



2017-2018 PROGRAM REQUIREMENTS

Degree: Associate of Applied Science

Major: Applied Business

Emphasis: Administrative Support

About This Major . . .

This program prepares students to be effective, efficient professionals. Students develop skills in budget analysis, office technology, grammar, oral presentations, information systems, current software programs, human relations and communications. The administrative support curriculum prepares the student to be an effective staff member in business, government or non-profit organizations.

For more information on what you can do with this major, go to <http://www.coloradomesa.edu/wccc/programs.html>.

All CMU associate graduates are expected to demonstrate proficiency in critical thinking, communication fluency, quantitative fluency, and specialized knowledge/applied learning. In addition to these campus-wide student learning outcomes, graduates of this major will be able to:

1. Demonstrate the ability to create professional business documents per industry standards. (Communication Fluency)
2. Interpret Professional financial documents, per industry standards. (Quantitative Fluency)
3. Identify and demonstrate excellent internal and external customer service. (Applied Learning)
4. Demonstrate the ability to use business software applications proficiently. (Critical Thinking)
5. Recognize and illustrate effective, efficient, entry level office professional behavior. (Applied Learning)
6. Identify and value the significance of trustworthiness, confidentiality, dependability, self-motivation, and attitude. (Specialized Knowledge)

Advising Process and DegreeWorks

This document is intended for informational purposes to help determine what courses and associated requirements are needed to earn a degree. The suggested course sequencing outlines how students could finish degree requirements. Some courses are critical to complete in specific semesters, while others may be moved around. Meeting with an academic advisor is essential in planning courses and altering the suggested course sequencing. It is ultimately the student's responsibility to understand and fulfill the requirements for her/his intended degree(s).

DegreeWorks is an online degree audit tool available in MAVzone. It is the official record used by the Registrar's Office to evaluate progress towards a degree and determine eligibility for graduation. Students are responsible for reviewing their DegreeWorks audit on a regular basis and should discuss questions or concerns with their advisor or academic department head. Discrepancies in requirements should be reported to the Registrar's Office.

Graduation Process

Students must complete the following in the first two months of the semester prior to completing their degree requirements:

- Review their DegreeWorks audit and create a plan that outlines how unmet requirements will be met in the final semester.
- Meet with their advisor and modify their plan as needed. The advisor must approve the final plan.
- Submit the "Intent to Graduate" form to the Registrar's Office to officially declare the intended graduation date and commencement ceremony plans.
- Register for all needed courses and complete all requirements for each degree sought.

Submission deadlines and commencement details can be found at <http://www.coloradomesa.edu/registrar/graduation.html>.

If a student's petition for graduation is denied, it will be her/his responsibility to consult the Registrar's Office regarding next steps.

INSTITUTIONAL DEGREE REQUIREMENTS

The following institutional degree requirements apply to all CMU/WCCC Associate of Applied Science (AAS) degrees. Specific programs may have different requirements that must be met in addition to institutional requirements.

- 60 semester hours minimum.
- Students must complete a minimum of 15 of the final 30 semester hours of credit at CMU.
- 2.00 cumulative GPA or higher in all CMU coursework.
- A course may only be used to fulfill one requirement for each degree/certificate.
- No more than six semester hours of independent study courses can be used toward the degree.
- Non-traditional credit, such as advanced placement, credit by examination, credit for prior learning, cooperative education and internships, cannot exceed 20 semester credit hours for an AAS degree.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Capstone exit assessment/projects (e.g., Major Field Achievement Test) requirements are identified under Program-Specific Degree Requirements.
- The Catalog Year determines which program sheet and degree requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements you should follow.
- See "Requirements for Undergraduate Degrees and Certificates" in the catalog for a complete list of graduation requirements.

PROGRAM-SPECIFIC DEGREE REQUIREMENTS

- 61 semester hours total for the AAS in Applied Business, Administrative Support emphasis.
- A grade of "C" or higher must be achieved in coursework toward major content area.

ESSENTIAL LEARNING REQUIREMENTS (18 semester hours)

See the current catalog for a list of courses that fulfill the requirements below. If a course is an Essential Learning option and a requirement for your major, you must use it to fulfill the major requirement and make a different selection for the Essential Learning requirement.

Communication (9 semester hours)

- ENGL 111 - English Composition (3)
- ENGL 112 - English Composition (3)
- SPCH 101 - Interpersonal Communications (3)

Mathematics (3 semester hours)

- MATH 107 - Career Math (3) or higher

Other Essential Learning Core Courses (6 semester hours)

- Select one Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course (3)
- Select one Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course (3)

OTHER LOWER-DIVISION REQUIREMENTS

Wellness Requirement (2 semester hours)

- KINE 100 - Health and Wellness (1)
- Select one Activity course (1)

FOUNDATION COURSES (20 semester hours)

- BUGB 101 - Introduction to Business (3)
- BUGB 211 - Business Communications (3)
- ABUS 106 - Marketing Your Image (1)
- ABUS 128 - Workplace Behavior (3)
- ABUS 156 - Problem-Solving in the Business Environment (3)
- ABUS 257 - Managing Office Technology I (3)
- TECI 142 - Internet of Things (1)
- TECI 132 - Introduction to IT Hardware and System Software (3)

AAS: APPLIED BUSINESS, ADMINISTRATIVE SUPPORT REQUIREMENTS (21 semester hours, must complete with a grade of "C" or better.)

- ABUS 101 - Budget Analysis (3)
- ABUS 116 - Principles of Supervision (3)
- ABUS 145 - Data Management (3)
- ABUS 155 - Social Media for Business (3)
- ABUS 200 - Business Rules and Regulations (3)
- ABUS 258 - Managing Office Technology II (3)
- ABUS 289 - Applied Business Capstone (3)

SUGGESTED COURSE SEQUENCING

Freshman Year, Fall Semester: 16 credits

- ABUS 200 - Business Rules and Regulations (3)
- ABUS 128 - Workplace Behavior (3)
- KINE 100 - Health and Wellness (1)
- ABUS 101 - Budget Analysis (3)
- BUGB 101 - Introduction to Business (3)
- ABUS 257 - Managing Office Technology I (3)

Freshman Year, Spring Semester: 15 credits

- MATH 107 - Career Math (3)
 - ABUS 145 - Data Management (3)
 - ENGL 111 - English Composition (3)
 - ABUS 155 - Social Media for Business (3)
 - ABUS 258 - Managing Office Technology II (3)
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Sophomore Year, Fall Semester: 16 credits

- ENGL 112 - English Composition (3)
- KINA Activity (1)
- BUGB 211 - Business Communications (3)
- SPCH 101 - Interpersonal Communications (3)
- Essential Learning - Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course (3)
- ABUS 116 - Principles of Supervision (3)

Sophomore Year, Spring Semester: 14 credits

- Essential Learning - Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course (3)
 - ABUS 106 - Marketing Your Image (1)
 - ABUS 156 - Problem-Solving in the Business Environment (3)
 - TECI 142 - Internet of Things (1)
 - TECI 132 - Introduction to IT Hardware and System Software (3)
 - ABUS 289 - Applied Business Capstone (3)
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