About This Major . . .

The Associate of Arts (A.A.) degree is designed for students who intend to continue their education and obtain a baccalaureate degree. The A.A. is also an appropriate choice for students who will take upper division coursework in the arts, humanities, or social and behavioral sciences. The degree program includes the Colorado Statewide General Education Core and meets the lower-division general education requirements at most public institutions in Colorado. The Business Administration A.A. degree, in addition to providing students with all of their general education, is useful in giving students an overview of the business world.

For more information on what you can do with this major, go to http://www.coloradomesa.edu/career/whatmajor.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. Locate, gather and organize information on an assigned business topic. (Specialized Knowledge)
2. Recognize mathematical concepts and methods in relation to business issues. (Quantitative Fluency)
3. Communicate clearly and appropriately basic business information. (Communication Fluency)
4. Describe beginning business concepts in appropriate business contexts. (Critical Thinking)

NAME: ___________________________ STUDENT ID # ___________________________

LOCAL ADDRESS AND PHONE NUMBER: _______________________________________

__________________________________________ (        ) __________________________

I, (Signature)__________________________________________, hereby certify that I have completed (or will complete) all the courses listed on the Program Sheet. I have read and understand the policies listed on the last page of this program sheet. I further certify that the grade listed for those courses is the final course grade received except for the courses in which I am currently enrolled and the courses which I complete next semester. I have indicated the semester in which I will complete these courses.

__________________________________________ Date

Signature of Advisor

__________________________________________ Date

Signature of Department Head

__________________________________________ Date

Signature of Registrar

2014-2015 PETITION/PROGRAM SHEET
Degree: Associate of Arts
Major: Liberal Arts
Emphasis: Business Administration

2014-2015 Program Sheet, Page 1 of 3
Posted June 2014
• 60 semester hours total (A minimum of 16 taken at CMU in no fewer than two semesters)
• 2.00 cumulative GPA or higher in all CMU coursework.
• A grade of "C" or higher must be earned in all general education courses in order to be accepted for the transfer under the Core Transfer Agreements.
• Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
• A student must follow the CMU graduation requirements either from 1) the program sheet for the major in effect at the time the student officially declares a major; or 2) a program sheet for the major approved for a year subsequent to the year during which the student officially declares the major and is approved for the student by the department head. Because a program may have requirements specific to the degree, the student should check with the faculty advisor for additional criteria. It is the student’s responsibility to be aware of, and follow, all requirements for the degree being pursued. Any exceptions or substitutions must be approved by the student’s faculty advisor and Department Head.
• When filling out the program sheet a course can be used only once.
• See the “Undergraduate Graduation Requirements” in the catalog for additional graduation information.

GENERAL EDUCATION REQUIREMENTS (31 semester hours)
See the current catalog for a list of courses that fulfill the requirements below. If a course is on the general education list of options and a requirement for your major, you must use it to fulfill the major requirement and make a different selection within the general education requirement. 

Course No Title Sem.hrs Grade Term/Trams

English (6 semester hours, must receive a grade of “C” or better and must be completed by the time the student has 60 semester hours.)
ENGL 111 English Composition 3 _____ ______
ENGL 112 English Composition 3 _____ ______

Math: MATH 113 or higher (3 semester hours, must receive a grade of “C” or better, must be completed by the time the student has 60 semester hours.)
MATH 113 College Algebra 3 _____ ______

*3 credits apply to the General Ed requirements and 1 credit applies to elective credit

Humanities (3 semester hours)

Social and Behavioral Sciences (6 semester hours)
ECON 201 Principles of Macroeconomics 3 _____ ______
ECON 202 Principles of Microeconomics 3 _____ ______

Natural Sciences (7 semester hours, one course must include a lab)

History: (3 semester hours)
HIST _____ _____ _____ _____

Fine Arts (3 semester hours)

OTHER LOWER DIVISION REQUIREMENTS (5 semester hours)

Kinesiology (2 semester hours)
KINE 100 Health and Wellness 1 _____ ______
KINA 1 _____ _____ _____ _____

Applied Studies (3 semester hours)

BUSINESS ADMINISTRATION EMPHASIS REQUIREMENTS (18 Semester Hours)

Business Courses
ACCT 201 Principles of Financial Accounting 3 _____ ______
ACCT 202 Principles of Managerial Accounting 3 _____ ______
BUGB 101 Introduction to Business 3 _____ ______
BUGB 211 Business Communications 3 _____ ______
BUGB 231 Survey of Business Law 3 _____ ______
STAT 200 Probability and Statistics 3 _____ ______
or CISB 241 Intro to Business Analysis** 3 _____ ______

Electives (6 semester hours)
*MATH 113 College Algebra 1 _____ ______

** requires additional prerequisite not listed here
SUGGESTED COURSE SEQUENCING FOR THE ASSOCIATE OF ARTS WITH A MAJOR IN LIBERAL ARTS - EMPHASIS IN BUSINESS ADMINISTRATION

This is a recommended sequence of course work. Certain courses may have prerequisites or are only offered during the Fall or Spring semesters. It is the student’s responsibility to meet with the assigned advisor and check the 2 year course matrix on the Colorado Mesa website for course availability.

**FRESHMAN YEAR**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<tbody>
<tr>
<td>ENGL 111 English Composition</td>
<td>ENGL 112 English Composition</td>
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<tr>
<td>Fall Semester Hours</td>
<td>Spring Semester Hours</td>
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<td>ENGL 111 English Composition</td>
<td>3</td>
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<tr>
<td>BUGB 101 Introduction to Business</td>
<td>3</td>
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<tr>
<td>MATH 113 College Algebra</td>
<td>General Education Applied Studies</td>
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<tr>
<td>General Education Natural Science</td>
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<tr>
<td>KINE 100 Health and Wellness</td>
<td>General Education Natural Science with Lab</td>
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<td>KINA Activity</td>
<td>General Education History</td>
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<td>General Education Humanities</td>
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**SOPHOMORE YEAR**

<table>
<thead>
<tr>
<th>Fall Semester</th>
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<tbody>
<tr>
<td>ACCT 201 Principles of Financial Accounting</td>
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<tr>
<td>ECON 201 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>STAT 200 Probability and Statistics</td>
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</tr>
<tr>
<td>General Education Fine Arts</td>
<td>ACCT 202 Principles of Managerial Accounting</td>
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<td>Elective</td>
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POLICIES:

1. It is your responsibility to determine whether you have met the requirements for your degree. Please see the catalog for a complete list of graduation requirements.
2. You must turn in your “Intent to Graduate” form to the Registrar’s Office by September 15 if you plan to graduate the following May, and by February 15 if you plan to graduate the following December.
3. This program sheet must be submitted with your graduation planning sheet to your advisor during the semester prior to the semester of graduation, no later than October 1 for spring graduates, no later than March 1 for fall graduates.
4. Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the Department Head for signature.
5. Finally, the Department Head or the department administrative assistant will take the signed forms to the Registrar’s Office. (Students cannot handle the forms once the advisor signs.)
6. If your petition for graduation is denied, it will be your responsibility to reapply for graduation in a subsequent semester. Your “Intent to Graduate” does not automatically move to a later graduation date.
7. NOTE: The semester before graduation, you may be required to take a Major Field Achievement Test (exit exam).