



## 2018-2019 PROGRAM REQUIREMENTS

**Degree: Bachelor of Applied Science**  
**Major: Business Administration**

### **About This Major . . .**

The Bachelor of Applied Science in Business Administration combines the technical skills and business proficiency necessary for success in today's business world. A unique program, the BAS allows students who have already earned an associate of applied science degree to build upon their technical specialties with Essential Learning courses and junior and senior level business courses. This allows associate degree holders to gain a 4-year degree in approximately four additional full-time semesters, depending upon prior coursework.

Business courses to be taken include courses in marketing, promotion, management, accounting, finance, small business management and entrepreneurship. Upon completion of the program, students will be technically and academically prepared for leadership positions in their chosen industries.

Prospective students not holding an associate of applied science degree can begin their college career at CMU in a chosen field of study with a 2-year degree and then progress to a 4-year degree using the BAS. This degree will provide students upward mobility in their area of employment as they move into supervision/management positions.

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

All CMU baccalaureate 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. Integrate knowledge from multiple functional areas of business to solve business problems and to develop sound business strategies. (Specialized Knowledge)
2. Apply business knowledge and skills in appropriate business contexts and transfer knowledge and skills to new business situations. (Critical Thinking)
3. Communicate clearly, appropriately, and persuasively to the business audience, both orally and in writing, including individual presentations. (Communication Fluency)
4. Analyze business data critically, reason logically, and apply quantitative analysis methods correctly to develop appropriate business conclusions. (Quantitative Fluency)
5. Effectively work as a team. (Applied Learning)
6. Strategically apply information across functional areas of business. (Applied Learning)
7. Produce professional business work products. (Applied Learning)
8. Practice principle-based ethics in decision making both personally and professionally. (Applied Learning)
9. Apply management principles to optimize organizational resources. (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. 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 developing a suggested course sequencing. It is ultimately the student's responsibility to understand and fulfil 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 audits on a regular basis and should discuss questions or concerns with their advisors or academic department heads. 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 Bachelor of Applied Science (BAS) degrees. Specific programs may have different requirements that must be met in addition to institutional requirements.

- 120 semester hours minimum.
- Students must complete a minimum of 30 of the last 60 hours of credit at CMU, with at least 15 semester hours in major discipline courses numbered 300 or higher.
- 33 upper-division credits.
- 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 30 semester credit hours for a baccalaureate degree; A maximum of 15 of the 30 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**

- Formal admission to a BAS program requires completion of the appropriate AAS degree from an accredited institution. Any exceptions to this must be approved in advance by the department BAS advisor and the academic department head. All students must meet with the BAS advisor to plan and schedule all classes.
- 2.00 cumulative GPA or higher in coursework toward the major content area.

### **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 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)

**Essential Learning Capstone** (4 semester hours)

Essential Learning Capstone must be taken after completion of the Essential Learning English and Mathematics requirements, and when a student has earned between 45 and 75 hours.

- ESSL 290 - Maverick Milestone (3)
- ESSL 200 - Essential Speech (1)

**BAS: BUSINESS ADMINISTRATION REQUIREMENTS** (72 semester hours)

**Required Business Courses** (36 semester hours)

- ACCT 201 - Principles of Financial Accounting (3)
- BUGB 349 - Legal Environment of Business (3)
- One of the following courses:
  - CISB 241 - Introduction to Business Analysis (3)
  - STAT 241 - Introduction to Business Analysis (3)
- ENTR 300 - Small Business and Entrepreneurship (3)
- ENTR 450 - Entrepreneurship (3)
- FINA 301 - Managerial Finance (3)
- HRMA 371 - Human Resource Management (3)
- MANG 201 - Principles of Management (3)
- MANG 471 - Operations Management (3)
- MARK 231 - Principles of Marketing (3)
- MARK 332 - Promotion (3)
- One of the following courses:
  - CISB 341 - Quantitative Decision Making (3)
  - MARK 350 - Marketing Research (3)

**Bachelor of Applied Science Core** (36 semester hours)

36 Semester Hours taken as part of a state approved Associate of Applied Science degree.

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A.A.S. Institution: \_\_\_\_\_ Date Received: \_\_\_\_\_

**GENERAL ELECTIVES** (All college level courses appearing on final transcript, not listed above to bring total semester hours to 120. 11 semester hours, 9 semester hours must be upper division.)

- MATH 113 - College Algebra (1)
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