

# 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

The following is the recommended sequence of classes:

Business Transfer Course Sequence

**FALL:**  
ENG 121 English Composition I ..... 3  
MAT 121 College Algebra ..... 4  
BUS 115 Introduction to Business ..... 3  
HIS ..... 3  
ART & HUM. .... 3  
**Total Credits:** ..... 16

**SPRING:**  
ENG 122 English Composition II ..... 3  
MAT 125 Survey of Calculus ..... 4  
PHY & Life Sci. .... 4-5  
BUS 216 Legal Environment of Business ..... 3  
**Total Credits:** ..... 14-15

## FALL:

ACC 121 Accounting Principles I ..... 4  
COM 115 Public Speaking ..... 3  
PHY & Life Sci. .... 4-5  
ECO 201 Principles of Macroeconomics ..... 3  
**Total Credits:** ..... 14-15

## SPRING:

ACC 122 Accounting Principles II ..... 4  
ECO 202 Principles of Microeconomics ..... 3  
BUS 217 Business Communications and Report Writing ..... 3  
ART & HUM. .... 3  
BUS 226 Business Statistics ..... 3  
**Total Credits:** ..... 16

## 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)

**Enrolled Agent Certificate**  
(Two semester 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.

**Business, cont.**

**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         |
| <b>Total Credits</b> |   | <b>13</b> |

**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         |
| <b>Total Credits</b> |   | <b>34</b> |

**GENERAL EDUCATION COURSES**

|         |                                       |   |
|---------|---------------------------------------|---|
| PSY 100 | Psychology of Workplace Relationships | 3 |
|---------|---------------------------------------|---|

Select ONE from the following courses:

|         |                                     |   |
|---------|-------------------------------------|---|
| MAT 112 | Financial Mathematics (recommended) | 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 (recommended) | 3 |

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

|  |  |              |
|--|--|--------------|
| <b>Total Credits</b>                   |  | <b>15-16</b> |
| <b>Total Credits for A.A.S. Degree</b> |  | <b>62-63</b> |

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 the 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            |
| <b>Total Credits for Certificate</b> |  | <b>27-28</b> |

**ENROLLED AGENT**

**CERTIFICATE PROGRAM**

(CERT AC33)

|         |                              |   |
|---------|------------------------------|---|
| ACC 115 | Payroll Accounting           | 3 |
| ACC 121 | Accounting Principles I      | 4 |
| 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 231 | Business Taxation            | 3 |
| ACC 265 | Enrolled Agent Review Course | 3 |
| MAN 102 | Business Ethics and Values   | 1 |
| MAT 112 | Financial Mathematics        | 3 |

Select ONE from the following courses:

|                                      |  |           |
|--------------------------------------|--|-----------|
| BUS 217                              | Business Communications and Report Writing (recommended) | 3         |
| ENG 131                              | Technical Writing I                                      | 3         |
| <b>Total Credits for Certificate</b> |  | <b>30</b> |

**ACCOUNTING ADVISORY COMMITTEE**

- Judy Hicks  
Anderson & Whitney
- Jeff Cranson  
Greeley West High School
- Thomas Kapaun  
Self-employed
- 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:**

DeLynn Anderson, 970.339.6799

Ellen Swieter, 970.339.6522

Sue Ehrfurth, 970.339.6682

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         |
| <b>Total Credits</b> |   | <b>13</b> |

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

## 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 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 . . . . .

|   |              |
|---|--------------|
| <b>Total Credits:</b>                   | <b>15-17</b> |
| <b>Total Credits for A.A.S. Degree:</b> | <b>60-62</b> |

## MEDICAL ADMINISTRATIVE ASSISTANT

(Associate of Applied Science Degree)

(AAS ma05)

### 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 |
| <b>Total Credits:</b> | <b>13</b>   |   |

### 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 |
| <b>Total Credits:</b> | <b>36</b>                                     |   |

### 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 . . . . .

|   |              |
|---|--------------|
| <b>Total Credits:</b>                   | <b>12-13</b> |
| <b>Total Credits for A.A.S. Degree:</b> | <b>61-62</b> |

## 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 |
| <b>Total Credits:</b> | <b>31</b>   |   |

## 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 |
| <b>Total Credits:</b> | <b>31</b>   |   |

## SKILL ENHANCEMENT CERTIFICATES

### ADVANCED OFFICE SPECIALIST

(CERT BT13)

### 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 |
| <b>Total Credits:</b> | <b>18</b>   |   |

### WORD PROCESSING SKILL ENHANCEMENT

(CERT BT10)

### CERTIFICATE REQUIREMENTS

|                       |   |   |
|-----------------------|---|---|
| BTE 155               | Word Processing Techniques I . . . . .  | 3 |
| BTE 255               | Word Processing Techniques II . . . . . | 3 |
| <b>Total Credits:</b> | <b>6</b>                                |   |

### 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 |
| <b>Total Credits:</b> | <b>6</b>  |   |

**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 Hetterle  
Rick Management Department  
Banner Health
- Susan Musil  
Greeley Central High School
- Greta Steinmetz  
City of Greeley
- Sue Stone  
University of Northern Colorado
- Nancy Upchurch, CPS  
Hensel Philips Construction Company

**Business, cont.**

**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         |
| <b>Total Credits:</b> |   | <b>13</b> |

**DEGREE REQUIREMENTS**

|         |                                       |   |
|---------|---------------------------------------|---|
| MAN 116 | Principles of Supervision             | 3 |
| MAN 125 | Teambuilding                          | 1 |
| 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         |
| <b>Total Credits:</b> |                           | <b>34</b> |

**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.

|                                  |  |              |
|----------------------------------|--|--------------|
| <b>Total Credits:</b>            |  | <b>15-16</b> |
| <b>Total Credits for Degree:</b> |  | <b>62-63</b> |

**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         |
| <b>Total credits for Certificate:</b> |                                    | <b>25</b> |

**SMALL BUSINESS MANAGEMENT CERTIFICATE**

(CERT mm14)

**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         |
| <b>Total credits for Certificate:</b> |                           | <b>17</b> |

**MARKETING/MANAGEMENT ADVISORY COMMITTEE**

Randy Berman

General Manager, Greeley Mall

David Delgado

Greeley Central High School

Pamela Farmer

Bank of Choice

Troy Garcia

New Horizons

Heather Ingersoll

American Family Insurance

Sue Lapcewich

Keystone Marketing

Angie Noe

Basic Fitness Training

Phil Sanchez

Crossmark

Wade Smith

Fort Lupton High School