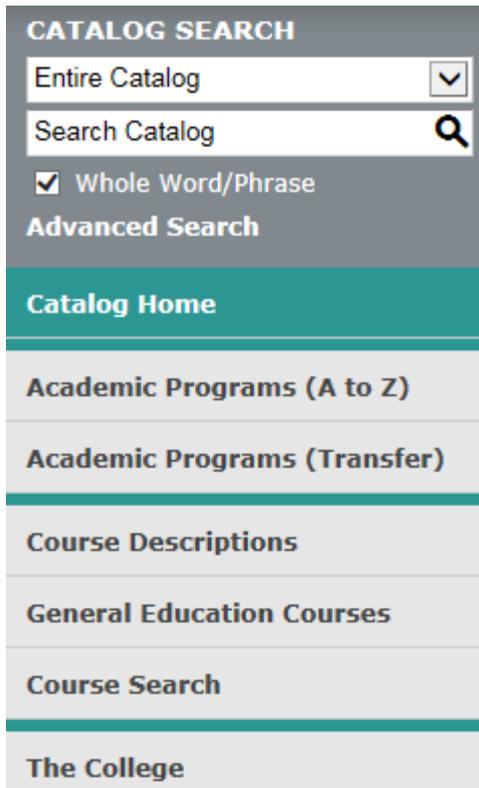




## Catalog User Guide, Tips & Shortcuts

Questions? • [askAACCC@aacc.edu](mailto:askAACCC@aacc.edu) • 410-777-AACCC (2222)

# Catalog Home Page: Navigation



Use the left-side menu to select any section of the **catalog**: academic programs, course descriptions, general education courses, etc.

# Searching the Catalog

1. Use the Catalog Search box at the top left of the page.

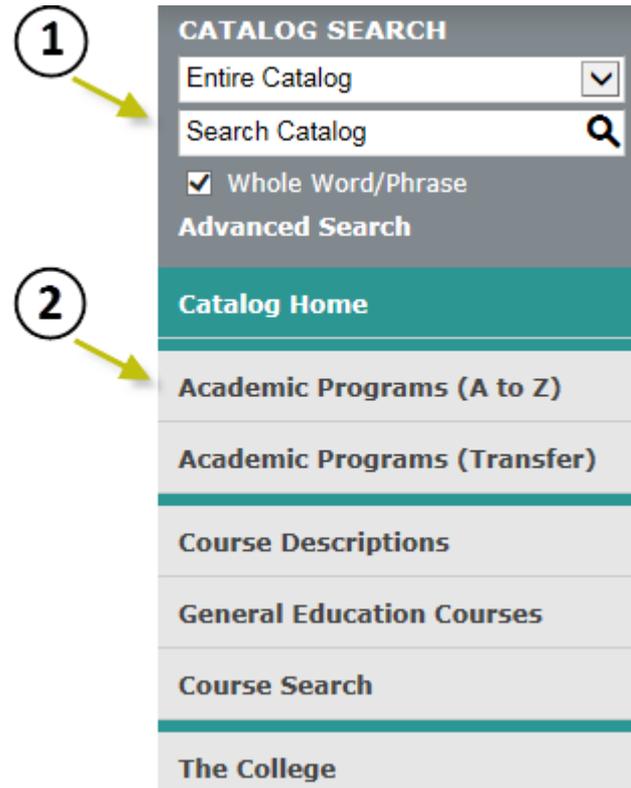
Type a keyword in the Search Catalog box (ex, ENG 111 or English) and click the search icon 

Narrow the search? Selecting the drop down menu allows you to narrow your search to :

- Courses
- Schools and Departments
- Areas of Study
- Policies and Other Content

2. Or click on a link in the table of contents

*(listed under Catalog Home)*



The screenshot shows the 'CATALOG SEARCH' section of the website. A yellow arrow labeled '1' points to the 'Entire Catalog' dropdown menu. Another yellow arrow labeled '2' points to the 'Catalog Home' link in the table of contents below the search box.

CATALOG SEARCH	
Entire Catalog	▼
Search Catalog	
<input checked="" type="checkbox"/> Whole Word/Phrase	
Advanced Search	
<b>Catalog Home</b>	
Academic Programs (A to Z)	
Academic Programs (Transfer)	
Course Descriptions	
General Education Courses	
Course Search	
<b>The College</b>	

# Icons on Pages

- There are icons on each page that provide more resources:

## Share, Print Friendly, Help

*(Look on right margin TOP of page for these icons )*



# Click it!

- Teal blue words link you to more information



## **General Admission Procedures**

### **Degree- and Certificate-seeking Students (must be age 16 or older)**

1. **Submit an application** to the Admissions and Enrollment Development office as early as possible and before the term when admission is desired.
2. Forward any ACT, SAT, AP and CLEP scores as well as the following official documentation to the Records and Registration office:
  - a. *High school graduates*: submit an official copy of a secondary school transcript.
  - b. *General Educational Development Diploma (GED)* students: request the appropriate state department of education to mail a copy of the test results.
  - c. *Students who have attended other colleges*: submit an official transcript from each college attended.

# Course Descriptions

- Click on the course title to see all course information; click a second time to hide the information

## Business Administration

[BPA 100 - Accounting Basics](#)

### **BPA 100 - Accounting Basics**



*3 credit hours - Three hours weekly; one term.*

Study basic accounting fundamentals including the accounting cycle and the preparation of basic financial records. Examine the applications for use in careers requiring limited math and accounting background, such as retail, hotel/restaurant and small business management. Not a substitute for **BPA 201**

**Note:** Credit is not given for both BPA 100 and **BPA 201** (formerly BPA 211).

- **BPA 103 - Introduction to Entrepreneurship**
- **BPA 104 - Entrepreneurship: Sales and Marketing for Small Business**
- **BPA 105 - Exploring the Future**
- **BPA 106 - Introduction to Project Management**
- **BPA 111 - Business and Its Environment**

# Academic Policy Browsing

- Click page menu links & quickly see that policy information

## Academic Regulations and Policies

- [Academic Integrity Policy](#)
- [Academic Standing](#)
- [Americans with Disabilities Act Policy](#)
- [Audit](#)
- [Credit Hours](#)
- [Credit Limitations](#)
- [Dean's List/ Honor Roll](#)
- [Dismissal and Reinstatement](#)
- [Enrollment/Changing a Schedule](#)
- [Equal Opportunity and Nondiscrimination Policy](#)
- [Exceptions to Academic Regulations/ Petitions to the Academic Standards Committee](#)
- [FERPA: The Family Education Rights and Privacy Act](#)
- [Forgiveness of Courses](#)
- [Grades](#)
- [Grade Point Average \(GPA\) and Quality Point Total](#)
- [Graduation Honors](#)
- [Graduation Requirements](#)
- [Military Deployment](#)
- [Registration Policy](#)
- [Repetition of Courses](#)
- [Residency Requirements for Tuition Purposes Policy and Waivers to Tuition Policy](#)
- [Student Athlete Eligibility](#)
- [Student Complaint Procedures](#)
- [Student Records](#)
- [Transcripts](#)
- [Title 13B - Maryland Higher Education Commission](#)

*For questions regarding academic regulations, contact an academic adviser.*

# Program Requirements

Find the Planning Tool icon for a print-friendly list



## Planning Tool: Two-Year Sequence of Courses

AACC faculty developed the following sequence of courses to encourage greater success in each student's program of study. This sequence incorporates all of the student's requirements for this degree and provides the student with essential notes to guide their success. It is recommended that students view and save this as they plan courses for this degree.



The image shows a thumbnail of a table titled "COURSE REQUIREMENTS FOR YOUR PROGRAM OF STUDY". The table has multiple columns and rows, likely representing different courses and their requirements. The text is small and difficult to read, but the structure appears to be a grid or schedule.

[Click Here to View, Save, or Print a PDF Copy of the Planning Tool: Two-Year Sequence of Courses for this degree](#)