



2015-2016 PETITION/PROGRAM SHEET
Degree: Associate of Arts
Major: Liberal Arts
Emphasis: Business Administration

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 Essential Learning Core and meets the lower-division Essential Learning requirements at most public institutions in Colorado. The Business Administration A.A. degree, in addition to providing students with all of their Essential Learning, 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.

Signature of Advisor _____ 20_____
Date

Signature of Department Head _____ 20_____
Date

Signature of Registrar _____ 20_____
Date

DEGREE REQUIREMENTS:

- 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 Essential Learning 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.

ESSENTIAL LEARNING REQUIREMENTS (31 semester hours)

See the current catalog for a list of courses that fulfill the requirements below. If a course is on the Essential Learning 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 Essential Learning requirement. The Essential Learning capstone course and co-requisite Essential Speech course (required for bachelor’s degrees) cannot be used as options for the below requirements.

Course	No	Title	Sem.hrs	Grade	Term/Trns
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	4*	_____	_____
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*3 credits apply to the Essential Learning requirements and 1 credit applies to elective credit

Course	No	Title	Sem.hrs	Grade	Term/Trns
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)					

_____ L _____					
History (3 semester hours)					
HIST		_____	3	_____	_____
Fine Arts (3 semester hours)					

WELLNESS REQUIREMENT (2 semester hours)					
KINE 100		Health and Wellness	1	_____	_____
KINA 1		_____	1	_____	_____
BUSINESS ADMINISTRATION EMPHASIS REQUIREMENTS (21 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			
or CISB 241		Intro to Business Analysis**	3	_____	_____
CISB 101		Business Information Tech	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

Fall Semester	Hours	Spring Semester	Hours
ENGL 111 English Composition	3	ENGL 112 English Composition	3
BUGB 101 Introduction to Business	3	CISB 101 Business Information Tech	3
MATH 113 College Algebra	4	ESSL Natural Science with Lab	4
ESSL Natural Science	3	ESSL History	3
KINE 100 Health and Wellness	1	ESSL Humanities	<u>3</u>
KINA Activity	<u>1</u>		16
	15		

SOPHOMORE YEAR

Fall Semester	Hours	Spring Semester	Hours
ACCT 201 Principles of Financial Accounting	3	ACCT 202 Principles of Managerial Accounting	3
ECON 201 Principles of Macroeconomics	3	ECON 202 Principles of Microeconomics	3
STAT 200 Probability and Statistics	3	BUGB 211 Business Communications	3
ESSL Fine Arts	3	BUGB 231 Survey of Business Law	3
Elective	<u>3</u>	Elective	<u>2</u>
	15		14

POLICIES:

1. Please see the catalog for a complete list of graduation requirements.
2. 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.** 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. Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the Department Head for signature. Finally, the Department Head will submit the signed forms to the Registrar's Office. (Students cannot handle the forms once the advisor signs.)
4. 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.
5. NOTE: The semester before graduation, you may be required to take a capstone exit assessment/project.