



**2018-2019 PROGRAM REQUIREMENTS**  
**Degree: Associate of Arts**  
**Major: Liberal Arts**  
**Emphasis: Business Administration**

**About This Major . . .**

The Associate of Arts (AA) degree is designed for students who intend to continue their education and obtain a baccalaureate degree. The AA 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 AA degree, in addition to providing students with Essential Learning coursework, 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)

**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 all 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 the 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>.

### **INSTITUTIONAL DEGREE REQUIREMENTS**

The following institutional degree requirements apply to all CMU Associate of Arts (AA) degrees. Specific programs may have different requirements that must be met in addition to institutional requirements.

- 60 semester hours total.
- 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 grade of "C" or higher must be earned in all Essential Learning courses in order to be accepted for transfer under the Colorado Core Transfer Consortium General Education curriculum or gtPathways, Colorado's guaranteed transfer program.
- 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 15 semester credit hours for an AA degree; A maximum of 6 of the 15 credits may be for cooperative education, internships, and practica.
- 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**

- Institutional degree requirements listed above are sufficient for this program.

**ESSENTIAL LEARNING REQUIREMENTS** (31 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.

**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)

**Mathematics** (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) or higher\*
- \*3 credits apply to the Essential Learning requirements and 1 credit applies to general elective credit.

**Humanities** (3 semester hours)

- Select one Humanities course (3)

**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)

- Select one Natural Sciences course (3)
- Select one Natural Sciences course with a lab (4)

**History** (3 semester hours)

- Select one History course (3)

**Fine Arts** (3 semester hours)

- Select one Fine Arts course (3)

**OTHER LOWER-DIVISION REQUIREMENTS**

**Wellness Requirement** (2 semester hours)

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

**ASSOCIATE OF ARTS: LIBERAL ARTS, BUSINESS ADMINISTRATION REQUIREMENTS** (21 semester hours)

- 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)
- One of the following courses:
  - STAT 200 - Probability and Statistics (3)
  - CISB 241 - Introduction to Business Analysis (3) \*
- CISB 101 - Business Information Technology (3)

\* Requires additional prerequisites not listed here.

**GENERAL ELECTIVES** (6 semester hours)

- \*MATH 113 - College Algebra (1)
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## SUGGESTED COURSE SEQUENCING

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### **Freshman Year, Fall Semester: 15 credits**

- ENGL 111 - English Composition (3)
- BUGB 101 - Introduction to Business (3)
- MATH 113 - College Algebra (4)
- Essential Learning - Natural Science without Lab (3)
- KINE 100 - Health and Wellness (1)
- Wellness Requirement – KINA Activities Course (1)

### **Freshman Year, Spring Semester: 16 credits**

- ENGL 112 - English Composition (3)
  - CISB 101 - Business Information Technology (3)
  - Essential Learning - Natural Science with Lab (4)
  - Essential Learning - History (3)
  - Essential Learning - Humanities (3)
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### **Sophomore Year, Fall Semester: 15 credits**

- ACCT 201 - Principles of Financial Accounting (3)
- ECON 201 - Principles of Macroeconomics (3)
- STAT 200 - Probability and Statistics (3) or CISB 241 - Introduction to Business Analysis (3)
- Essential Learning - Fine Arts (3)
- General Elective (3)

### **Sophomore Year, Spring Semester: 14 credits**

- ACCT 202 - Principles of Managerial Accounting (3)
- ECON 202 - Principles of Microeconomics (3)
- BUGB 211 - Business Communications (3)
- BUGB 231 - Survey of Business Law (3)
- General Elective (2)

Students that intend to continue with Colorado Mesa University should take ESSL 290 - Maverick Milestone and ESSL 200 - Essential Speech during the final semester of their Associate of Arts work.