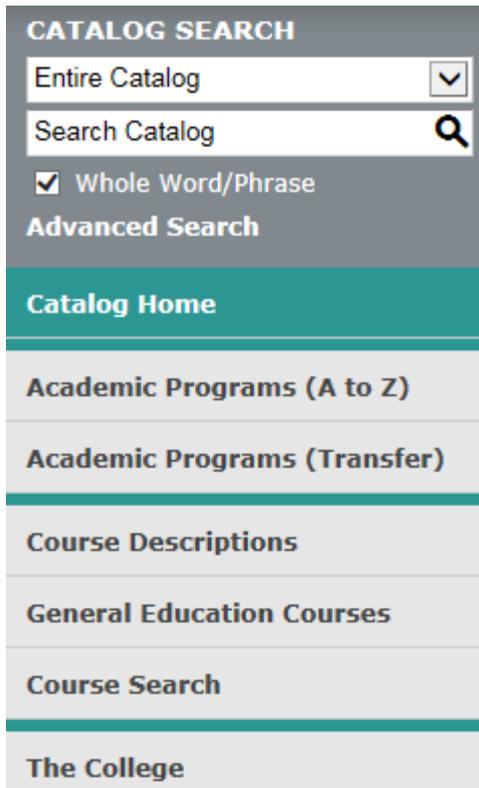# Catalog User Guide, Tips & Shortcuts

Questions? • askAACC@aacc.edu • 410-777-AACC (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

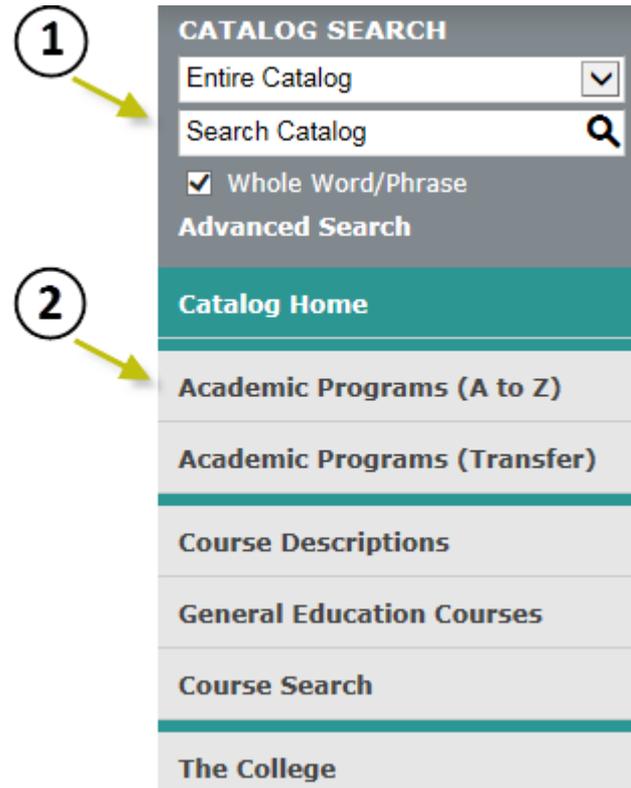1. Use the Catalog Search box at the top left of the page.

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

2. Or click on a link in the table of contents
   (listed under Catalog Home)

① **CATALOG SEARCH**

Entire Catalog ▾

Search Catalog 🔍

☑ Whole Word/Phrase

Advanced Search

② **Catalog Home**

Academic Programs (A to Z)

Academic Programs (Transfer)

Course Descriptions

General Education Courses

Course Search

The College

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

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.

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