



2018-2019 PROGRAM REQUIREMENTS

Degree: Associate of Applied Science

Major: Applied Business

Emphasis: Frontline Supervision

About This Major . . .

This program prepares students to be effective, efficient, entry-level professionals. Students develop skills in supervision, the basics of human resources, and how to work with others in a business environment. The Frontline Supervision curriculum prepares the student to be an effective staff member in business, government or non-profit organizations. Students learn the importance of human behavior in organizations, how to supervise employees, and basic human resource practices.

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. Develop skills necessary to communicate properly with subordinates, supervisors and peers using both verbal and non-verbal techniques. (Communication Fluency)
2. Discuss the supervisor's function, place in the management team and role in the business environment. (Specialized Knowledge)
3. Explain the impact of human perception of relationships. (Critical Thinking)
4. Explain the function of Human Resource Management. (Applied Learning)

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 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

- 63 semester hours total for the AAS in Applied Business, Frontline Supervision 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)
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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)

- ☐ ABUS 102 - Business Basics (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)
- ☐ BUGB 101 - Introduction to Business (3)
- ☐ BUGB 211 - Business Communications (3)
- ☐ TECI 142 - Internet of Things (3)

AAS: APPLIED BUSINESS, FRONTLINE SUPERVISION 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 160 - Introduction to Customer Service (3)
- ☐ ABUS 200 - Business Rules and Regulations (3)
- ☐ ABUS 289 - Applied Business Capstone (3)
- ☐ ABUS Elective (3)
- ☐ MARK 231 - Principles of Marketing (3)

SUGGESTED COURSE SEQUENCING

Freshman Year, Fall Semester: 16 credits

- ABUS 160 - Introduction to Customer Service (3)
- ABUS 257 - Managing Office Technology I (3)
- BUGB 101 - Introduction to Business (3)
- KINE 100 - Health and Wellness (1)
- MARK 231 - Principles of Marketing (3)
- SPCH 101 - Interpersonal Communications (3)

Freshman Year, Spring Semester: 15 credits

- ABUS 116 - Principles of Supervision (3)
- ABUS 128 - Workplace Behavior (3)
- ABUS 200 - Business Rules and Regulations (3)
- ENGL 111 - English Composition (3)
- MATH 107 - Career Math (3)

Sophomore Year, Fall Semester: 16 credits

- ABUS 101 - Budget Analysis (3)
- ABUS Elective (3)
- BUGB 211 - Business Communications (3)
- ENGL 112 - English Composition (3)
- KINA Activity (1)
- Essential Learning - Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course (3)

Sophomore Year, Spring Semester: 16 credits

- ABUS 102 - Business Basics (3)
 - ABUS 106 - Marketing Your Image (1)
 - ABUS 156 - Problem-Solving in the Business Environment (3)
 - ABUS 289 - Applied Business Capstone (3)
 - TECI 142 - Internet of Things (3)
 - Essential Learning - Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course (3)
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