FRONTLINE SUPERVISION, APPLIED BUSINESS (AAS)

Degree: Associate of Applied Science
Major: Applied Business
Emphasis: Frontline Supervision
Program Code: 1301

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, visit WCCC's Programs of Study (https://www.coloradomesa.edu/wccc/programs/) page.

All CMU/WCCC associate graduates are expected to demonstrate proficiency in specialized knowledge/applied learning, quantitative fluency, communication fluency, critical thinking, personal and social responsibility, and information literacy. 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. Demonstrate appropriate business professional skills needed in the workplace (Personal and Social Responsibility).
4. Identify and describe human resource management (Applied Learning).

Requirements

Each section below contains details about the requirements for this program. Select a header to expand the information/requirements for that particular section of the program's requirements.

To print or save an overview of this program's information, including the program description, learning outcomes, requirements, suggested course sequencing (if applicable), and advising and graduation information, scroll to the bottom of the left-hand navigation menu and select 'Print Options.' This will give you the options to either 'Send Page to Printer' or 'Download PDF of This Page.' The 'Download PDF of This Page' option prepares a much more concise presentation of all program information. The PDF is also printable and may be preferable due to its brevity.

Institutional Degree Requirements

The following institutional degree requirements apply to all CMU and 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/WCCC.
- 2.00 cumulative GPA or higher in all CMU/WCCC 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.

Specific to this degree:

- 62 semester hours total for the AAS in Applied Business, Frontline Supervision emphasis.

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.

Code	Title	Semester Credit Hours
Communication		
ENGL 111	English Composition I-GTCO1	3
ENGL 112	English Composition II-GTCO2	3
SPCH 101	Interpersonal Communications	3
Mathematics		
MATH 107	Career Math (or higher)	3
Other Essential Learning Core Courses		
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
Total Semester Credit Hours		18

Other Lower Division Requirements

Code	Title	Semester Credit Hours
Wellness Requirement		
KINE 100	Health and Wellness	1
KINA 1XX	Activity Course	1
Total Semester Credit Hours		2

Program Specific Degree Requirements

(21 semester hours, must complete each course with a grade of "C" or better.)

Code	Title	Semester Credit Hours
Required Courses		
ABUS 116	Principles of Supervision	3
ABUS 160	Introduction to Customer Service	3
ABUS 200	Business Rules and Regulations	3
ABUS 289 or ABUS 299	Applied Business Capstone Internship	3
ABUS Elective		3
ACCT 201	Principles of Financial Accounting	3
MARK 231	Principles of Marketing	3
Total Semester Credit Hours		21

Suggested Course Plan

First Year

Fall Semester		Semester Credit Hours
ABUS 128	Workplace Behavior	3
ABUS 160	Introduction to Customer Service	3
ABUS 257	Managing Office Technology I	3
KINE 100	Health and Wellness	1
MARK 231	Principles of Marketing	3
SPCH 101	Interpersonal Communications	3
	Semester Credit Hours	16

Spring Semester		
ABUS 116	Principles of Supervision	3
ABUS 200	Business Rules and Regulations	3
ENGL 111	English Composition I-GTCO1	3
MANG 201	Principles of Management	3
MATH 107	Career Math	3
	Semester Credit Hours	15

Second Year

Fall Semester		
ABUS Elective		3
BUGB 211	Business Communications	3
ENGL 112	English Composition II-GTCO2	3
Essential Learning - Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course		3
KINA 1XX	Activity Course	1
TECI 142	Internet of Things	3
	Semester Credit Hours	16

Spring Semester		
ABUS 102	Business Basics	3
ABUS 156	Problem Solving in the Business Environment	3
ABUS 289 or ABUS 299	Applied Business Capstone or Internship	3
ACCT 201	Principles of Financial Accounting	3
Essential Learning - Social and Behavioral Sciences, Natural Sciences, Fine Arts or Humanities course		3
	Semester Credit Hours	15
	Total Semester Credit Hours	62

Advising and Graduation
Advising Process and DegreeWorks

Documentation on the pages related to this program 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.