**COLORADO MESA**
**U N I V E R S I T Y**

**Undergraduate Curriculum Committee**
**Meeting Minutes**
**December 14, 2017**
UCC 222

**Members Present:** Cynthia Chovich, Lisa Driskell, Eric Elliott, Sean Flanigan, Keith Fritz, Lucy Graham, Geoffrey Gurka, Jennifer Hancock, Glenn Hoff, Eliot Jennings, Scott Kessler, Sam Lohse, Jill Van Brussel, and Steve Werman.

**Ex-officio members present:** Maggie Bodyfelt, Kurt Haas, Rose Petralia, and Johanna Varner.

**Guests:** Jessica Herrick (Social and Behavioral Sciences), Kristin Heumann (Kinesiology), and Tyler Liff (WCCC).

**Recording Secretary:** Emily Dodson

Chair Kessler called the meeting to order at 3:30.

# I.     Announcements

a.   Submissions for January

Chair Kessler reminded the committee that the deadline for proposal submissions for the January 25, 2018 meeting is December 28, 2017.  This deadline falls in the week of campus closure for the holiday season, and members are encouraged to submit these as soon as possible to allow time for review.

b.   New Program Revenue Form

Chair Kessler reminded the committee to submit the pilot revenue form with all program addition proposals.  This can be found online on the Manuals, Forms, and Instructions page.

# II.    Ex-Officio Reports

a.   Assistant Vice President of Academic Affairs
No updates.

b.   Registrar's Office
No updates.

c.   Financial Aid
No updates.

d.   Library
Library assessments for all of the NURS course additions that were approved pending processing of these assessments have now been completed.

e.   Director of Assessment and Accreditation Support
No updates.

f.   Catalog Description Reviewer

No updates.

       g.  Essential Learning

No updates.

## III.     Curriculum Proposals

**Summary of committee actions on curriculum proposals begins on page 3.**
**Further details of proposals begin on page 6.**

## IV.     Information Items

Werman informed the committee that he will not be serving in the spring, and Denise McKenney will instead represent Biological Sciences.

**Adjournment:**
With no objections from the committee, Chair Kessler adjourned the meeting at 4:08.

Respectfully submitted by Emily Dodson, December 15, 2017.

# Summary of UCC Actions on Curriculum Proposals
## 12/14/2017

| Proposal | Committee Action | Members (motion/second) | Effective Date |
|---|---|---|---|
| 1 Program Modification: BS Accounting-General Accounting: 3104 | Approved contingent upon corrections | Van Brussell, Elliot | Fall 2018 |

Chovich corrected a couple of items on the program sheet. One line for listing selected courses was deleted from under the Business Eletives. In the suggested course sequencing, Elective (3) was changed to General Elective(s) (6), and the additional General Elective (3) line was deleted.

| Proposal | Committee Action | Members (motion/second) | Effective Date |
|---|---|---|---|
| 2 Program Modification: BS Accounting-Public Accounting: 3108 | Approved | Flanigan, Lohse | Fall 2018 |

No dicussion.

| 3 Program Deletion: AAS Registered Nurse (Inactive): 1611 Deletion | Approved contingent upon corrections | Flanigan, Lohse | Fall 2018 |

The form indicates a deactivation of the program, but Graham confirmed that deletion should have been selected.

| 4 Program Addition: BS Fitness and Health Promotion | Tabled | , | Fall 2018 |

There was discussion about the selection of CSCI 100 as an option to fulfill the additional science or mathematics hours required for a BS degree. Driskell noted that the course is designed to meet Social and Behavioral Sciences learning outcomes. The committee agreed that this does demand further conversation. It will be discussed with the department to ensure that the proper course is selected to develop the skills required of a graduate in this field. The committee should review text on page 23 of the curriculum manual and page 55 of the catalog concerning BS requirements in preparation for future discussion.

| 5 Program Deletion: BA Kinesiology-Fitness and Health Promotion: 3149 Deletion | Tabled | , | Fall 2018 (with current students completing in Spring 2021) |

| 13 Program Addition: Professional Cert Addiction Studies | Approved | Jennings, Gurka | Fall 2018 |

No discussion.

| 6 Course Addition: ADAP 450 Addictions Assessment and Group Counseling | Approved | Jennings, Lohse | Fall 2018 |

No discussion.

| 7 Course Modification: ADAP 301 Foundations of Addiction Counseling | Approved | Jennings, Chovich | Fall 2018 |

No discussion

| 8 Course Modification: ADAP 350 Cultural and Ethical Issues in Addictions Treatment | Approved | Jennings, Chovich | Fall 2018 |

No discussion.

| Proposal | Committee Action | Members (motion/second) | Effective Date |
|---|---|---|---|
| 9 Course Modification: ADAP 380 Pharmacology and Addictions | Approved | Jennings, Chovich | Fall 2018 |

No discussion.

| Proposal | Committee Action | Members (motion/second) | Effective Date |
|---|---|---|---|
| 10 Course Modification: ADAP 401 Special Populations and Addictions | Approved | Jennings, Chovich | Fall 2018 |

No discussion.

| Proposal | Committee Action | Members (motion/second) | Effective Date |
|---|---|---|---|
| 11 Course Modification: ADAP 420 Addiction Counseling Approaches | Approved | Jennings, Chovich | Fall 2018 |

No discussion

| Proposal | Committee Action | Members (motion/second) | Effective Date |
|---|---|---|---|
| 12 Course Modification: ADAP 499 Internship | Approved | Jennings, Chovich | Fall 2018 |

Chovich inquired as to how the course worked and why students can repeat it up to nine times for credit. Herrick and Bodyfelt explained that the course is offered with variable hours (1-3) and students need to be able to enroll multiple times to complete the experiential learning requirements for the degree.

| Proposal | Committee Action | Members (motion/second) | Effective Date |
|---|---|---|---|
| 15 Program Modification: Minor Addiction Studies:  M746 | Withdrawn | , | Fall 2018 |

| Proposal | Committee Action | Members (motion/second) | Effective Date |
|---|---|---|---|
| 14 Program Deletion: Minor Addiction Studies:  M746 Deletion | Approved contingent upon corrections | Jennings, Elliot | Fall 2018 (with current students completing in Spring 2020) |

Dodson explained that an additional sentence describing the submission of course subsitutions to allow independent study courses to apply to the required hours for the minor is being added to the teach-out plan.

| Proposal | Committee Action | Members (motion/second) | Effective Date |
|---|---|---|---|
| 16 Course Addition: PSYC 408 Foundations of School Counseling | Approved | Jennings, Lohse | Fall 2018 |

No discussion.

| Proposal | Committee Action | Members (motion/second) | Effective Date |
|---|---|---|---|
| 17 Program Modification: BA Psychology:  3726 | Approved | Flanigan, Chovich | Fall 2018 |

No discussion.

| Proposal | Committee Action | Members (motion/second) | Effective Date |
|---|---|---|---|
| 18 Program Modification: BA Psychology-Counseling Psychology:  3724 | Approved | Flanigan, Chovich | Fall 2018 |

No discussion.

| Proposal | Committee Action | Members (motion/second) | Effective Date |
|---|---|---|---|
| 19 Course Addition: ABUS 102 Business Basics | Approved | Hoff, Gurka | Fall 2018 |

No discussion.

| Proposal | Committee Action | Members (motion/second) | Effective Date |
|---|---|---|---|
| 20 Course Addition: ABUS 120 Digital Design Tools | Approved | Hoff, Gurka | Fall 2018 |

No discussion.

| Proposal | Committee Action | Members (motion/second) | Effective Date |
|---|---|---|---|
| 21 Program Modification: AAS Applied Business-Administrative Support: 1300<br>No disucssion. | Approved | Hoff, Driskell | Fall 2018 |
| 22 Program Modification: AAS Applied Business-Frontline Supervision: 1301<br>No disucssion. | Approved | Hoff, Driskell | Fall 2018 |
| 23 Program Modification: AAS Applied Business-Marketing Communications: 1302<br>No disucssion. | Approved | Hoff, Driskell | Fall 2018 |
| 24 Program Modification: Tech Cert (A-Man) Applied Business-Graphics Technology: 1103<br>No disucssion. | Acknowledged | Hoff, Driskell | Fall 2018 |
| 25 Program Modification: Tech Cert (A-Man) Applied Business-Marketing Graphics: 1102<br>No disucssion. | Acknowledged | Hoff, Driskell | Fall 2018 |
| 26 Program Modification: Tech Cert (A-Man) Applied Business-Office Technology: 1105<br>No disucssion. | Acknowledged | Hoff, Driskell | Fall 2018 |

# Curriculum Committee Proposal Summary
# 12/14/2017

Department:   Business

Program Modification

Accounting-General Accounting:  3104

Degree Type:    BS

Revision to program sheet:  Yes ☑      No ☐

Description of modification:

Drop MANG 410 from the core (3 credits) and add 3 credits to general electives.

Justification:

To keep the core courses the same between both accounting concentrations.  MANG 410 is being dropped from the Public concentration due to the following:
MANG 410 was added as a requirement as a response to the Colorado Board of Accountancy's licensing requirement for a business communications course "above the introductory level."  However, CMU has learned that the Board uses BUGB 211 to fulfill this requirement for our students, so MANG 410 is not needed. This frees up 3 credits for electives for students.

Revision to SLOs:            Yes ☐      No ☑

Other changes:               Yes ☐      No ☑

Discussions with affected departments:

N/A

Proposed by:   G. Suzanne Owens

Director of Teacher Education Signature:

Expected Implementation:

**2018-2019 PROGRAM REQUIREMENTS**
**Degree: Bachelor of Science**
**Major: Accounting**
**Concentration: General Accounting**

**About This Major . . .**

Accounting is the one degree with 360 degrees of possibilities. Every business needs accounting expertise, whether it's a Wall Street law firm, a professional sports team, movie production company, or a rock band. With the proper accounting education, your employment options are endless. This program is designed for undergraduate students who do not wish to pursue CPA certification. The General Accounting concentration provides students with basic business skills as well as the accounting knowledge needed to work in an accounting department in private industry or government.

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. Prepare and interpret financial information. (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. 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 baccalaureate 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.
- 40 upper-division credits (an alternative credit limit applies to the Bachelor of Applied Science degree).
- 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

Must receive a grade of "C" or higher in all major requirements.

**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~~3)
  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)
- ☐ Select one Social and Behavioral Sciences course (3)
- ☐ Select one Social and Behavioral Sciences course (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)

**FOUNDATION COURSES** (27 semester hours)
- ☐ ACCT 201 - Principles of Financial Accounting (3)
- ☐ ACCT 202 - Principles of Managerial Accounting (3)
- ☐ BUGB 211 - Business Communications (3)
- ☐ CISB 101 - Business Information Technology (3)
- ☐ CISB 210 - Fundamentals of Information Systems (3)
- ☐ ECON 201 - Principles of Macroeconomics (3)
- ☐ ECON 202 - Principles of Microeconomics (3)
- ☐ One of the following courses:
  CISB 241 - Introduction to Business Analysis (3)
  STAT 241 - Introduction to Business Analysis (3)
- ☐ MANG 201 - Principles of Management (3)

**BS, ACCOUNTING, GENERAL ACCOUNTING REQUIREMENTS** (5658 semester hours, must pass all courses with a grade of "C" or higher)

**Core** (31 28 semester hours)
- ☐ ACCT 321 - Intermediate Accounting I (5)
- ☐ ACCT 322 - Intermediate Accounting II (4)
- ☐ ACCT 331 - Cost Accounting (3)
- ☐ ACCT 360 - Professional Preparation I (1)
- ☐ ACCT 392 - Accounting Info Systems (3)
- ☐ ACCT 401 - Governmental Accounting (3)
- ☐ One of the following courses:
  BUGB 349 - Legal Environment of Business (3)
  BUGB 351 - Business Law I (3)
- ☐ FINA 301 - Managerial Finance (3)
- ☐ MANG 410 - Effective Workplace Communications (3)
- ☐ MARK 231 - Principles of Marketing (3)

**Concentration Courses** (21 semester hours)
**Accounting** (9 semester hours)
Select 9 semester hours from the following courses:
  ACCT 402 - Advanced Accounting (3)
  ACCT 350 - Ethics for Accounting Prof (3)
  ACCT 441 - Individual Income Tax (4)
  ACCT 393 - Cooperative Education (3)
  ACCT 442 - Advanced Tax & Tax Research (5)
  ACCT 396 - Topics (no more than 3 semester hours)
  ACCT 470 - Fraud and Forensic Accounting (3)
  ACCT 493 - Cooperative Education (3)
- ☐ _____
- ☐ _____
- ☐ _____

**Business** (12 semester hours)
(18 12 hours selected from upper division courses with the prefix of BUGB, CISB, ECON, ENTR, FINA, HMGT, HRMA, MANG, or MARK 3 credits must be for MANG 491).
- ☐ MANG 491 - Business Strategy (3)
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

**GENERAL ELECTIVES** (All college level courses appearing on your final transcript, not listed above that will bring your total semester hours to 120 hours. 4 7 semester hours)
- ☐ MATH 113 - College Algebra (1)
- ☐ _____
- ☐ _____

**Freshman Year, Fall Semester: 16 credits**
- ENGL 111 - English Composition (3)
- MATH 113 - College Algebra (4)
- Essential Learning - Fine Arts (3)
- Essential Learning - Natural Science (3)
- Essential Learning - Social/Behavioral Science (3)

**Freshman Year, Spring Semester: 14 credits**
- ENGL 112 - English Composition (3)
- Essential Learning - Humanities (3)
- Essential Learning - History (3)
- Essential Learning - Social/Behavioral Science (3)
- KINE 100 - Health and Wellness (1)
- KINA Activity (1)

**Sophomore Year, Fall Semester: 15 credits**
- ACCT 201 - Principles of Financial Accounting (3)
- CISB 101 - Business Information Technology (3)
- MANG 201 - Principles of Management (3)
- ECON 201 - Principles of Macroeconomics (3)
- CISB 241 or STAT 241 - Introduction to Business Analysis (3)

**Sophomore Year, Spring Semester: 16 credits**
- ACCT 202 - Principles of Managerial Accounting (3)
- BUGB 211 - Business Communications (3)
- CISB 210 - Fundamentals of Information Systems (3)
- ECON 202 - Principles of Microeconomics (3)
- ESSL 290 - Maverick Milestone (3)
- ESSL 200 - Essential Speech (1)

**Junior Year, Fall Semester: 14 credits**
- ACCT 321 - Intermediate Accounting I (5)
- ACCT 331 - Cost Accounting (3)
- BUGB 349 - Legal Environment of Business (3) or BUGB 351 - Business Law I (3)
- MARK 231 - Principles of Marketing (3)

**Junior Year, Spring Semester: 15 credits**
- ACCT 322 - Intermediate Accounting II (4)
- Essential Learning - Natural Science with Lab (4)
- ACCT 360 - Professional Preparation I (1)
- ACCT 392 - Accounting Info Systems (3)
- Accounting Concentration Course (3)

**Senior Year, Fall Semester: 15 credits**
- ACCT 401 - Governmental Accounting (3)
- FINA 301 - Managerial Finance (3)
- ~~MANG 410 - Effective Workplace Communications~~General Elective (3)
- Accounting Concentration Course (3)
- Elective (3)

**Senior Year, Spring Semester: 15 credits**
- MANG 491 - Business Strategy (3)
- Accounting Concentration Course (3)
- Business Electives (3 courses) (9)

## Program Modification

### Accounting-Public Accounting:  3108

Degree Type:    BS

Revision to program sheet:   Yes ✔     No ☐

Description of modification:

Drop MANG 410 from the core (3 credits) and add 3 credits to general electives.

Justification:

MANG 410 was added as a requirement as a response to the Colorado Board of Accountancy's licensing requirement for a business communications course "above the introductory level."  However, CMU has learned that the Board uses BUGB 211 to fulfill this requirement for our students, so MANG 410 is not needed. This frees up 3 credits for electives for students.

Revision to SLOs:          Yes ☐     No ✔

Other changes:             Yes ☐     No ✔

Discussions with affected departments:

N/A

Proposed by:    G. Suzanne Owens

Director of Teacher Education Signature:

Expected Implementation:

**Degree: Bachelor of Science**
**Major: Accounting**
**Concentration: Public Accounting**

**About This Major . . .**
Accounting is the one degree with 360 degrees of possibilities. Every business needs accounting expertise, whether it's a Wall Street law firm, a professional sports team, movie production company, or a rock band. With the proper accounting education your employment options are endless.  The Public Accounting concentration provides students with basic business skills as well as the accounting knowledge needed to pass the Certified Public Accounting CPA exam.  Graduates of this program have a very high CPA exam pass rate and are heavily recruited by local and regional CPA firms. Most graduates will have job offers months before they graduate.

This program is designed to be the undergraduate component of the 3+2 accounting program which can earn the graduate a Bachelor of Science in Accounting and a Master of Business Administration (MBA) in five years. In order to meet Colorado CPA licensing requirements (150 hours), students will need to complete the 3+2 program. The Public Accounting concentration is the required pathway for the 3+2 program and, in conjunction with the 3+2 program, will provide the curriculum needed for CPA licensure.

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

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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. Prepare and interpret financial information. (Specialized Knowledge)

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- 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.

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- 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.
- 40 upper-division credits (an alternative credit limit applies to the Bachelor of Applied Science degree).
- 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

Must receive a grade of "C" or higher in all major 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 (3)
  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)
- ☐ Select one Social and Behavioral Sciences course (3)
- ☐ Select one Social and Behavioral Sciences course (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)

**FOUNDATION COURSES** (27 semester hours)
- ☐ ACCT 201 - Principles of Financial Accounting (3)
- ☐ ACCT 202 - Principles of Managerial Accounting (3)
- ☐ BUGB 211 - Business Communications (3)
- ☐ CISB 101 - Business Information Technology (3)
- ☐ CISB 210 - Fundamentals of Information Systems (3)
- ☐ One of the following courses:
  CISB 241 - Introduction to Business Analysis (3)
  STAT 241 - Introduction to Business Analysis (3)
- ☐ ECON 201 - Principles of Macroeconomics (3)
- ☐ ECON 202 - Principles of Microeconomics (3)
- ☐ MANG 201 - Principles of Management (3)

**BS, ACCOUNTING, PUBLIC ACCOUNTING REQUIREMENTS** (~~61~~ 56 semester hours, must pass all courses with a grade of "C" or higher)

**Core** (~~31~~ 28 semester hours)
- ☐ ACCT 321 - Intermediate Accounting I (5)
- ☐ ACCT 322 - Intermediate Accounting II (4)
- ☐ ACCT 331 - Cost Accounting (3)
- ☐ ACCT 360 - Professional Preparation I (1)
- ☐ ACCT 392 - Accounting Info Systems (3)
- ☐ ACCT 401 - Governmental Accounting (3)
- ☐ One of the following courses:
  BUGB 349 - Legal Environment of Business (3)
  BUGB 351 - Business Law I (3)
- ☐ FINA 301 - Managerial Finance (3)
- ☐ ~~MANG 410 - Effective Workplace Communications (3)~~
- ☐ MARK 231 - Principles of Marketing (3)

**Concentration Courses** (24 semester hours)
- ☐ ACCT 350 - Ethics for Accounting Professionals (3)
- ☐ ACCT 402 - Advanced Accounting (3)
- ☐ ACCT 411 - Auditing I (3)
- ☐ ACCT 412 - Auditing II (3)
- ☐ ACCT 441 - Individual Income Tax (4)
- ☐ ACCT 442 - Advanced Tax and Tax Research (5)
- ☐ BUGB 352 - Business Law II (3)

**GENERAL ELECTIVES** (All college level courses appearing on your final transcript, not listed above that will bring your total semester hours to 120 hours. ~~1~~ 4 semester hours)
- ☐ MATH 113 - College Algebra (1)
- ☐ _____

**Freshman Year, Fall Semester: 16 credits**
- ENGL 111 - English Composition (3)
- MATH 113 - College Algebra (4)
- Essential Learning - Fine Arts (3)
- Essential Learning - Natural Science (3)
- Essential Learning - Social/Behavioral Science (3)

**Freshman Year, Spring Semester: 14 credits**
- ENGL 112 - English Composition (3)
- Essential Learning - History (3)
- Essential Learning - Humanities (3)
- Essential Learning - Social/Behavioral Science (3)
- KINE 100 - Health and Wellness (1)
- KINA Activity (1)

**Sophomore Year, Fall Semester: 15 credits**
- ACCT 201 - Principles of Financial Accounting (3)
- CISB 101 - Business Information Technology (3)
- MANG 201 - Principles of Management (3)
- ECON 201 - Principles of Macroeconomics (3)
- CISB 241 or STAT 241 - Introduction to Business Analysis (3)

**Sophomore Year, Spring Semester: 16 credits**
- ACCT 202 - Principles of Managerial Accounting (3)
- BUGB 211 - Business Communications (3)
- CISB 210 - Fundamentals of Information Systems (3)
- ECON 202 - Principles of Microeconomics (3)
- ESSL 290 - Maverick Milestone (3)
- ESSL 200 - Essential Speech (1)

**Junior Year, Fall Semester: 17 credits**
- ACCT 321 - Intermediate Accounting I (5)
- ACCT 331 - Cost Accounting (3)
- BUGB 349 - Legal Environment of Business (3) or BUGB 351 - Business Law I (3)
- FINA 301 - Managerial Finance (3)
- MARK 231 - Principles of Marketing (3)

**Junior Year, Spring Semester: 17 credits**
- ACCT 322 - Intermediate Accounting II (4)
- Essential Learning - Natural Science with Lab (4)
- ACCT 392 - Accounting Info Systems (3)
- BUGB 352 - Business law II (3)
- ACCT 350 - Ethics for Accounting Professionals (3)

**Senior Year, Fall Semester:  13 credits**
- ACCT 401 - Governmental Accounting (3)
- ~~MANG 410 - Effective Workplace Communications~~General Elective (3)
- ACCT 411 - Auditing I (3)
- ACCT 441 - Individual Income Tax (4)

**Senior Year, Spring Semester: 12 credits**
- ACCT 412 - Auditing II (3)
- ACCT 402 - Advanced Accounting (3)
- ACCT 442 - Advanced Tax and Tax Research (5)
- ACCT 360 - Professional Preparation I (1)

Department:   Health Sciences

Program Deactivation

Department:      Health Sciences

Degree Type:     AAS

Program:         Registered Nurse (Inactive):  1611

Justification:

The program has been inactive since January 2017 and is no longer nationally accredited. A new AAS RN program was approved by the undergraduate curriculum committee in October 2017. The deletion of this program removes an obsolete program.

Teach-out Plan:

There are no students in the LPN-AAS Program

Term and year in which all students will have completed:       Fall 2016

Year to reexamine program's status:                           There are no students in this program.

Proposed by:   Genell Stites

Director of Teacher Education Signature:

# Department:   Kinesiology

## Program Additions

### Fitness and Health Promotion

Degree Type:     BS

Abbreviated Name:   Fitness and Health Promotion

Proposed by:   Kristin Heumann

Director of Teacher Education Signature:     N/A

Expected Implementation:

**2018-2019 PROGRAM REQUIREMENTS**
**Degree: Bachelor of Science**
**Major: Fitness and Health Promotion**

**About This Major . . .**

Students enrolled in this major should have a strong interest in the sciences as this program applies science to human function. The student will explore exercise physiology, anatomical kinesiology, community health, physical activity and aging, worksite health promotion, and sports nutrition, among other subject areas. Career opportunities include: sports and wellness program instructors and directors; strength coaches for college, university and professional sports* programs; managers and exercise leaders in corporate wellness programs; nutritionists*; occupational therapists*; and personal trainers.
*Career requires additional post-baccalaureate studies.

Colorado Mesa students frequently continue their study for graduate or professional degrees at universities widely recognized as top programs in exercise physiology, occupational therapy, physical education, and public health.

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. Evaluate the functions of the individual body systems. (Specialized Knowledge)
2. Identify risk factors associated with chronic disease. (Specialized Knowledge)
3. Identify exercise cautions and other safety concerns. (Critical Thinking)
4. Identify the scope and definitions of health, fitness, and human performance, with the ability to analyze the data critically. (Applied Learning, Quantitative Fluency)
5. Describe and communicate how physical activity relates to health. (Communication Fluency)

**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 baccalaureate 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.
- 40 upper-division credits (alternative credit limit applies to the Bachelor of Applied Science degree).
- 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

- 2.0 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)
- ☐ Select one Social and Behavioral Sciences course (3)
- ☐ Select one Social and Behavioral Sciences course (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** (3 semester hours)
- ☐ KINE 100 - Health and Wellness (1)
- ☐ KINA 1XX – (1)
- ☐ KINA 1XX – (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)

**FOUNDATION COURSES** (10-13 semester hours)
- ☐ CSCI 100 – Computers In Our Society (3) OR STAT 200 - Probability and Statistics (3) or higher level CSCI or STAT course
- ☐ KINE 203 - Human Nutrition (3)
- ☐ BIOL 209 - Human Anatomy and Physiology (3)
- ☐ BIOL 209L - Human Anatomy and Physiology Laboratory (1)
- ☐ Students must have a current CPR card OR take one of the following:
  KINE 250 - Lifeguard Training (3)
  KINE 265 - First Aid and CPR/AED for the Health Care Provider (3)

**BS, FITNESS AND HEALTH PROMOTION REQUIREMENTS** (48-49 semester hours, 2.0 cumulative GPA or higher required in major content area.)

**Required Core Courses** (39-semester hours)
- ☐ KINA 128 – Intermediate Weight Training (1)
- ☐ KINA 1XX - (1)
- ☐ KINE 200 - History and Philosophy of Sport and Physical Education (3)
- ☐ KINE 213 - Applications of Physical Fitness and Exercise Prescription (3)
- ☐ KINE 297 - Practicum (2)
- ☐ KINE 301 - Health and Fitness Assessment (3)
- ☐ KINE 303 - Physiology of Exercise (3)
- ☐ KINE 303L - Physiology of Exercise Laboratory (1)
- ☐ KINE 309 - Anatomical Kinesiology (3)
- ☐ KINE 310 - Methods of Exercise Instruction (3)
- ☐ KINE 333 - Community Health (3) or KINE 411 - Worksite Health Promotion (3)
- ☐ KINE 405 - Sports Nutrition (3)
- ☐ KINE 415 - Physical Activity and Aging (3)
- ☐ KINE 494 - Kinesiology Senior Seminar (1)
- ☐ KINE 499 - Internship (6)

**Restricted Electives** (9-10 semester hours)
Select three courses from the list below. Courses with a lecture and lab are counted as one course.
  BIOL 315 - Epidemiology (3)
  KINE 333 – Community Health (3)
  KINE 370 - Biomechanics (3) and KINE 370L - Biomechanics Laboratory (1)
  KINE 401 - Organization/Administration/Legal Considerations in Physical Education and Sports (3)
  KINE 403 - Advanced Strength and Conditioning (3)
  KINE 404 - Clinical Exercise Physiology and Advanced Exercise Prescription (3)
  KINE 411 – Worksite Health Promotion (3)
  KINE 430 - Medical Conditions and Pharmacology in Sports (3)
  KINE 480 - Inclusive Physical Activity (3)
  KINE 487 - Structured Research (3)
  KINE 396 or KINE 496 - Topics (3)
  PSYC 401 - Sport Psychology (3)
  ENTR 300 Small Business and Entrepreneurship (3)
  ENTR 340 Applied Financial Management for Emerging Businesses (3)
- ☐ _____
- ☐ _____
- ☐ _____
  *Do not double count KINE 333/411 from the list of major requirements.

**GENERAL ELECTIVES** (All college level courses appearing on your final transcript, not listed above that will bring your total hours to 120 hours. 20-24 semester hours.)
- ☐ Math 113 – College Algebra (1)
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

**Freshman Year, Fall Semester: 17 credits**
- ENGL 111 - English Composition (3)
- KINA 1XX - (1)
- KINE 100 - Health and Wellness (1)
- KINE 200 - History and Philosophy of Sport and Physical Education (3)
- Essential Learning - Natural Science (3)
- Essential Learning - Fine Arts (3)
- Essential Learning - History (3)

**Freshman Year, Spring Semester: 17 credits**
- ENGL 112 - English Composition (3)
- KINE 213 - Applications of Physical Fitness and Exercise Prescription (3)
- Essential Learning - Social and Behavioral Science (3)
- BIOL 209 - Human Anatomy and Physiology (3) and BIOL 209L - Human Anatomy and Physiology Laboratory (1)
- MATH 113 – College Algebra (4)

**Sophomore Year, Fall Semester: 17 credits**
- KINA 1XX - (1)
- KINE 250 - Lifeguard Training (3) or KINE 265 - First Aid and CPR/AED for the Health Care Provider (3)
- CSCI 100 – Computers In Our Society (3) OR STAT - 200 Probability and Statistics (3) or higher level CSCI or STAT course
- Essential Learning - Natural Science with Lab (4)
- Essential Learning - Humanities (3)
- General Elective (3)

**Sophomore Year, Spring Semester: 16 credits**
- Essential Learning - Social and Behavioral Science (3)
- KINE 203 - Human Nutrition (3)
- KINE 297 - Practicum (2)
- KINA 1XX - (1)
- ESSL 290 - Maverick Milestone (3)
- ESSL 200 - Essential Speech (1)
- General Elective (3)

**Junior Year, Fall Semester: 14 credits**
- KINE 301 - Health and Fitness Assessment (3)
- KINE 303 – Physiology of Exercise (3) and KINE 303L - Physiology of Exercise Laboratory (1)
- KINE 333 - Community Health (3) or KINE 411 – Worksite Health Promotion (3)
- KINA 128 - Intermediate Weight Training (1)
- General Elective (3)

**Junior Year, Spring Semester: 15 credits**
- KINE 309 - Anatomical Kinesiology (3)
- KINE 405 - Sports Nutrition (3)
- KINE 415 - Physical Activity and Aging (3)
- Restricted Elective (3)
- General Elective (3)

**Senior Year, Fall Semester:  12-14 credits**
- KINE 310 – Methods of Exercise Instruction (3)
- Restricted Elective (6-7)
- General Elective (3-4)

**Senior Year, Spring Semester: 13-14 credits**
- KINE 494 - Kinesiology Senior Seminar (1)
- KINE 499 - Internship (6)
- General Elective (if needed) (6-7)

Program Deletion

Department:     Kinesiology

Degree Type:    BA

Program:        Kinesiology-Fitness and Health Promotion:  3149

Justification:

The program is being converted to a Bachelor of Science in Fitness and Health Promotion to better prepare the students for a career in the area as well as for post-baccalaureate study.

Teach-out Plan:

The courses still are going to be offered, so all students can complete the existing program or take the new Bachelor of Science degree in Fitness and Health Promotion

Term and year in which all students will have completed:     Spring 2021
Year to reexamine program's status:                         2021

Recommended alternative program:

Kinesiology   BS,   Kinesiology-Fitness and Health Promotion:  3149

Proposed by:    Kristin J. Heumann

Director of Teacher Education Signature:

## Department: SBS - ADAP

### Course Additions

**ADAP 450**          Credit Hours   1

Course Title:                    Addictions Assessment and Group Counseling

Abbreviated Title:                Assessment & Group Couns

Contact hours per week:   Lecture  1          Lab          Field          Studio          Other

Type of Instructional Activity:   Hybrid Courses

Academic engagement minutes:   750        Student preparation minutes:   1500

Intended semesters for offering this course:   Fall ☑   J-Term ☑   Spring ☐   Summer ☐

Intended semester to offer course 1st time:      Fall 2018

Number of times course may be taken for credit:   1

Essential Learning Course:   Yes ☐   No ☑

Prerequisites:   Yes ☑   No ☐

   ADAP 301

Prerequisite for other course(s):   Yes ☐   No ☑

Co-requisites:   Yes ☐   No ☑

Requirement or listed choice for any program of study:   Yes ☑   No ☐

Course is a requirement for a new program:

   Addictions Studies

Overlapping content with present courses offered on campus:   Yes ☑   No ☐

   PSYP 424 Group Processes and PSYP 422 Psychological Interviewing currently meet the OBH educational requirements for CAC certification under the university exemption under the current MOU. These classes are full and make it difficult for addictions minors who are non-counseling psychology to register for these classes. This would become even more problematic for students taking the addictions certification program. The new proposed course more closely reflects the curriculum guidelines outlined by OBH and can still will be used by counseling psychology majors who take the addictions certificate program.

Additional faculty FTE required:   Yes ☐   No ☑

Additional equipment required:   Yes ☐   No ☑

Additional lab facilities required:   Yes ☐   No ☑

Course description for catalog:

   Exploration of the approaches to addictions clinical assessment, treatment planning and group counseling skills as outlined by the Colorado Office of Behavioral Health. Meets the educational requirements for becoming a Certified Addictions Counselor Level II.

Justification:

   To meet the OBH educational requirements for CAC certification students in the addictions minor needed to take PSYP 424 Group Processes and PSYP 422 Psychological Interviewing. These classes are a part of the Counseling Psychology program and are often full. This makes it difficult for addictions minors to register for these classes. This would become even more of a problem for students taking the addictions certification program.

Topical course outline:

   1. Trends and prevalence data regarding substance use in the U.S.
   2. Addictions Screening and assessment
   3. Determining Substnace Use Diagnosis and the DSMV

## Course Additions

    4. Level of care and the ASAM Patient Placement Criteria

    5. Stages of Treatment and Treatment Systems of Care

    6. Treatment Planning

    7. History, effectiveness, models, and types of groups in addictions treatment

    8. Review common group therapy models

    9. Overview of group therapy types

    10. Motivational Interviewing (MI) techniques and strategies and group process

    11. Group Structure, Content, and Process

    12. Group leadership skills, styles, and techniques:

### Student Learning Outcomes:

    1. Demonstrate the ability to assess and complete a basic addictions treatment plan

    2. Demonstrate knowledge of addictions evidence-based practices and treatment approaches

    3. Conduct an assessment interview with a client and assess for substance use disorders

    5. Demonstrate knowledge on how to interpret assessment data and report writing

    6. Demonstrate how to integrate client data into the treatment planning process

    7. Write a treatment plan based on MATRS guidelines

    8. Compare and contrast the three group approaches to substnace use treatment

    9. Demonstrate the ability to use the ASAM Patient Placement Criteria for levels of care

    10. Demonstrate an understanding of the MI models and the stages of treatment.

    11. Describe the role of medication management in substance treatment

    12. Use culturally appropriate models for group counseling with clients who have substance use disorders

    13. Demonstrate how to treat special populations in group therapy such as women and adolescents

    14. Perform and facilitate substance treatment groups

    15. Understand the concepts of "group process" and "group content,"

    16. Demonstrate ability to manage difficult group behaviors and sensitivity to group dynamics

    17. Be able to create an individualized progress note based on group topic and client participation in that group

    18. Demonstrate effective motivational interviewing strategies and techniques in group facilitation

    19. Discuss the importance of integration of services with Behavioral Healthcare providers.

### Discussions with affected departments:

    N/A

Proposed by:   Bob Lang                         Expected Implementation:

## Course Modifications

ADAP 301

Intended semester to offer modified course for the 1st time:    Fall 2018

|  | **Current** | **Proposed** |
|---|---|---|
| Course Prefix: | ADAP | |
| Course No.: | 301 | |
| Credit Hours: | 3 | 1 |
| Course Title: | Foundations of Addiction Counseling | |
| Contact hours: | Lecture   3 | Lecture   1 |
|  | Lab | Lab |
|  | Field | Field |
|  | Studio | Studio |
|  | Other | Other |
| Engage Min.: | 2250 | 750 |
| Prep Min.: | 4500 | 1500 |
| Times for Credit: | 1 | 1 |

Requirement or listed choice for any program of study:    Yes  ☑    No  ☐
Change affects program sheet or grad requirements:    Yes  ☑    No  ☐

Course is a requirement for a new program:

   SBS, Professional Certificate in Addiction Studies

Justification:

Changes to the MOU with the state Office of Behavioral Health no longer allows supervision credits to be given to addiction minor students for the extra in class work that was required as a part of the 3 credit hour course. The professional certificate will make the proposed 1 credit hours class equal to other CAC state training programs and reflective of the structural changes with the MOU. This professional certificate will also allow non-degree students to get their addictions certification.

Discussions with affected departments:

N/A

Proposed by:   Jessica Herrick                          Expected Implemention:

## Course Modifications

ADAP 350

Intended semester to offer modified course for the 1st time:     Fall 2018

|  | **Current** | **Proposed** |
|---|---|---|
| Course Prefix: | ADAP | |
| Course No.: | 350 | |
| Credit Hours: | 3 | 1 |
| Course Title: | Cultural and Ethical Issues in Addictions Treatment | |
| Contact hours: | Lecture   3 | Lecture   1 |
| | Lab | Lab |
| | Field | Field |
| | Studio | Studio |
| | Other | Other |
| Engage Min.: | 2250 | 750 |
| Prep Min.: | 4500 | 1500 |
| Times for Credit: | 1 | 1 |

Requirement or listed choice for any program of study:     Yes  ☑     No  ☐

Change affects program sheet or grad requirements:     Yes  ☑     No  ☐

Course is a requirement for a new program:

   Professional Certificate Addiction Studies

Justification:

Changes to the MOU with the state Office of Behavioral Health no longer allows supervision credits to be given to addiction minor students for the extra in class work that was required as a part of the 3 credit hour course. The professional certificate will make the proposed 1 credit hours class equal to other CAC state training programs and reflective of the structural changes with the MOU. This professional certificate will also allow non-degree students to get their addictions certification.

Discussions with affected departments:

N/A

Proposed by:   Jessica Herrick                    Expected Implemention:

## Course Modifications

ADAP 380

Intended semester to offer modified course for the 1st time:     Fall 2018

|  | **Current** | **Proposed** |
|---|---|---|
| Course Prefix: | ADAP | |
| Course No.: | 380 | |
| Credit Hours: | 3 | 1 |
| Course Title: | Pharmacology and Addictions | |
| Contact hours: | Lecture   3 | Lecture   1 |
|  | Lab | Lab |
|  | Field | Field |
|  | Studio | Studio |
|  | Other | Other |
| Engage Min.: | 2250 | 750 |
| Prep Min.: | 4500 | 1500 |
| Times for Credit: | 1 | 1 |

Requirement or listed choice for any program of study:     Yes  ☑     No  ☐

Change affects program sheet or grad requirements:     Yes  ☑     No  ☐

Course is a requirement for a new program:

   Professional Certificate Addiction Studies

Justification:

Changes to the MOU with the state Office of Behavioral Health no longer allows supervision credits to be given to addiction minor students for the extra in class work that was required as a part of the 3 credit hour course. The professional certificate will make the proposed 1 credit hours class equal to other CAC state training programs and reflective of the structural changes with the MOU. This professional certificate will also allow non-degree students to get their addictions certification.

Discussions with affected departments:

N/A

Proposed by:   Jessica Herrick                    Expected Implemention:

# Course Modifications

## ADAP 401

Intended semester to offer modified course for the 1st time:     Fall 2018

|  | **Current** | **Proposed** |
|---|---|---|
| Course Prefix: | ADAP | |
| Course No.: | 401 | |
| Credit Hours: | 3 | 1 |
| Course Title: | Special Populations and Addictions | |
| Contact hours: | Lecture   3 | Lecture   1 |
|  | Lab | Lab |
|  | Field | Field |
|  | Studio | Studio |
|  | Other | Other |
| Engage Min.: | 2250 | 750 |
| Prep Min.: | 4500 | 1500 |
| Times for Credit: | 1 | 1 |

Requirement or listed choice for any program of study:     Yes   ☑     No   ☐
Change affects program sheet or grad requirements:     Yes   ☑     No   ☐

Course is a requirement for a new program:

   Professional Certificate Addiction Studies

Justification:

Changes to the MOU with the state Office of Behavioral Health no longer allows supervision credits to be given to addiction minor students for the extra in class work that was required as a part of the 3 credit hour course. The professional certificate will make the proposed 1 credit hours class equal to other CAC state training programs and reflective of the structural changes with the MOU. This professional certificate will also allow non-degree students to get their addictions certification.

Discussions with affected departments:

N/A

Proposed by:   Jessica Herrick                    Expected Implemention:

## Course Modifications

ADAP 420

Intended semester to offer modified course for the 1st time:     Fall 2018

| | **Current** | **Proposed** |
|---|---|---|
| Course Prefix: | ADAP | |
| Course No.: | 420 | |
| Credit Hours: | 3 | 1 |
| Course Title: | Addiction Counseling Approaches | |
| Contact hours: | Lecture   3 | Lecture   1 |
| | Lab | Lab |
| | Field | Field |
| | Studio | Studio |
| | Other | Other |
| Engage Min.: | 2250 | 750 |
| Prep Min.: | 4500 | 1500 |
| Times for Credit: | 1 | 1 |

Requirement or listed choice for any program of study:     Yes  ☑     No  ☐

Change affects program sheet or grad requirements:     Yes  ☑     No  ☐

Course is a requirement for a new program:

   Professional Certificate Addiction Studies

Justification:

Changes to the MOU with the state Office of Behavioral Health no longer allows supervision credits to be given to addiction minor students for the extra in class work that was required as a part of the 3 credit hour course. The professional certificate will make the proposed 1 credit hours class equal to other CAC state training programs and reflective of the structural changes with the MOU. This professional certificate will also allow non-degree students to get their addictions certification.

Discussions with affected departments:

N/A

Proposed by:   Jessica Herrick               Expected Implemention:

## Course Modifications

### ADAP 499

Intended semester to offer modified course for the 1st time:     Fall 2018

|  | **Current** | **Proposed** |
|---|---|---|
| Course Prefix: | ADAP | |
| Course No.: | 499 | |
| Credit Hours: | 3 | 1-3 |
| Course Title: | Internship | |
| Contact hours: | Lecture | Lecture |
|  | Lab | Lab |
|  | Field | Field |
|  | Studio | Studio |
|  | Other     3 | Other     1-3 |
| Engage Min.: | 2250 | 750-2250 |
| Prep Min.: | 4500 | 1500-4500 |
| Times for Credit: | 1 | 9 |

Prerequisites:

  Current: ADAP 301, 350, and 420

  Proposed: None

Requirement or listed choice for any program of study:     Yes  ☑     No  ☐

Change affects program sheet or grad requirements:     Yes  ☑     No  ☐

SBS   Minor,   Addiction Studies:  M746

Course is a requirement for a new program:

  Professional Certificate in Addiction Studies

Justification:

Changes to the MOU with the state Office of Behavioral Health no longer allows supervision credits to be given to addiction minor students for the extra in class work that was required as a part of the 3 credit hour course. The professional certificate will make the proposed 1 credit hours class equal to other CAC state training programs and reflective of the structural changes with the MOU. This professional certificate will also allow non-degree students to get their addictions certification.

Discussions with affected departments:

N/A

Proposed by:   Jessica Herrick                         Expected Implemention:

## Program Additions

## Addiction Studies

Degree Type:    Professional Cert

Abbreviated Name:   Addiction Studies

Proposed by:   Jessica Herrick

Director of Teacher Education Signature:

Expected Implementation:

**About This Major . . .**

The Addictions Studies certificate program is designed for students who desire a career within the addictions profession and health care industry. Addiction students who receive their certificate can either be self-employed or work with mental health organizations or practices throughout the state. Student who receive this certificate will have completed the educational requirements and learning objectives that are needed for becoming a Certified Addiction Counselor Level Two (CAC II) as outlined by the Colorado Department of Human Services (CDHS) and the Office of Behavioral Health (OBH). Students who complete the educational requirements and learning objectives of this certification program are eligible to take the Association for Addiction Professionals (NAADAC) National Certified Addiction Counselor (NCAC I) or (NCAC II) exam and apply to Department of Regulatory Agency (DORA) for CAC II certification as required in Colorado.

**Advising Process and DegreeWorks**

This document is intended for informational purposes to help determine what courses and associated requirements are needed to earn a certificate. 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 discussing the suggested course sequencing. It is ultimately the student's responsibility to understand and fulfill the requirements for her/his intended certificate.

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 certificate 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 certificate requirements (for one semester certificates complete in the first week of class):

- 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 your petition for graduation is denied, it will be your responsibility to apply for graduation in a subsequent semester. Your "Intent to Graduate" does not automatically move to a later graduation date.

**INSTITUTIONAL CERTIFICATE REQUIREMENTS**

The following institutional requirements apply to all CMU professional certificates. Specific programs may have different requirements that must be met in addition to institutional requirements.

- Consists of 5-59 semester hours.
- Primarily 300-400 level courses.
- At least fifty percent of the credit hours must be taken 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.
- 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 Certificate Requirements.
- The Catalog Year determines which program sheet and certificate 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 CERTIFICATE REQUIREMENTS**

- 16 semester hours for the Professional Certificate in Addiction Studies.

**PROFESSIONAL CERTIFICATE: ADDICTION STUDIES REQUIREMENTS** (16 total hours)

- ☐ ADAP 301 – Foundations of Addictions Counseling (1)
- ☐ ADAP 350 – Cultural and Ethical Issues in addictions Treatment (1)
- ☐ ADAP 380 – Pharmacology and Addictions (1)
- ☐ ADAP 401 – Specialty Populations and Addictions (1)
- ☐ ADAP 420 – Addiction Counseling Approaches (1)
- ☐ ADAP 450 – Addictions Assessment and Group Counseling (1)
- ☐ ADAP 499 – Internship (1-3 credit hours each enrollment for a total of 10 credit hours)

SUGGESTED COURSE SEQUENCING

**Fall Semester Cohort:**
**Fall Semester: 2 credits**
- ADAP 499 – Internship (2)

**Fall Semester MOD 1: 1 credit**
- ADAP 301 – Foundations of Addictions Counseling  (1)

**Fall Semester MOD 2: 1 credit**
- ADAP 350 – Cultural and Ethical Issues in Addictions Treatment (1)

**J-Term: 4 credits**
- ADAP 380 – Pharmacology and Addictions  (1)
- ADAP 499 – Internship (3)

**Spring Semester MOD 1: 1 credit**
- ADAP 401 – Specialty Populations and Addictions  (1)

**Spring Semester MOD 2: 1 credit**
- ADAP 420 – Addiction Counseling Approaches (1)

**Summer Session #1: 2 credits**
- ADAP 450 – Addictions Assessment and Group Counseling (1)
- ADAP 499 – Internship (1)

**Summer Session #2: 1 credit**
- ADAP 499 – Internship (1)

**Fall Semester MOD 1: 2 credits**
- ADAP 499 –  Internship (2)

**J-Term: 1 credit**
- ADAP 499 – Internship (1)

**Spring Semester Cohort:**
**Spring Semester: 2 credits**
- ADAP 499 – Internship (2)

**Spring Semester MOD 1: 1 credit**
- ADAP 301 – Foundations of Addictions Counseling (1)

**Spring Semester MOD 2: 1 credits**
- ADAP 350 – Cultural and Ethical Issues in addictions Treatment (1)

**Summer Session: 2 credits**
- ADAP 380 – Pharmacology and Addictions (1)
- ADAP 499 – Internship (1)

**Summer Session #2: 1 credit**
- ADAP 499 – Internship (1)

**Fall Semester: 2 credits**
- ADAP 499 – Internship (2)

**Fall Semester MOD 1: 1 credit**
- ADAP 401 – Specialty Populations and Addictions (1)

**Fall Semester MOD 2: 1 credit**
- ADAP 420 – Addiction Counseling Approaches (1)

**J-Term: 4 credits**
- ADAP 450 – Addictions Assessment and Group Counseling (1)
- ADAP 499 – Internship (3)

**Summer Session: 1 credit**
- ADAP 499 – Internship (1)

Department:     SBS - ADAP

Degree Type:    Minor

Program:        Addiction Studies:  M746

Justification:

We are changing the program to a Professional Certificate.

Teach-out Plan:

We will provide students who have declared the addictions minor the ability to complete the minor over the next two years if they want to continue on that path. They can also select to change over to the certificate program if desired. This is for approximately 4 students who will have not meet the minor requirements by the spring of 2018. These students will be able to take the new one credit hour classes offered. These students will be offered 2 additional hours per class of independent study to make up the per class credit difference over the next two years. This will provide options for both the students in the addictions minor and the addictions certificate program that will sart in the fall 2018 cohort. Students who have already declared the addictions minor will have to do 2 credit hours of independent study in each of these classes needed and not already taken to meet the credit hour requirements for their minor.

Term and year in which all students will have completed:     Spring 2020

Year to reexamine program's status:                         2021

Proposed by:    Jessica Herrick

Director of Teacher Education Signature:

Program Modification

Addiction Studies:  M746

Degree Type:    Minor

Revision to program sheet:   Yes ✔       No ☐

Description of modification:

Changing the credit hours for ADAP courses and adding ADAP 395 and ADAP 495 to required courses.

Justification:

The minor in addiction studies is going to be deleted with a professional certificate in addiction studies being added.  The certificate program has required changing credit hours of ADAP courses.  In order to allow students currently in the minor to complete the minor, it is necessary to add independent study courses to supplement the courses for which credit hours are being changed due to the professional certificate program requirements.

Revision to SLOs:           Yes ☐     No ✔

Other changes:             Yes ☐     No ✔

Discussions with affected departments:

NA

Proposed by:    Eliot Jennings

Director of Teacher Education Signature:

Expected Implementation:

**About This Minor. . .**

This minor will provide students the knowledge and skills that are in high demand in all aspects of the behavioral health field. Students receiving this minor will be provided with the latest evidence-based practices, research studies and best practices in the field of addictions. This 24 credit hour minor is offered to meet educational requirements that are needed for the Certified Addiction Counselor (CAC) II training as outlined by the Colorado Department of Human Services (CDHS), Office of Behavioral Health (OBH). These courses seek to enhance the student's counseling abilities, knowledge and competencies in becoming an addictions professional. By completing the educational requirements of this minor, students are eligible to take the National Association for Addictions Professionals (NADAAC) NCAC I or NCAC II exam for CAC II certification as required in Colorado. All required classes seek to enhance the student's ability to offer addiction treatment services in a manner that respects gender, race and ethnicity, sexual orientation, cultural, familial, systemic and socioeconomic diversity.

**Advising Process and DegreeWorks**

This document is intended for informational purposes to help determine what courses and associated requirements are needed to earn a minor. 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 minor.

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 minor. 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 for the minor. Discrepancies in requirements should be reported to the Registrar's Office.

**Graduation Process**

A minor cannot be awarded by itself.  It must be combined with a baccalaureate degree outside the major field of study. Students should follow the graduation process outlined for the baccalaureate degree and list their majors and minors on the "Intent to Graduate" form.

If a student's petition for graduation is denied, it will be her/his responsibility to consult the Registrar's Office regarding next steps.

**INSTITUITIONAL MINOR REQUIREMENTS**

The following institutional requirements apply to all CMU minors. Specific programs may have different requirements that must be met in addition to institutional requirements.

- A minor consists of 15-24 semester hours. There may be prerequisites required for the minor which will increase the total number of credit hours for a student who has not already taken those prerequisites.
- Courses taken to satisfy Essential Learning, major requirements, or electives **can** be counted toward the minor if applicable.
- At least 33 percent of the credit hours required for the minor must be in courses numbered 300 or above.
- At least 25 percent of the classes must be taken at CMU.
- 2.00 cumulative GPA or higher for the courses used for the minor.
- A minor is not a degree by itself and must be earned at the same time as a baccalaureate degree.
- A minor must be outside the major field of study.
- A student may earn up to five minors with any baccalaureate degree at CMU.
- 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 sheet you should follow.
- See "Requirements for Undergraduate Degrees and Certificates" in the catalog for a complete list of graduation requirements.

**PROGRAM-SPECIFIC MINOR REQUIREMENTS**

- 24 semester hours total for the minor in Addiction Studies.
- A GPA of 2.00 or higher in the minor is required.

**REQUIRED COURSES FOR THE ADDICTION STUDIES MINOR** (24 semester hours)

- ☐ ADAP 301 - Foundations of Addictions Counseling (3̶1)
- ☐ ADAP 395 – Independent Study (2)
- ☐ ADAP 350 - Cultural and Ethical Issues in Addiction Treatments (3̶1)
- ☐ ADAP 395 – Independent Study (2)
- ☐ ADAP 380 - Pharmacology and Addictions (3̶1)
- ☐ ADAP 395 – Independent Study (2)
- ☐ ADAP 401 - Special Populations and Addictions (3̶1)
- ☐ ADAP 495 – Independent Study (2)
- ☐ ADAP 420 - Addiction Counseling Approaches (3̶1)
- ☐ ADAP 495 – Independent Study (2)
- ☐ PSYP 422 - Psychological Interviewing (3̶1)
- ☐ ADAP 495 – Independent Study (2)
- ☐ PSYP 424 - Group Processes (3̶1)
- ☐ ADAP 495 – Independent Study (2)
- ☐ ADAP 499 - Internship (3)

**Department:   SBS - PSYC**

<u>Course Additions</u>

**PSYC 408**                    Credit Hours    3

Course Title:                    Foundations of School Counseling

Abbreviated Title:                School Counseling

Contact hours per week:    Lecture  3        Lab            Field            Studio            Other

Type of Instructional Activity:    Lecture

Academic engagement minutes:    2250      Student preparation minutes:    4500

Intended semesters for offering this course:    Fall  ☑   J-Term ☐   Spring ☐   Summer ☐

Intended semester to offer course 1st time:    Fall 2018

Number of times course may be taken for credit:    1

Essential Learning Course:    Yes  ☐    No  ☑

Prerequisites:    Yes  ☑    No  ☐

    PSYC 233 or PSYC 310

Prerequisite for other course(s):    Yes  ☐    No  ☑

Co-requisites:    Yes  ☐    No  ☑

Requirement or listed choice for any program of study:    Yes  ☑    No  ☐

SBS   BA,   Psychology:  3726
SBS   BA,   Psychology-Counseling Psychology:  3724

Overlapping content with present courses offered on campus:    Yes  ☐    No  ☑

Additional faculty FTE required:    Yes  ☐    No  ☑

Additional equipment required:    Yes  ☐    No  ☑

Additional lab facilities required:    Yes  ☐    No  ☑

<u>Course description for catalog:</u>

Examination of conceptual foundation of the counseling and school counseling professions including history, philosophy, principles and trends. Includes functions of counselors, administrators, teachers and parents in meeting students' needs in a K-12 education setting.

<u>Justification:</u>

Current psychology/counseling courses have a clinical or community health emphasis.  The psychology faculty and students have expressed the need and interest for a counseling course that integrates a child development theoretical framework and applications to the K-12 school setting.  The course will allow students to integrate previous child development course knowledge in an application based course, focused on the K-12 education setting.  An undergraduate course focused on school counseling will add to the uniqueness of the CMU psychology/counseling program in attracting students to the program.  Furthermore, the course will benefit those students interested in pursuing a graduate education in mental health counseling and/or school counseling.  The course  has been offered as a topics course with positive feedback from the students.

<u>Topical course outline:</u>

School Counseling as a Career
History of School Counseling and Current Educational Trends
ASCA National Model
Evidence-Based Effectiveness in the Schools

## Course Additions

The Ethical Practitioner
Delivery and Management Services in the Schools
Direct and Indirect Student Services in the Schools
Culturally Responsive Approaches in the Schools
Violence and Crisis Intervention in the Schools
Collaboration with School Personnel, Educators and Parents
The School Counselor as an Advocate
Student Strength Based Approaches in the Schools
The School Counselor's Professional and Personal Journey
Working with Special Populations in the Schools
Advocacy Project Applications

Student Learning Outcomes:

Articulate current trends in addressing social and environmental needs of K-12 students.
Distinguish between types of special providers within the K-12 education system.
Identify ways to collaborate with stakeholders invested in the wellbeing of K-12 education system.
Demonstrate an understanding of school counselors' roles and responsibilities.
Demonstrate an understanding of the legal/ethical aspects of school counseling.
Identify effective counseling skills and therapeutic approaches when working with K-12 students.
Identify multicultural aspects of school counseling that influence program planning, implementation, and evaluation.

Discussions with affected departments:

Discussed with psychology faculty in fall, 2017.  All concur that it will be a beneficial course.

Proposed by:   Chelsie A. Hess                    Expected Implementation:

Program Modification

Psychology:  3726

Degree Type:    BA

Revision to program sheet:  Yes  ☑    No  ☐

Description of modification:

Adding PSYC 408 to the list of  psychology electives - developmental area

Justification:

PSYC 408 course addition.

Revision to SLOs:              Yes  ☐    No  ☑

Other changes:                 Yes  ☐    No  ☑

Discussions with affected departments:

Discussed with psychology faculty in fall 2017.

Proposed by:    Chelsie A. Hess

Director of Teacher Education Signature:

Expected Implementation:

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**2018-2019 PROGRAM REQUIREMENTS**
**Degree: Bachelor of Arts**
**Major: Psychology**

**About This Major . . .**
Students may pursue the Psychology B.A. degree or the Psychology B.A. degree with a concentration in Counseling Psychology. All majors are required to complete some laboratory coursework in which they conduct psychological science research. Practica are required for counseling students and are available at nearby human service agencies and treatment centers. The psychology programs provide students with a working knowledge of the methods and findings of modern psychology. Students majoring in psychology are prepared to work in a wide variety of settings, including human services (counseling and social work), public affairs, business, sales, criminal justice, and (following graduate study) psychotherapy, teaching and research. The psychology program provides a strong foundation for graduate study in psychology and related disciplines.
The psychology program sponsors a Psychology Club and a local chapter of the national honor society in psychology, Psi Chi. Through active membership in these organizations, students are encouraged to become involved in community service and to attend and present their research at regional and national conferences.
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. Critically analyze the historical trends in psychology (Specialized Knowledge)
2. Compare basic research methodology in psychology, including research design, data analysis and interpretation (Applied Learning)
3. Communicate clearly in written and oral presentations in standard American Psychological Association format (APA) (Broad Integrative Knowledge/Applied Learning)
4. Apply statistical concepts to decision making and problem solving in areas of psychological application (Quantitative Fluency)
5. Think critically to solve problems in psychological areas of analysis using academic sources of information. (Intellectual Skills)

**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.

2018-19 BA, Psychology (37246). Posted:

**INSTITUTIONAL DEGREE REQUIREMENTS**

The following institutional degree requirements apply to all CMU baccalaureate 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.
- 40 upper-division credits (an alternative credit limit applies to the Bachelor of Applied Science degree).
- 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**

- ~~Institutional degree requirements listed above are sufficient for this program.~~2.0 GPA or higher in coursework toward the major content area.
- Minimum grade of "C" or better in all foundation and major courses.

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2018-19 BA, Psychology (372~~4~~6). Posted:

**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 110 - College Mathematics (3) or higher

**Humanities** (3 semester hours)
- ☐ Select one Humanities course (3)

**Social and Behavioral Sciences** (6 semester hours)
- ☐ Select one Social and Behavioral Sciences course (3)
- ☐ Select one Social and Behavioral Sciences course (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)

**FOUNDATION COURSES** (6 semester hours)
Two consecutive classes in the same foreign language.  FLAS 114 & 115 will NOT fulfill this requirement. Must earn a grade of "C" or better in each course.
- ☐ _____
- ☐ _____

**BA, PSYCHOLOGY REQUIREMENTS** (53 semester hours)
To continue in the program and eventually graduate as a psychology major a student must earn, with no more than three attempts, at least a grade of "C" in the major requirements.

**Psychology Core** (20 semester hours)
- ☐ PSYC 150 - General Psychology (3)
- ☐ PSYC 201 - Orientation to the Psychology Major (3)
- ☐ STAT 215 - Statistics for Social and Behavioral Sciences (4)
- ☐ PSYC 216 - Research Methods in Psychology (3)
- ☐ PSYC 216L - Research Methods in Psychology Laboratory (1)
- ☐ PSYC 414 - History of Psychology (3)
- ☐ PSYC 416 - Memory and Cognition (3)

**Psychology Electives** (33 semester hours)
Developmental Area
- ☐ One of the following courses:
  PSYC 310 - Child Psychology (3)
  PSYC 330 - Psychology of Adolescence & Emerging Adulthood (3)
  PSYC 350 - Psychology of Adulthood (3)
  PSYC 408 – Foundations of School Counseling (3)
Personality/Social Area
- ☐ One of the following courses:
  PSYC 320 - Social Psychology (3)
  PSYC 401 - Sport Psychology (3)
  PSYC 412 - Industrial/ and Organizational Psychology (3)
  PSYC 420 - Personality (3)
  PSYC 435 - Applied Social Psychology (3)
Diversity Area
- ☐ One of the following courses:
  PSYC 370 - Cross-Cultural Psychology (3)
  PSYC 355 335 - Psychology of Women (3)
  PSYC 411 - Human Sexuality (3)
  PSYC 425 - Forensic Psychology (3)
Health and Wellness Area
- ☐ One of the following courses:
  PSYC 300 - Health Psychology (3)
  PSYC 340 - Abnormal Psychology (3)
  PSYC 410 - Drugs and Human Behavior (3)
  SOCI 410 - Death, Dying, and Bereavement (3)
Behavioral Neuroscience Area
- ☐ One of the following courses:
  PSYC 314 - Psychology of Learning (3)
  PSYC 422 - Sensation and Perception (3)
  PSYC 430 - Biopsychology (3)
Select eighteen credits of additional psychology electives from any of the content areas above OR from the following list:
  PSYP 305 - Suicide Intervention Training (1)
  PSYP 306 - Applied Ethics in Mental Health and Counseling (1)
  PSYC 400 - Psychological Testing (3)
  PSYC 395/495 - Independent Study (1-3)
  PSYC 396/496 - Topics (1-3)
  PSYC 499 - Internship (1-3)
  SOCI 390 - GRE Preparation (1)
  SOCI 497 - Structured Research (1-6)
- ☐ _____

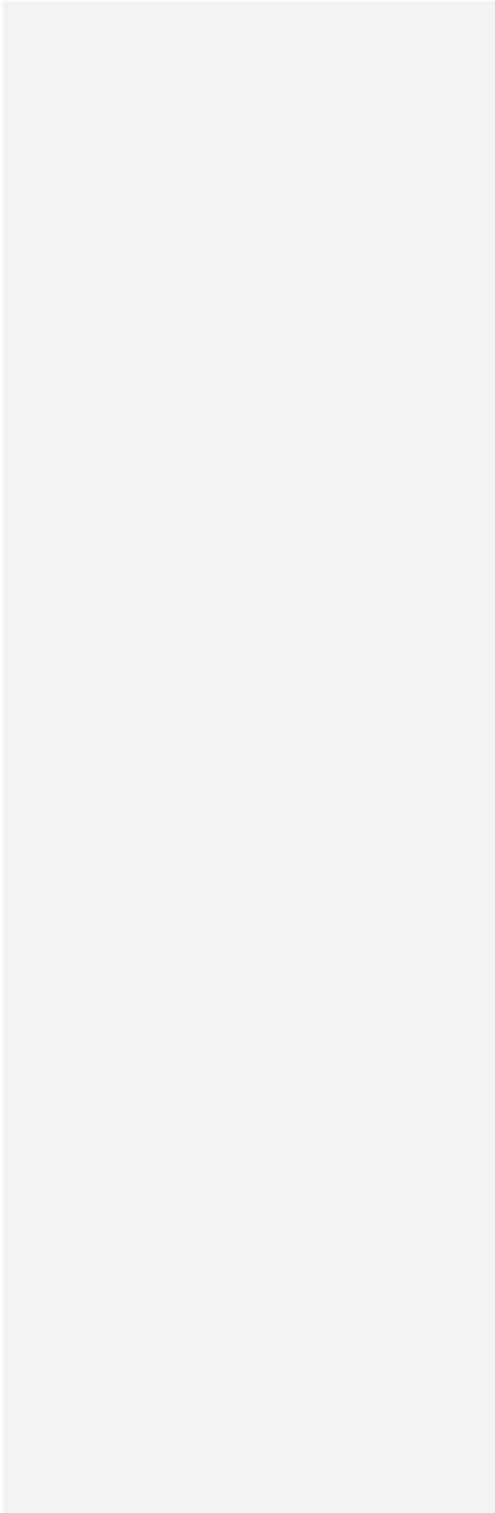2018-19 BA, Psychology (37246). Posted:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

**GENERAL ELECTIVES** (All college level courses appearing on your final transcript, not listed above that will bring your total semester hours to 120 hours. 24 semester hours)

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

**SUGGESTED COURSE SEQUENCING**

**Freshman Year, Fall Semester: 16 credits**
- ENGL 111 - English Composition (3)
- Essential Learning - Humanities (3)
- Essential Learning - Social/Behavioral Science (3)
- Essential Learning - Natural Science with Lab (4)
- PSYC 150 - General Psychology (3)

**Freshman Year, Spring Semester: 16 credits**
- ENGL 112 - English Composition (3)
- Essential Learning - Natural Science (3)
- MATH 110 - College Mathematics (3) or higher
- Essential Learning - History (3)
- KINE 100 - Health and Wellness (1)
- Essential Learning - Fine Arts (3)

**Sophomore Year, Fall Semester: 14 credits**
- Foundation Course - Foreign Language (3)
- PSYC 201 - Orientation to the Psychology Major (3)
- Essential Learning - Social/Behavioral Science (3)
- STAT 215 - Statistics for Social and Behavioral Sciences (4)
- KINA Activity (1)

**Sophomore Year, Spring Semester: 14 credits**
- ESSL 290 - Maverick Milestone (3)
- ESSL 200 - Essential Speech (1)
- Foundation Course - Foreign Language (3)
- Elective (3)
- PSYC 216 - Research Methods in Psychology (3)
- PSYC 216L - Research Methods in Psychology Laboratory (1)

**Junior Year, Fall Semester: 15 credits**
- PSYC 416 - Memory and Cognition (3)
- Elective (3)
- Upper Division Psychology Electives (3 courses) (9)

**Junior Year, Spring Semester: 15 credits**
- Upper Division Psychology Electives (3 courses) (9)
- Electives (2 courses) (6)

**Senior Year, Fall Semester:  15 credits**
- Upper Division Psychology Electives (3 courses (9)
- Electives (2 courses) (6)

**Senior Year, Spring Semester: 15 credits**
- PSYC 414 - History of Psychology (3)
- Upper Division Psychology Electives (2 courses) (6)
- Electives (2 courses) (6)

## Program Modification

### Psychology-Counseling Psychology:  3724

Degree Type:    BA

Revision to program sheet:   Yes  ☑      No  ☐

Description of modification:

Adding PSYC 408 to the list of recommended electives.

Justification:

PSYC 408 course addition.
Remove PSYC 325 - Environmental Psychology from the Recommended Electives list.  That course was deleted in November 2012 and is no longer in the catalog.

Revision to SLOs:           Yes  ☐      No  ☑

Other changes:              Yes  ☐      No  ☑

Discussions with affected departments:

Discussed with psychology faculty in fall 2017.

Proposed by:    Chelsie Hess

Director of Teacher Education Signature:

Expected Implementation:

**COLORADO MESA**
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**2018-2019 PROGRAM REQUIREMENTS**
**Degree: Bachelor of Arts**
**Major: Psychology**
**Concentration: Counseling Psychology**

**About This Major . . .**

Students may pursue the Psychology B.A. degree or the Psychology B.A. degree with a concentration in Counseling Psychology. All majors are required to complete some laboratory coursework in which they conduct research in psychological science. Practica are required for counseling students and are available at nearby human service agencies and treatment centers. The psychology programs provide students with a working knowledge of the methods and findings of modern psychology. Students majoring in psychology are prepared to work in a wide variety of settings, including human services (counseling and social work), public affairs, business, sales, criminal justice, and (following graduate study) psychotherapy, teaching and research. The psychology program at provides a strong foundation for graduate study in psychology and related disciplines.

Many of CMU´s psychology majors have successfully continued their education in graduate programs in psychology. A few have continued on to medical school or law school. The psychology program sponsors a Psychology Club and a local chapter of the national honor society in psychology, Psi Chi. Through active membership in these organizations, students are encouraged to become involved in community service and to attend and present their research at regional and national conferences.

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. Critically analyze the historical trends in psychology (Specialized Knowledge)
2. Compare basic research methodology in psychology, including research design, data analysis and interpretation (Applied Learning)
3. Communicate clearly in written and oral presentations in standard American Psychological Association format (Broad Integrative Knowledge /Applied Learning)
4. Apply statistical concepts to decision making and problem solving in areas of psychological application (Quantitative Fluency)
5. Think critically to solve problems in psychological areas of analysis using academic sources of information. (Critical)

**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.

2018-19 BA, Psychology, Counseling Psychology (37264). Posted:

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 baccalaureate 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.
- 40 upper-division credits (an alternative credit limit applies to the Bachelor of Applied Science degree).
- 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**
Institutional degree requirements listed above are sufficient for this program.
- **2.0 GPA or higher in coursework toward the major content area.**
- **Minimum grade of "C" or better in all foundation and major courses.**

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2018-19 BA, Psychology, Counseling Psychology (37264). Posted:

**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 110 - College Mathematics (3) or higher

**Humanities** (3 semester hours)
- ☐ Select one Humanities course (3)

**Social and Behavioral Sciences** (6 semester hours)
- ☐ Select one Social and Behavioral Sciences course (3)
- ☐ Select one Social and Behavioral Sciences course (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)

**FOUNDATION COURSES** (6 semester hours)

Two consecutive classes in the same foreign language.  FLAS 114 & 115 will NOT fulfill this requirement.  Must earn a grade of "C" or better in each course.
- ☐ _____
- ☐ _____

**BA, PSYCHOLOGY, COUNSELING PSYCHOLOGY REQUIREMENTS** (51 semester hours)

To continue in the program and eventually graduate as a psychology major a student must earn, with no more than three attempts, at least a grade of "C" in the major requirements.

**Psychology Core** (20 semester hours)
- ☐ PSYC 150 - General Psychology (3)
- ☐ PSYC 201 - Orientation to the Psychology Major (3)
- ☐ STAT 215 - Statistics for Social and Behavioral Sciences (4)
- ☐ PSYC 216 - Research Methods in Psychology (3)
- ☐ PSYC 216L - Research Methods in Psychology Laboratory (1)
- ☐ PSYC 414 - History of Psychology (3)
- ☐ PSYC 416 - Memory and Cognition (3)

**Counseling Core** (31 semester hours)
- ☐ PSYC 320 - Social Psychology (3)
- ☐ PSYC 340 - Abnormal Psychology (3)
- ☐ PSYC 400 - Psychological Testing (3)
- ☐ PSYC 420 - Personality (3)
- ☐ PSYP 320 - Career Development (3)
- ☐ PSYP 420 - Counseling Processes and Techniques (3)
- ☐ PSYP 422 - Psychological Interviewing (3)
- ☐ PSYP 424 - Group Processes (3)
- ☐ PSYP 497 -– Practicum I (4)
- ☐ One of the following courses:
  PSYC 370 - Cross-Cultural Psychology (3)
  PSYP 322 - Multicultural Service Learning (3)

**GENERAL ELECTIVES** (All college level courses appearing on your final transcript, not listed above that will bring your total semester hours to 120 hours. 26 semester hours)
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

**Recommended Electives**

Practicum II (4)

PSYC 310 - Child Psychology (3)

PSYC 330 - Psychology of Adolescence & Emerging Adulthood (3)

PSYC 350 - Psychology of Adulthood (3)

PSYC 410 - Drugs and Human Behavior (3)

PSYC 422 - Sensation and Perception (3)

PSYC 430 - Biopsychology (3)

PSYC 300 - Health Psychology (3)

PSYC 314 - Psychology of Learning (3)

PSYC 325 - Environmental Psychology (3)

PSYC 355 335 - Psychology of Women (3)

PSYC 396/496 - Topics (1-3)

PSYC 401 - Sport Psychology (3)

PSYC 408 – Foundations of School Counseling (3)

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PSYC 411 - Human Sexuality (3)
PSYC 412 - Industrial/ and Organizational Psychology (3)
PSYC 425 - Forensic Psychology (3)
PSYC 435 - Applied Social Psychology (3)
PSYP 305 - Suicide Intervention Training (1)
PSYP 306 - Applied Ethics in Mental Health and Counseling (1)
PSYP 410 - Introduction to Marriage and Family Counseling (3)
PSYP 499 – Practicum II (4)
SOCI 390 - GRE Preparation (1)
SOCI 410 - Death, Dying, and Bereavement (3)
SOCI 497 - Structured Research (1-6)

**SUGGESTED COURSE SEQUENCING**

**Freshman Year, Fall Semester: 13 credits**
- ENGL 111 - English Composition (3)
- Essential Learning - Humanities (3)
- PSYC 150 - General Psychology (3)
- Essential Learning - Natural Science (3)
- KINE 100 - Health and Wellness (1)

**Freshman Year, Spring Semester: 13 credits**
- ENGL 112 - English Composition (3)
- Essential Learning - History (3)
- MATH 110 - College Mathematics (3) or higher
- Essential Learning - Fine Arts (3)
- KINA Activity (1)

**Sophomore Year, Fall Semester: 16 credits**
- PSYC 201 - Orientation to the Psychology Major (3)
- Foundation Course - Foreign Language (3)
- Essential Learning - Social/Behavioral Science (3)
- Essential Learning - Social/Behavioral Science (3)
- STAT 215 - Statistics for Social and Behavioral Sciences (4)

**Sophomore Year, Spring Semester: 18 credits**
- ESSL 290 - Maverick Milestone (3)
- ESSL 200 - Essential Speech (1)
- Essential Learning - Natural Science with Lab (4)
- Foundation Course - Foreign Language (3)
- PSYC 216 - Research Methods in Psychology (3)
- PSYC 216L - Research Methods in Psychology Laboratory (1)
- Elective (3)

**Junior Year, Fall Semester: 15 credits**
- PSYP 320 - Career Development (3)
- PSYC 320 - Social Psychology (3)
- Elective (3)
- PSYC 370 - Cross-Cultural Psychology (3) or PSYP 322 - Multicultural Service Learning (3)
- PSYC 340 - Abnormal Psychology (3)

**Junior Year, Spring Semester: 15 credits**
- Electives (2 courses) (6)
- PSYP 420 - Counseling Processes and Techniques (3)
- PSYC 416 - Memory and Cognition (3)
- PSYC 414 - History of Psychology (3)

**Senior Year, Fall Semester: 15 credits**
- PSYP 424 - Group Processes (3)
- PSYC 400 - Psychological Testing (3)
- Electives (3 courses (9)

**Senior Year, Spring Semester: 15 credits**
- PSYC 420 - Personality (3)
- PSYP 422 - Psychological Interviewing (3)
- PSYP 497 - Practicum I (4)
- Electives (2 courses) (6)

Department:   WCCC - ABUS

Course Additions

ABUS 102                                   Credit Hours    3

Course Title:                Business Basics

Abbreviated Title:           Business Basics

Contact hours per week:    Lecture  3          Lab           Field            Studio            Other

Type of Instructional Activity:    Lecture

Academic engagement minutes:    2250        Student preparation minutes:    4500

Intended semesters for offering this course:    Fall ☑    J-Term ☐    Spring ☑    Summer ☑

Intended semester to offer course 1st time:        Fall 2018

Number of times course may be taken for credit:    1

Essential Learning Course:      Yes  ☐    No  ☑

Prerequisites:      Yes  ☐    No  ☑

Prerequisite for other course(s):    Yes  ☐    No  ☑

Co-requisites:    Yes  ☐    No  ☑

Requirement or listed choice for any program of study:    Yes  ☑    No  ☐

WCCC   AAS,   Applied Business-Administrative Support:  1300
WCCC   AAS,   Applied Business-Frontline Supervision:  1301
WCCC   AAS,   Applied Business-Marketing Communications:  1302

Overlapping content with present courses offered on campus:    Yes  ☑    No  ☐

Some content is similar to content covered in 300- and 400-level Business courses, but ABUS 102 will not duplicate any specific course.  Additionally, it is designed to meet the lower-level (100- and 200-level) curriculum of the AAS programs.

Additional faculty FTE required:      Yes  ☐    No  ☑

Additional equipment required:      Yes  ☐    No  ☑

Additional lab facilities required:    Yes  ☐    No  ☑

Course description for catalog:

Introduction to small business management. This course covers the basic principles of marketing, management and finance needed to manage or start a small business. The course assists in the development of a business plan and introduces methods of financing a business launch.

Justification:

Updating the Applied Business program to stay current with market demands.  With all the technical degrees at WCCC this will provide the students an opportunity to learn the basic business skills that will be required to succeed in the business world.

Topical course outline:

1. From Idea to Reality
   a. Your business in context
   b. Refining and defining your idea
   c. Creating a business model
   d. Finding your target market
   e. Considering a franchise
2. Planning your Business

<u>Course Additions</u>

    a. Writing a business plan
    b. Finding the funding
    c. Setting your franchise wheels in motion
    d. Starting a home-based business
    e. Creating a website for your business
    f. Starting with the right legal structure
3. Managing your finances
    a. Setting up your books
    b. Understanding your P and L
    c. Working with Cash Flow and Staying Solvent
    d. Controlling Costs and Budgeting
    e. Satisfying the Tax man
4. Managing Your Business
    a. Tackling the Hiring Process
    b. Setting Goals
    c. Embracing Corporate Social Responsibility
    d. Managing with Technology
    e. Developing employees through coaching and mentoring
    f. Delegating to get things done
5. Marketing and Promotion
    a. Optimizing your marketing program
    b. Strengthening your marketing strategy
    c. Taking stock of your business
    d. Forging your brand
    e. Creating marketing communications that work
    f. Social media

<u>Student Learning Outcomes:</u>

1. Discuss how to market his product or service;
2. Detail the problems in managing the operations of his business;
3. Demonstrate a better understanding of accounting and financial controls
4. Prepare of a business plan outline
5. Discuss financing issues
6. Discuss record keeping and taxes for small businesses
7. Be able to use business plan outline to work with financial institutions and financial backers

<u>Discussions with affected departments:</u>

Dr. Steve Norman - Approved 9/26/17
Dr. Tim Hatten - Approved 9/26/17
Georgann Jouflas - Approved 10/5/17

Proposed by:   S. Tyler Liff                    Expected Implementation:

<u>Course Additions</u>

ABUS 120                                        Credit Hours     3

  Course Title:                         Digital Design Tools

  Abbreviated Title:                      Digital Design Tools

  Contact hours per week:    Lecture            Lab            Field            Studio            Other  4.5

  Type of Instructional Activity:    Lecture/Laboratory: Vocational/Technical

  Academic engagement minutes:     3375        Student preparation minutes:    3375

  Intended semesters for offering this course:    Fall ☑  J-Term ☐  Spring ☑  Summer ☑

  Intended semester to offer course 1st time:       Fall 2018

  Number of times course may be taken for credit:    1

  Essential Learning Course:     Yes  ☐   No  ☑

  Prerequisites:     Yes  ☐   No  ☑

  Prerequisite for other course(s):    Yes  ☐   No  ☑

  Co-requisites:   Yes  ☐   No  ☑

  Requirement or listed choice for any program of study:   Yes  ☑   No  ☐
  WCCC   AAS,   Applied Business-Marketing Communications:  1302
  WCCC   Tech Cert (A-Man),   Applied Business-Graphics Technology:  1103
  WCCC   Tech Cert (A-Man),   Applied Business-Marketing Graphics:  1102

  Overlapping content with present courses offered on campus:     Yes  ☐   No  ☑

  Additional faculty FTE required:     Yes  ☐   No  ☑

  Additional equipment required:     Yes  ☐   No  ☑

  Additional lab facilities required:    Yes  ☑   No  ☐
    Need computer lab that has Photoshop and Illustrator

<u>Course description for catalog:</u>

  Exploration of the capabilities of digital cameras, raster photo-editing software, vector drawing software, and digital painting software. The course will cover how these image tools can be applied to create digital images, graphics, and videos.

<u>Justification:</u>

  Current requirement MGDA 120 Digital Design Tools (3) being redeveloped and no longer applies to degrees in Applied Business

<u>Topical course outline:</u>

  1.Set project requirements and demonstrate a knowledge of project management
      a.Identify the purpose, audience, and audience needs for preparing images
      b.Standard copyright rules for images and image use
      c.Project management tasks and responsibilities
      d.Communicate with others (such as peers and clients) about design plans
  2.Identify and use design elements when creating images
      a.Image resolution, size, and file formats for web, video, and print
      b.Design principles, elements, and image composition
      c.Typography
      d.Color correction
      e.Image-generating devices, their resulting image types, and how to access resulting images
      f.Key terminology when working with digital images.
  3.Demonstrate a knowledge of Adobe Photoshop through a variety of tasks

      a.Photoshop user interface
      b.Layers and masks
      c.Importing, exporting, organizing, and saving
      d.Producing and reusing images
      e.Color management workflow

4.Manipulate images using Adobe Photoshop
      a.Selections
      b.Guides and rulers
      c.Transform
      d.Adjust or correct the tonal range, color, or distortions of an image
      e.Retouching and blending images
      f.Drawing and painting
      g.Type tools
      h.Filters

5.Publish digital images by using Adobe Photoshop
      a.Prepare images for web, print, and video.

6. Identify and use design elements when creating images
      a. Design principles, elements, and graphic composition
      b. Graphic resolution, graphic size, and graphic file formats for web, video and print
      c. Typography
      d. Symbols and representative  graphics
      e. Key terminology when working with graphics

7. Demonstrate knowledge of Adobe Illustrator through a variety of tasks
      a. Illustrator user interface
      b. Nonprinting design tools in the interface
      c. Select the appropriate features and options required to manage color, pattern and gradient
swatches
      d. Vector drawing concepts
      e. Brushes, symbols, graphic styles, and patterns
      f. Layers and masks
      g. Import, export and save files

8. Create Graphics using Adobe Illustrator
      a. Create documents
      b. Drawing and shape tools
      c. Type tools
      d. Create realistic graphics from scanned and photographic images
      e. Modify and transform objects

9. Demonstrate knowledge of preparing graphics for web, print and video
      a. Web: relevant file formats; Slice tool; wire-frame/prototyping
      b. Print: PostScript issues and compatibility; designing for spot and process color job s; PDF flavors
      c. Video: relevant file formats; preparing layers for video

Student Learning Outcomes:

1. Establish project requirements and demonstrate a knowledge of project management
2. Identify and use design elements when creating images
3. Demonstrate a knowledge of Adobe Photoshop through a variety of skill-based activities
4. Manipulate images using Adobe Photoshop
5. Publish digital images by using Adobe Photoshop
6. Demonstrate knowledge of Adobe Illustrator through a variety of skill-based activities.
7. Create graphics using Adobe Illustrator.
8. Demonstrate knowledge of preparing graphics for web, print and video.

Discussions with affected departments:

Dan McClintock - Program Coordinator MDGA. Approved 4/1/07

# Course Additions

Proposed by:   S. Tyler Liff                    Expected Implementation:

Proposed by:   S. Tyler Liff                    Expected Implementation:

Program Modification

Applied Business-Administrative Support:  1300

Degree Type:    AAS

Revision to program sheet:   Yes  ☑      No  ☐

Description of modification:

Remove TECI 132 Introduction to IT Hardware and System Software (3) and replace it with ABUS 102 Business Basics (3), and removing ABUS 145 Data Management (3) and replacing it with ABUS Elective (3)

Justification:

Removing obsolete classes, and replacing them with more relevant classes

Revision to SLOs:            Yes  ☐     No  ☑

Other changes:              Yes  ☑     No  ☐

The program will have an increase in strength, and employer/student demand.  After talking with several other programs and the advisory committee, it has been determined that Database mangement needs to be incorporated into Managing Office Technology, and that Business Basics is a course that needs to be

Discussions with affected departments:

Dr. Steve Norman - Approved 9/26/17
Dr. Tim Hatten - Approved 9/26/17
Georgann Jouflas - Approved 10/5/17

Proposed by:   S. Tyler Liff

Director of Teacher Education Signature:

Expected Implementation:

**2018-2019 PROGRAM REQUIREMENTS**
**Degree: Associate of Applied Science**
**Major: Applied Business**
**Emphasis: Administrative Support**

**About This Major . . .**
This program prepares students to be effective, efficient professionals. Students develop skills in budget analysis, office technology, grammar, oral presentations, information systems, current software programs, human relations and communications. The administrative support curriculum prepares the student to be an effective staff member in business, government or non-profit organizations.

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. Demonstrate the ability to create professional business documents per industry standards. (Communication Fluency)
2. Interpret Professional financial documents, per industry standards. (Quantitative Fluency)
3. Identify and demonstrate excellent internal and external customer service. (Applied Learning)
4. Demonstrate the ability to use business software applications proficiently. (Critical Thinking)
5. Recognize and illustrate effective, efficient, entry level office professional behavior. (Applied Learning)
6. Identify and value the significance of trustworthiness, confidentiality, dependability, self-motivation, and attitude. (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. 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.

2018-19 AAS, Applied Business, Administrative Support (1300). Posted:

**INSTITUTIONAL DEGREE REQUIREMENTS**

The following institutional degree requirements apply to all CMU/WCCC 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**

- 61 semester hours total for the AAS in Applied Business, Administrative Support emphasis.
- A grade of "C" or higher must be achieved in coursework toward major content area.

2018-19 AAS, Applied Business, Administrative Support (1300). Posted:

**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)
- ☐ Select one Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course (3)

**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)
- ☐ BUGB 101 - Introduction to Business (3)
- ☐ BUGB 211 - Business Communications (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)
- ☐ TECI 142 - Internet of Things (1)
- ☐ ~~TECI 132 - Introduction to IT Hardware and System Software~~ABUS 102 – Business Basics (3)

**AAS: APPLIED BUSINESS, ADMINISTRATIVE SUPPORT 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 Elective (3~~ABUS 145 - Data Management (3)
- ☐ ABUS 155 - Social Media for Business (3)
- ☐ ABUS 200 - Business Rules and Regulations (3)
- ☐ ABUS 258 - Managing Office Technology II (3)
- ☐ ABUS 289 - Applied Business Capstone (3)
- ☐ ABUS Elective (3)

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**SUGGESTED COURSE SEQUENCING**

**Freshman Year, Fall Semester: 16 credits**
- ABUS 200 - Business Rules and Regulations (3)
- ABUS 128 - Workplace Behavior (3)
- KINE 100 - Health and Wellness (1)
- ABUS 101 - Budget Analysis (3)
- BUGB 101 - Introduction to Business (3)
- ABUS 257 - Managing Office Technology I (3)

**Freshman Year, Spring Semester: 15 credits**
- MATH 107 - Career Math (3)
- ABUS Elective (3)~~ABUS 145 - Data Management (3)~~
- ENGL 111 - English Composition (3)
- ABUS 155 - Social Media for Business (3)
- ABUS 258 - Managing Office Technology II (3)

**Sophomore Year, Fall Semester: 16 credits**
- ENGL 112 - English Composition (3)
- KINA Activity (1)
- BUGB 211 - Business Communications (3)
- SPCH 101 - Interpersonal Communications (3)
- Essential Learning - Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course (3)
- ABUS 116 - Principles of Supervision (3)

**Sophomore Year, Spring Semester: 14 credits**
- Essential Learning - Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course (3)
- ABUS 106 - Marketing Your Image (1)
- ABUS 156 - Problem-Solving in the Business Environment (3)
- TECI 142 - Internet of Things (1)
- ~~TECI 132 - Introduction to IT Hardware and System Software~~ABUS 102 – Business Basics (3)
- ABUS 289 - Applied Business Capstone (3)

## Program Modification

### Applied Business-Frontline Supervision:  1301

Degree Type:    AAS

Revision to program sheet:   Yes  ☑      No  ☐

Description of modification:

Remove TECI 132 Introduction to IT Hardware and System Software (3) and replace it with ABUS 102 Business Basics (3).

Justification:

Removing classes, and replacing them with more relevant classes

Revision to SLOs:            Yes  ☐      No  ☑

Other changes:            Yes  ☑      No  ☐

The program will have an increase in strength, and employer/student demand.  After talking with several other programs and the advisory committee, it has been determined that Business Basics is a course that needs to be offered.

Discussions with affected departments:

Dr. Steve Norman - Approved 9/26/17
Dr. Tim Hatten - Approved 9/26/17
Georgann Jouflas - Approved 10/5/17

Proposed by:   S. Tyler Liff

Director of Teacher Education Signature:

Expected Implementation:

**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

- 61 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)
- ☐ Select one Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course (3)

## 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)
- ☐ BUGB 101 - Introduction to Business (3)
- ☐ BUGB 211 - Business Communications (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)
- ☐ TECI 142 - Internet of Things (1)
- ☐ ~~TECI 132 - Introduction to IT Hardware and System Software~~ABUS 102 – Business Basics (3)

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**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 Elective (3)
- ☐ ABUS 289 - Applied Business Capstone (3)
- ☐ MARK 231 - Principles of Marketing (3)


## SUGGESTED COURSE SEQUENCING

**Freshman Year, Fall Semester: 16 credits**
- ▪ MARK 231 - Principles of Marketing (3)
- ▪ SPCH 101 - Interpersonal Communications (3)
- ▪ KINE 100 - Health and Wellness (1)
- ▪ ABUS 160 - Introduction to Customer Service (3)
- ▪ BUGB 101 - Introduction to Business (3)
- ▪ ABUS 257 - Managing Office Technology I (3)

**Freshman Year, Spring Semester: 15 credits**
- ▪ ENGL 111 - English Composition (3)
- ▪ ABUS 116 - Principles of Supervision (3)
- ▪ ABUS 200 - Business Rules and Regulations (3)
- ▪ ABUS 128 - Workplace Behavior (3)
- ▪ MATH 107 - Career Math (3)

**Sophomore Year, Fall Semester: 16 credits**
- ▪ ENGL 112 - English Composition (3)
- ▪ KINA Activity (1)
- ▪ ABUS 101 - Budget Analysis (3)
- ▪ BUGB 211 - Business Communications (3)
- ▪ ABUS Elective (3)
- ▪ Essential Learning - Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course (3)

**Sophomore Year, Spring Semester: 14 credits**
- ▪ Essential Learning - Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course (3)
- ▪ ~~TECI 132 - Introduction to IT Hardware and System Software~~Business Basics (3)
- ▪ ABUS 106 - Marketing Your Image (1)
- ▪ TECI 142 - Internet of Things (1)
- ▪ ABUS 156 - Problem-Solving in the Business Environment (3)
- ▪ ABUS 289 - Applied Business Capstone (3)

# Program Modification

## Applied Business-Marketing Communications:  1302

Degree Type:    AAS

Revision to program sheet:  Yes ☑    No ☐

Description of modification:

Remove TECI 132 Introduction to IT Hardware and System Software (3) and replace it with ABUS 102 Business Basics (3), and removing MDGA 120 Digital Design Tools (3) and replacing it with ABUS 120 Digital Design Tools (3)

Justification:

MDGA is redoing their program and is dropping the MDGA 120 Digital Design Tools course, the course is still needed in ABUS program.

Revision to SLOs:          Yes ☐    No ☑

Other changes:            Yes ☑    No ☐

The program will have an increase in strength, and employer/student demand.  After talking with several other programs and the advisory committee, it has been determined that Business Basics is a course that needs to be offered and that the ABUS 120 Digital Design Tools course has a need.

Discussions with affected departments:

Dr. Steve Norman - Approved 9/26/17
Dr. Tim Hatten - Approved 9/26/17
Georgann Jouflas - Approved 10/5/17

Proposed by:   S. Tyler Liff

Director of Teacher Education Signature:

Expected Implementation:

**2018-2019 PROGRAM REQUIREMENTS**
**Degree: Associate of Applied Science**
**Major: Applied Business**
**Emphasis: Marketing Communication**

**About This Major . . .**

This program prepares students to be effective, efficient, entry-level marketing professionals. Students develop skills in customer service, digital design tools, human behavior in organizations, and social media. The Marketing Communications curriculum prepares the student to be an effective staff member in business, government or non-profit organizations. Students learn how to work with others, how to help others, how to use social media to the businesses advantage, and how to use entry level digital tools.

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. Demonstrate usage of design principles by applying them in their arrangement of graphic and text elements. (Applied Learning)
2. Choose from several page layout applications by being able to compare advantages and disadvantages of each. (Applied Learning)
3. Students will examine aspects of Web page design such as HTML, Web servers, Web graphics/sound/video, and programs that automate the design of Web sites and scripts (Specialized Knowledge)
4. Distinguish the role social media marketing plays in business. (Critical Thinking)
5. Evaluate the importance of strategizing use and implementation of social media. (Communication Fluency)
6. Explain the impact of human perception of relationships. (Communication Fluency)
7. Explain the importance of customer service. (Communication Fluency)

**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.

2018-19 AAS, Applied Business, Marketing Communication (1302). Posted:

## 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

- 61 semester hours total for the AAS in Applied Business, Marketing Communication 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)
- ☐ Select one Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course (3)

## 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)
- ☐ BUGB 101 - Introduction to Business (3)
- ☐ BUGB 211 - Business Communications (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)
- ☐ TECI 142 - Internet of Things (1)
- ☐ ~~TECI 132 - Introduction to IT Hardware and System Software~~ABUS 102 – Business Basics (3)

**AAS: APPLIED BUSINESS, MARKETING COMMUNICATION REQUIREMENTS** (21 semester hours)

- ☐ ABUS 114 - Digital Layout (3)
- ☐ ABUS 155 - Social Media for Business (3)
- ☐ ABUS 160 - Introduction to Customer Service (3)
- ☐ ABUS 289 - Applied Business Capstone (3)
- ☐ CSCI 106 - Web Page Design I (3)
- ☐ MARK 231 - Principles of Marketing (3)
- ☐ ABUS~~MGDA~~ 120 - Digital Design Tools (3)

## SUGGESTED COURSE SEQUENCING

**Freshman Year, Fall Semester: 16 credits**
- ▪ ABUS 114 - Digital Layout (3)
- ▪ KINE 100 - Health and Wellness (1)
- ▪ BUGB 101 - Introduction to Business (3)
- ▪ CSCI 106 - Web Page Design I (3)
- ▪ ABUS~~MGDA~~ 120 - Digital Design Tools (3)
- ▪ ABUS 257 - Managing Office Technology I (3)

**Freshman Year, Spring Semester: 15 credits**
- ▪ MATH 107 - Career Math (3)
- ▪ ABUS 128 - Workplace Behavior (3)
- ▪ ABUS 155 - Social Media for Business (3)
- ▪ ABUS 160 - Introduction to Customer Service (3)
- ▪ ENGL 111 - English Composition (3)

**Sophomore Year, Fall Semester: 16 credits**
- ▪ ENGL 112 - English Composition (3)
- ▪ KINA Activity (1)
- ▪ BUGB 211 - Business Communications (3)
- ▪ ABUS 156 - Problem-Solving in the Business Environment (3)
- ▪ SPCH 101 - Interpersonal Communications (3)
- ▪ Essential Learning - Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course (3)

**Sophomore Year, Spring Semester: 14 credits**
- ▪ ~~TECI 132 - Introduction to IT Hardware and System Software~~ABUS 102 – Business Basics (3)
- ▪ TECI 142 - Internet of Things (1)
- ▪ ABUS 106 - Marketing Your Image (1)
- ▪ Essential Learning - Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course (3)
- ▪ MARK 231 - Principles of Marketing (3)
- ▪ ABUS 289 - Applied Business Capstone (3)

# Program Modification

## Applied Business-Graphics Technology:  1103

Degree Type:    Tech Cert (A-Man)

Revision to program sheet:  Yes  ☑     No  ☐

Description of modification:

Removing MDGA 120 Digital Design Tools (3)  and replacing it with ABUS 120 Digital Design Tools (3).

Justification:

MDGA is redoing their program and is dropping the MDGA 120 Digital Design Tools course, the course is still needed in ABUS.

Revision to SLOs:          Yes  ☐     No  ☑

Other changes:             Yes  ☑     No  ☐

The ABUS 120 class is being offered to replace a class that the WCCC visual communications program is eliminating.  The content of this class is important to both the Technical certificates as well as the A.A.S. degrees.  This will modify the employer/student demand.

Discussions with affected departments:

Dr. Steve Norman - Approved 9/26/17
Dr. Tim Hatten - Approved 9/26/17
Georgann Jouflas - Approved 10/5/17

Proposed by:   S. Tyler Liff

Director of Teacher Education Signature:

Expected Implementation:

**2018-2019 PROGRAM REQUIREMENTS**
**Degree: Technical Certificate**
**Program of Study: Applied Business**
**Specialization: Graphics Technology**

**About This Major . . .**
This program prepares students to be effective, efficient, entry-level professionals. Students develop skills in web page design, digital layouts, and digital tools. The Graphics Technology curriculum prepares the student to be an effective staff member in business, government or non-profit organizations.

For more information on what you can do with this major, go to http://www.coloradomesa.edu/wccc/programs.html.

All CMU/WCCC certificate 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. Demonstrate usage of design principles by applying them in their arrangement of graphic and text elements.
2. Choose from several page layout applications by being able to compare advantages and disadvantages of each.
3. Students will examine aspects of Web page design such as HTML, Web servers, Web graphics/sound/video, and programs that automate the design of Web sites and scripts

**Advising Process and DegreeWorks**
This document is intended for informational purposes to help determine what courses and associated requirements are needed to earn a certificate. 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 discussing the suggested course sequencing. It is ultimately the student's responsibility to understand and fulfill the requirements for her/his intended certificate.

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 certificate 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 certificate requirements (for one semester certificates complete in the first week of class):
- 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 CERTIFICATE REQUIREMENTS

The following institutional requirements apply to all CMU technical certificates. Specific programs may have different requirements that must be met in addition to institutional requirements.

- Consists of 5-59 semester hours.
- Primarily 100-200 level courses.
- At least fifty percent of the credit hours must be taken at CMU.
- 2.00 cumulative GPA or higher in all CMU coursework.
- A grade lower than "C" will not be counted toward meeting the requirements.
- A course may only be used to fulfill one requirement for each degree/certificate.
- Non-traditional credit, such as advanced placement, credit by examination, credit for prior learning, cooperative education and internships, cannot exceed twenty-five percent of the semester credit hours required for a technical certificate.
- 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 Certificate Requirements.
- The Catalog Year determines which program sheet and certificate 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 CERTIFICATE REQUIREMENTS

- 9 semester hours for the Technical Certificate in Applied Business, Graphics Technology.

## TECHNICAL CERTIFICATE: APPLIED BUSINESS, GRAPHICS TECHNOLOGY REQUIREMENTS (9 semester hours, must earn a grade of "C" or better in each course.)

**Required Courses** (9 semester hours)
- ☐ ~~MGDA~~ABUS 120 - Digital Design Tools (3)
- ☐ CSCI 106 - Web Page Design I (3)
- ☐ ABUS 114 - Digital Layout (3)

## SUGGESTED COURSE SEQUENCING

**Freshman Year, First Semester: 9 credits**
- ▪ ABUS~~MGDA~~ 120 - Digital Design Tools (3)
- ▪ CSCI 106 - Web Page Design I (3)
- ▪ ABUS 114 - Digital Layout (3)

# Program Modification

## Applied Business-Marketing Graphics:  1102

Degree Type:    Tech Cert (A-Man)

Revision to program sheet:  Yes ☑     No ☐

Description of modification:

Removing MDGA 120 Digital Design Tools (3) and replacing it with ABUS 120 Digital Design Tools (3)

Justification:

MDGA is redoing their program and is dropping the MDGA 120 Digital Design Tools course, the course is still needed in ABUS.

Revision to SLOs:          Yes ☐     No ☑

Other changes:            Yes ☑     No ☐

The MGDA 120 class is being offered to replace a class that the WCCC visual communications program is eliminating.  The content of this class is important to both the Technical certificates as well as the A.A.S. degrees.  This will modify the employer/student demand.

Discussions with affected departments:

Dr. Steve Norman - Approved 9/26/17
Dr. Tim Hatten - Approved 9/26/17
Georgann Jouflas - Approved 10/5/17

Proposed by:   S. Tyler Liff

Director of Teacher Education Signature:

Expected Implementation:

**2018-2019 PROGRAM REQUIREMENTS**
**Degree: Technical Certificate**
**Program of Study: Applied Business**
**Specialization: Marketing Graphics Technology**

**About This Major . . .**
This program prepares students to be effective, efficient, entry-level marketing professionals. Students develop skills in customer service, human behavior in organizations, and social media. The Marketing Graphics Technology curriculum prepares the student to be an effective staff member in business, government or non-profit organizations. Students learn how to work with others, how to help others, and how to use social media to the businesses advantage.

For more information on what you can do with this major, go to http://www.coloradomesa.edu/wccc/programs.html.

All CMU/WCCC certificate 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. Distinguish the role social media marketing plays in business.
2. Evaluate the importance of strategizing use and implementation of social media.
3. Explain the impact of human perception of relationships
4. Explain the importance of customer service.

**Advising Process and DegreeWorks**
This document is intended for informational purposes to help determine what courses and associated requirements are needed to earn a certificate. 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 discussing the suggested course sequencing. It is ultimately the student's responsibility to understand and fulfill the requirements for her/his intended certificate.

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 certificate 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 certificate requirements (for one semester certificates complete in the first week of class):
- 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 CERTIFICATE REQUIREMENTS**

The following institutional requirements apply to all CMU technical certificates. Specific programs may have different requirements that must be met in addition to institutional requirements.

- Consists of 5-59 semester hours.
- Primarily 100-200 level courses.
- At least fifty percent of the credit hours must be taken at CMU.
- 2.00 cumulative GPA or higher in all CMU coursework.
- A grade lower than "C" will not be counted toward meeting the requirements.
- A course may only be used to fulfill one requirement for each degree/certificate.
- Non-traditional credit, such as advanced placement, credit by examination, credit for prior learning, cooperative education and internships, cannot exceed twenty-five percent of the semester credit hours required for a technical certificate.
- 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 Certificate Requirements.
- The Catalog Year determines which program sheet and certificate 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 CERTIFICATE REQUIREMENTS**

- 18 semester hours for the Technical Certificate in Applied Business, Marketing Graphics Technology.

**TECHNICAL CERTIFICATE: APPLIED BUSINESS, MARKETING GRAPHICS TECHNOLOGY REQUIREMENTS** (18 semester hours, must earn a grade of "C" or better in each course.)

**Required Courses** (18 semester hours)
- ☐ ABUS 160 - Introduction to Customer Service (3)
- ☐ ABUS 128 - Workplace Behavior (3)
- ☐ ABUS 155 - Social Media for Business (3)
- ☐ ABUS~~MGDA~~ 120 - Digital Design Tools (3)
- ☐ CSCI 106 - Web Page Design I (3)
- ☐ ABUS 114 - Digital Layout (3)

**SUGGESTED COURSE SEQUENCING**

**Freshman Year, First Semester: 9 credits**
- ▪ ABUS~~MGDA~~ 120 - Digital Design Tools (3)
- ▪ CSCI 106 - Web Page Design I (3)
- ▪ ABUS 114 - Digital Layout (3)

**Freshman Year, Second Semester: 9 credits**
- ▪ ABUS 160 - Introduction to Customer Service (3)
- ▪ ABUS 128 - Workplace Behavior (3)
- ▪ ABUS 155 - Social Media for Business (3)

# Program Modification

## Applied Business-Office Technology:  1105

Degree Type:    Tech Cert (A-Man)

Revision to program sheet:  Yes ☑    No ☐

Description of modification:

Removing ABUS 145 Data Management (3) and replacing it with ABUS 156 Problem Solving in the Business Environment (3).

Justification:

After reviewing with the advisory committee, a full semester class on Microsoft Access is an over kill for the current job market.  Applied Business will add parts of Access to ABUS 257 Managing Office Technology to ensure students are exposed the program but will replace ABUS 145 Data Management with ABUS 156 Problem-Solving in the Business Environment to remain more business relevant.

Revision to SLOs:          Yes ☐      No ☑

Other changes:          Yes ☑      No ☐

Based off conversations with the programs advisory committee and current and former students (employer/student demand) it has been determined that the ABUS course 145 (Database Management) is not currently relevant, and that ABUS 156 (Problem Solving) is a more highly desired skill in the work place. ABUS 145 is being removed and ABUS 156 is taking its place.

Discussions with affected departments:

Dr. Steve Norman - Approved 9/26/17
Dr. Tim Hatten - Approved 9/26/17
Georgann Jouflas - Approved 10/5/17

Proposed by:   S. Tyler Liff

Director of Teacher Education Signature:

Expected Implementation:

**2018-2019 PROGRAM REQUIREMENTS**
**Degree: Technical Certificate**
**Program of Study: Applied Business**
**Specialization: Office Technology**

**About This Major . . .**

This program prepares students to be effective, efficient, entry-level office professionals. Students develop skills in electronic office procedures, word processing, spreadsheets, data processing, current software programs, and social media. The Office Technology curriculum prepares the student to be effective support staff in business, government or non-profit organizations.

For more information on what you can do with this major, go to http://www.coloradomesa.edu/wccc/programs.html.

All CMU/WCCC certificate 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. Distinguish the role social media marketing plays in business.
2. Preparing and formatting a worksheet
3. Describe databases and database management systems
4. Evaluate the importance of strategizing use and implementation of social media

**Advising Process and DegreeWorks**

This document is intended for informational purposes to help determine what courses and associated requirements are needed to earn a certificate. 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 discussing the suggested course sequencing. It is ultimately the student's responsibility to understand and fulfill the requirements for her/his intended certificate.

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 certificate 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 certificate requirements (for one semester certificates complete in the first week of class):

- 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 CERTIFICATE REQUIREMENTS**

The following institutional requirements apply to all CMU technical certificates. Specific programs may have different requirements that must be met in addition to institutional requirements.

- Consists of 5-59 semester hours.
- Primarily 100-200 level courses.
- At least fifty percent of the credit hours must be taken at CMU.
- 2.00 cumulative GPA or higher in all CMU coursework.
- A grade lower than "C" will not be counted toward meeting the requirements.
- A course may only be used to fulfill one requirement for each degree/certificate.
- Non-traditional credit, such as advanced placement, credit by examination, credit for prior learning, cooperative education and internships, cannot exceed twenty-five percent of the semester credit hours required for a technical certificate.
- 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 Certificate Requirements.
- The Catalog Year determines which program sheet and certificate 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 CERTIFICATE REQUIREMENTS**

- 18 semester hours for the Technical Certificate in Applied Business, Office Technology.

**TECHNICAL CERTIFICATE: APPLIED BUSINESS, OFFICE TECHNOLOGY REQUIREMENTS** (18 semester hours, must earn a grade of "C" or better in each course.)

**Required Courses** (18 semester hours)
- ☐ ABUS 128 - Workplace Behavior (3)
- ☐ ABUS 200 - Business Rules and Regulations (3)
- ☐ ABUS 257 - Managing Office Technology I (3)
- ☐ ABUS 155 - Social Media for Business (3)
- ☐ ABUS 258 - Managing Office Technology II (3)
- ☐ ABUS 1~~45~~56 — Problem Solving in the Business Environment~~Data Management~~ (3)

**SUGGESTED COURSE SEQUENCING**

**Freshman Year, First Semester: 9 credits**
- ABUS 128 - Workplace Behavior (3)
- ABUS 200 - Business Rules and Regulations (3)
- ABUS 257 - Managing Office Technology I (3)

**Freshman Year, First Semester: 9 credits**
- ABUS 155 - Social Media for Business (3)
- ABUS 258 - Managing Office Technology II (3)
- ~~ABUS 145 -~~ ABUS 156 – Problem Solving in the Business Environment ~~Data Management~~ (3)