

# BUSINESS ADMINISTRATION



The Advance College Academy (ACA) is a partnership with Henrico County Public Schools (HCPS) and Reynolds Community College that allows students to obtain an **Associate of Science** degree in Business Administration as well as an advanced high school diploma during their four years in high school. As a member of the National Alliance of Concurrent Enrollment Partnerships (NACEP), HCPS and Reynolds follow a prescribed set of standards which ensure a high quality representation of college classes and coursework. Students who successfully complete their high school education through ACA, in accordance with existing agreements between Reynolds Community College and the Southern Association of Colleges and Schools (SACS), have an opportunity to transfer 61 credits of the associate's degree to a four year college or university of their choice.

## HIGHLAND SPRINGS HIGH SCHOOL

PROGRAM GOALS	INSTRUCTION
<ul style="list-style-type: none"> <li>◆ Develop effective and dynamic study skills by encouraging and designing study groups to enhance peer learning.</li> <li>◆ Prepare for the rigor of actual college courses through honors and AP classes taken during 9th and 10th grades.</li> <li>◆ Define post-secondary academic and career goals Briggs testing and periodic one-on-one sessions with our Reynolds career coach.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Rigorous and challenging 21st century instruction utilized across the ACA curriculum.</li> <li>◆ Honors and AP classes comprise the 9th and 10th grade course work.</li> <li>◆ The high school experience is embellished with high school electives and participation in high school extra-curricular activities.</li> <li>◆ Students earn a full associate's degree of 61 credits at no cost to the family.</li> <li>◆ There is no cost, to students, for college courses taken through ACA.</li> </ul>

### ADMISSIONS

Students are selected for one of 50 available spots based on the following criteria.

- ◇ Algebra I in middle school with a final grade of B or higher
- ◇ Minimum 3.0 GPA
- ◇ Results of NWEA testing
- ◇ Evaluation of writing samples
- ◇ Strength of recommendations and transcript
- ◇ Recommendation of the selection committee

## FOUR-YEAR ACA FOR BUSINESS ADMINISTRATION CURRICULUM

9th Grade	10th Grade	11th Grade	12th Grade
Honors English 9	Honors English 10	Reynolds English 111 & 112	Reynolds English 243 & 242
Honors Biology	Honors Chemistry	AP Physics or AP Chemistry or AP Environmental Science	Reynolds General Biology 101 & 102
Honors Geometry or Honors Algebra II	Honors Algebra II or Honors Math Analysis	Reynolds Math 163 & 270	Reynolds Political Science 211 & 212
Honors World History II	AP European History or AP World History	Reynolds US History 121 & 122	Reynolds Economics 201 & 202
World Language	World Language	Reynolds ITE 115 & 140	Reynolds Accounting 211 & 212
Health & P.E. 9	Health & P.E. 10	Leadership Elective & Reynolds Business 100	HCPS Elective
HCPS Elective	HCPS Elective	World Language	HCPS Elective
	Online Economics & Personal Finance		
	Summer between 10th and 11th Grades Reynolds Student Development & Personal Wellness		

### IMPORTANT DATES

#### Open House ACA for Business Administration:

October 24, 2017 7PM – 8:30PM  
Highland Springs High School Auditorium  
Designed to provide in-depth information about this concurrent enrollment program.

#### Application Process:

- ◆ Available online Nov. 21, 2017— Jan. 13, 2018
- ◆ Rising 9th grade students in HCPS, private school, home school and transfer
- ◆ Submit ACA essay as instructed by your school counselor.
- ◆ Online Acceptance Check on March 10, 2018

- ◆ Notification of Intent due by March 24, 2018

To request an ACA shadowing date, visit  
<http://tinyurl.com/acashadow>

#### Contact Information

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## *ACA Student Shadowing*

Jan 9<sup>th</sup> – March 23<sup>rd</sup>

Highland Springs High School

<http://tinyurl.com/acashadow>

*(You may also visit our web site to register.)*

ACA Student Shadowing can be scheduled from January 9, 2018 through March 23, 2018 during the school day and is limited to 3 student visitors per date. **SignUp Genius** will automatically send you a reminder 2 days before your visit. Your shadow partner will also call you on the phone within 2 days of your visit. **Shadowing will be accepted up to 3 school days prior to the actual shadowing date.**

### **Dates to visit:**

We highly recommend shadowing on Mondays to see all seven periods; however, shadowing is available on all listed dates.

### **Transportation:**

Students seeking to shadow must provide their own transportation for the day. Please report to the front office between **8:30AM** and **8:45AM** and plan to be picked up at **3:30PM**. Students should be dropped off and picked up from the front parking lot. Shadowing students are not permitted to ride the high school bus home.

### **Lunch:**

Our *Cafe' Springs* has a variety of hot and cold lunches for purchase. Students may bring lunch as well.

### **Things to bring:**

Shadowing students should dress in layers according to the day's weather and must adhere to the HCPS Dress Code. A pen or pencil and paper are always helpful.