting advisor at the earliest opportunity. The advisor will guide the student through the A.A. degree with Business Transfer Statewide Articulation Agreement.

ACCOUNTING CERTIFICATE PROGRAM

(CERT AC29)

ACC 115 Payroll Accounting 3
 ACC 121 Accounting Principles I 4
 ACC 122 Accounting Principles II 4
 ACC 125 Computerized Accounting 3
 BTE 108 Ten-Key by Touch 1
 BUS 216 Legal Environment of Business 3
 CIS 155 PC Spreadsheet
 Concepts: Excel 3

Select ONE from the following courses:
 MAT 108 Technical Mathematics 4
 MAT 112 Financial Mathematics 3
 MAT 121 College Algebra 4
 MAT 135 Introduction to Statistics 3

Select ONE from the following courses:
 BUS 217 Business Communications and
 Report Writing (recommended) 3
 ENG 121 English Composition I 3
 ENG 131 Technical Writing I 3
Total Credits for Certificate: 27-28

ACCOUNTING ADVISORY COMMITTEE

Diane Alexander
 Anderson & Whitney
 Jeff Cranson
 Greeley West High School

Thomas Kapaun, Student
 Aims Community College
 Marcia Siebring, CPA
 Self-employed
 Verniece Thomas
 Accounting PB Roche Solutions

BUSINESS DEPARTMENT

Location:

Westview, Room 652

Program Chair:

Ellen Swieter, 970.339.6522

Advisors and Faculty:

Ellen Swieter, 970.339.6522
 Sue Ehrfurth, 970.339.6682
 DeLynn Anderson, 970.339.6499
 Lori Hatchell, 970.339.6215

The A.A.S. and certificate programs in Business Technology are designed for persons interested in gaining skills and knowledge using state-of-the-art equipment and up-to-date technology. Employment opportunities include office settings in government, small business, banking, medical fields, real estate, insurance, law, and the judicial legal system.

Students entering Aims Community College with high school credit in keyboarding, word processing, or bookkeeping, may substitute other courses with the consent of their program advisor.

Registration Requirement: All students taking a course or courses in a business program must have an appropriate business program advisor's signature on the course registration form before registering.

ADMINISTRATIVE ASSISTANT

(Associate of Applied Science Degree)

(AAS BT01)

BUSINESS EDUCATION REQUIREMENTS

ACC 121 Accounting Principles I 4
 BUS 216 Legal Environment of Business 3
 CIS 155 PC Spreadsheet Concepts-Excel 3
 MAN 246 Critical Issues in Marketing
 and Management 3
Total Credits: 13

DEGREE REQUIREMENTS

ACC 123 Accounting Principles I
 Recitation 1
 ACC 140 Accounting Software:
 Quickbooks 1
 BTE 108 Ten Key by Touch 1
 BTE 125 Records Management 3
 BTE 155 Word Processing Techniques I 3
 BTE 202 Office Simulation I 3
 BTE 225 Administrative Office
 Management 3
 BTE 255 Word Processing Techniques II 3
 BTE 257 Managing Office Technology 3
 BUS 111 Introduction to Business
 Presentation Software I 3

program information

BUS 112 Introduction to Business
 Presentation Software II 3
 BUS 281 Internship: Administrative/Legal/
 Medical 2
 CIS 145 Complete PC Database 3
Total Credits: 32

GENERAL EDUCATION REQUIREMENTS

PSY 100 Psychology of Workplace
 Relationships 3

Select ONE from the following courses:

MAT 112 Financial Mathematics 3
 (recommended)
 MAT 121 College Algebra 4
 MAT 135 Introduction to Statistics 3

Select ONE from the following courses:

ENG 121 English Composition I 3
 ENG 122 English Composition II 3
 ENG 131 Technical Writing 3
 (recommended)

Select ONE from the following courses:

BIO 106 Basic Anatomy and Physiology 4
 COM 115 Public Speaking 3
 ECO 105 Introduction to Economics 3
 ECO 201 Principles of Macroeconomics 3
 ECO 202 Principles of Microeconomics 3
 GEO 106 Human Geography 3
 PHI 112 Ethics 3
 POS 111 American Government 3

Select ONE course (minimum of three credits) from either the Associate of Arts or Associate of Science General Education curriculum 3

Total Credits: 15-17
Total Credits for A.A.S. Degree: 60-62

MEDICAL

ADMINISTRATIVE ASSISTANT

(Associate of Applied Science Degree)

(AAS BT15)

BUSINESS EDUCATION REQUIREMENTS

ACC 121 Accounting Principles I 4
 BUS 216 Legal Environment of Business 3
 CIS 155 PC Spreadsheet Concepts-Excel 3
 MAN 246 Critical Issues in Marketing
 and Management 3
Total Credits: 13

DEGREE REQUIREMENTS

BIO 106 Anatomy and Physiology 4
 BTE 108 Ten Key by Touch 1
 BTE 155 Word Processing Techniques I 3
 BTE 255 Word Processing Techniques II 3
 BTE 257 Managing Office Technology 3
 BUS 281 Internship 2
 CIS 145 Complete PC Database 3
 HPR 178 Seminar: Medical Terminology 3
 MOT 110 Medical Office Administration 4
 MOT 120 Medical Office Financial
 Management 3
 MOT 130 Insurance Billing and Coding 3
 MOT 132 Medical Transcription I 4
Total Credits: 36

Business, cont.

GENERAL EDUCATION REQUIREMENTS

PSY 100 Psychology of Workplace Relationships 3

Select ONE from the following courses:

MAT 112 Financial Mathematics 3
(recommended)

MAT 121 College Algebra 4

MAT 135 Introduction to Statistics 3

Select ONE from the following courses:

ENG 121 English Composition I 3

ENG 122 English Composition II 3

ENG 131 Technical Writing 3
(recommended)

Select ONE course (minimum of three credits) from either the Associate of Arts or Associate of Science General Education curriculum 3

Total Credits: 12-13

Total Credits for A.A.S. Degree: 61-62

BUSINESS TECHNOLOGY CERTIFICATE

(CERT BT04)

CERTIFICATE REQUIREMENTS

BTE 108 Ten-Key by Touch 1

BTE 125 Records Management 3

BTE 155 Word Processing Techniques I . . . 3

BTE 225 Administrative Office Management 3

BTE 255 Word Processing Techniques II . . 3

BUS 111 Introduction to Business Presentation Software I 3

BUS 112 Introduction to Business Presentation Software II 3

CIS 155 PC Spreadsheet Concepts: Excel 3

MAT 112 Financial Mathematics 3

PSY 100 Psychology of Workplace Relationships 3

Select ONE from the following courses:

BUS 217 Business Report Writing and Communication (recommended) 3

ENG 121 English Composition I 3

ENG 122 English Composition II 3

ENG 131 Technical Writing 3

Total Credits: 31

MEDICAL TRANSCRIPTION AND CODING CERTIFICATE

(CERT BT14)

CERTIFICATE REQUIREMENTS

BIO 106 Basic Anatomy & Physiology . . . 4

BTE 155 Word Processing Techniques I . . . 3

BUS 281 Internship Medical 2

HPR 106 Law/Ethics for Health Professionals 2

HPR 178 Seminar: Medical Terminology . . 3

MOT 110 Medical Office Administration . . 4

MOT 120 Medical Office Financial Management 3

MOT 130 Insurance Billing and Coding . . . 3

MOT 132 Medical Transcription I 4

Select ONE from the following courses:

BUS 217 Business Report Writing and Communication (recommended) 3

ENG 121 English Composition I 3

ENG 122 English Composition II 3

ENG 131 Technical Writing 3

Total Credits: 31

SKILL ENHANCEMENT CERTIFICATES

(CERT BT13)

ADVANCED OFFICE SPECIALIST CERTIFICATE REQUIREMENTS

BTE 155 Word Processing Techniques I . . . 3

BTE 255 Word Processing Techniques II . . 3

BUS 111 Introduction to Business Presentation Software I 3

BUS 112 Introduction to Business Presentation Software II 3

CIS 145 Complete PC Database 3

CIS 155 PC Spreadsheet Concepts: Excel 3

Total Credits: 18

WORD PROCESSING SKILL ENHANCEMENT

(CERT BT10)

CERTIFICATE REQUIREMENTS

BTE 155 Word Processing Techniques I . . . 3

BTE 255 Word Processing Techniques II . . 3

Total credits: 6

MULTIMEDIA PRESENTATION SKILL ENHANCEMENT

(CERT BT12)

CERTIFICATE REQUIREMENTS

BUS 111 Introduction to Business Presentation Software I 3

BUS 112 Introduction to Business Presentation Software II 3

Total Credits: 6

NOTE: Each course required for a particular certificate must be passed with a grade of A or B to qualify for the Skill Enhancement Certificate. These courses may have prerequisites which must be completed before enrollment. Please check the current college catalog for details.

BUSINESS TECHNOLOGY ADVISORY COMMITTEE

Mardy Gerwig

Northridge High School

Georgia Gutierrez

North Colorado Medical Center

Ellen Hetterler

Rick Management Department

Banner Health

Cookie Kobel

Weld County District Attorney Office

Susan Musil

Greeley Central High School

Sue Stone

University of Northern Colorado

Nancy Upchurch, CPS

Hensel Philps Construction Company

MARKETING/MANAGEMENT DEPARTMENT

Location:

Westview, Office 652

Program Chair:

Ellen Swieter, 970.339.6522

Advisors and Faculty:

Maxine Christenson, 970.339.6255

Claudia Stevens, 970.339.6362

DEGREES/CERTIFICATES OFFERED:

Marketing/Management Degree Program
(two-year A.A.S. degree)

Management Certificate

(one-year certificate)

Small Business Management

(one-year certificate)

While the programs described are designed to assist those marketing or management students who are interested in pursuing a particular major or in career preparation, these suggested programs should be used only as a guide. Course substitutions may be made when new courses are offered and when the Marketing/Management advisor agrees that alternate courses better fit the career goals and objectives of the student.

A student seeking an Associate of Applied Science degree in Marketing/Management should consult with a Marketing/Management faculty advisor at the earliest opportunity to plan a program that is appropriate to his or her needs. The individual program should be planned to strengthen and/or broaden the student's background in one or more areas relating to individual needs and to satisfy the degree requirements.

Marketing or Management General Education Requirements: A minimum of 15 credit hours of General Education Courses are required with advisor's approval. These courses may have prerequisites.

MARKETING/MANAGEMENT

(Associate of Applied Science Degree)

(AAS MM00)

BUSINESS EDUCATION REQUIREMENTS

ACC 121 Accounting Principles I 4

BUS 216 Legal Environment of Business . . 3

CIS 155 PC Spreadsheet Concepts-Excel . . 3

MAN 246 Critical Issues in Marketing and Management 3

Total Credits: 13

DEGREE REQUIREMENTS

MAN 116 Principles of Supervision 3

MAN 125 Teambuilding 1

Business, cont.

MAN 200 Human Resource Management I . . . 3
 MAN 212 Negotiations and Conflict Resolutions 3
 MAN 215 Organizational Behavior 3
 MAN 224 Leadership 3
 MAN 226 Principles of Management 3
 MAN 240 Strategic Management 3
 MAN 287 Cooperative Education/ Internship 3
 MAR 111 Principles of Sales 3
 MAR 216 Principles of Marketing 3

Select ONE from the following courses:
 MAN 216 Small Business Management 3
 MAN 275 Special Topics 3
 MAR 117 Principles of Retailing 3
 MAR 220 Principles of Advertising 3
 MAR 235 Consumer Behavior 3
 MAR 240 International Marketing 3
 MAR 258 Marketing Research 3
 MAR 275 Special Topics 3
Total Credits: 34

GENERAL EDUCATION REQUIREMENTS

Select ONE from the following courses:
 ECO 105 Introduction to Economics 3
 ECO 201 Principles of Macroeconomics 3
 ECO 202 Principles of Microeconomics 3

Select ONE from the following courses:
 MAT 112 Financial Mathematics 3
 MAT 121 College Algebra 4
 MAT 135 Introduction to Statistics 3

Select ONE from the following courses:
 ENG 121 English Composition I 3
 ENG 122 English Composition II 3
 ENG 131 Technical Writing 3

Select ONE from the following courses:
 COM 115 Public Speaking 3
 GEO 106 Human Geography 3
 PHI 112 Ethics 3
 POS 111 American Government 3
 PSY 101 General Psychology I 3

Select ONE course (minimum of three credits) from either the Associate of Arts or Associate of Science General Education curriculum 3
Total Credits: 15-16
Total Credits for Degree: 62-63

MANAGEMENT CERTIFICATE

(CERT MM10)

CERTIFICATE REQUIREMENTS

ENG 131 Technical Writing I 3
 MAN 116 Principles of Supervision 3
 MAN 125 Teambuilding 1
 MAN 200 Human Resource Management 3
 MAN 224 Leadership 3
 MAN 226 Principles of Management 3
 MAN 246 Critical Issues in Marketing and Management 3
 MAR 111 Principles of Sales 3

Select ONE from the following courses:
 MAN 212 Negotiations & Conflict Resolution 3
 MAR 216 Principles of Marketing 3
Total credits for Certificate: 25

SMALL BUSINESS MANAGEMENT CERTIFICATE

(CERT BT14)

CERTIFICATE REQUIREMENTS

ACC 121 Principles of Accounting 4
 MAN 125 Teambuilding 1
 MAN 216 Small Business Management 3
 MAR 220 Advertising 3

Select ONE from the following courses:
 MAN 226 Principles of Management 3
 MAR 216 Principles of Marketing 3

Select ONE from the following courses:
 MAN 116 Principles of Supervision 3
 MAN 200 Human Resource Management 3
Total credits for Certificate: 17

MARKETING/MANAGEMENT ADVISORY COMMITTEE

- David Delgado
Greeley Central High School
- Karen Danielson
State Farm
- Pamela Farmer
Bank of Choice
- Heather Fritzler
American Family Insurance
- Troy Garcia
New Horizons
- Kathy Kersgard
Union Colony Bank
- Sue Lapcewich
Keystone Marketing
- Phil Sanchez
Crossmark
- Wade Smith
Fort Lupton High School

