

**ASSOCIATE IN BUSINESS-SPECIAL REQUIREMENTS (ABUS-SR) DEGREE**  
**(Includes AGECE-B: Arizona General Education Curriculum-Business)**  
**Official MCCCAD Advisement Check Sheet**  
**2018-2019 Catalog Year**

The ABUS SR degree is designed for Computer Information Systems majors who plan to transfer to Arizona's public universities and for students who plan to complete lower division course work toward a baccalaureate program at other degree granting institutions. The Associate in Business General Requirements (ABUS GR) is designed for all other business majors. Additional information on academic majors at the Arizona public universities can be accessed via the following web site: [www.aztransfer.com/](http://www.aztransfer.com/)

**ALL GRADES MUST BE "C" OR BETTER**

**62-63 CREDITS (Numbered 100 and above) REQUIRED FOR DEGREE**

<b>NAME</b>	<b>ADVISOR / COLLEGE</b>	<b>UNIVERSITY MAJOR / CATALOG YEAR</b>
<b>ID</b>	<b>DATE</b>	<b>CODE: 8800 Computer Information Systems</b>

General education values are based on the semester in which the student is awarded credit on the transcript. See AGECE courses: [http://aztransfer.com/mccd\\_matrix](http://aztransfer.com/mccd_matrix)

<b>GENERAL EDUCATION AGECE-B CORE REQUIREMENTS*</b> (35 Credits)	<b>CREDITS</b>	<b>GRADE</b>	<b>SEMESTER</b>	<b>NOTES</b>
<b>First-Year Composition</b> (6 Credits)				
FYC - ENG 101 OR 107	3			
FYC - ENG 102 OR 108	3			
<b>Literacy &amp; Critical Inquiry</b> (3 credits)				
L -	3			
<b>Mathematical Applications</b> (6 Credits)				
MA - MAT 212 OR higher	3			
CS - CIS 105	3			
<b>Humanities, Arts and Design</b> (6 Credits) Students are encouraged to choose courses from more than one discipline for a total of six semester credits.				
HU -	3			
HU -	3			
<b>Social-Behavioral Sciences</b> (6 Credits) Students are encouraged to choose courses from more than one discipline for a total of six semester credits.				
SB -	3			
SB -	3			
<b>Natural Sciences</b> (8 Credits) Two lab sciences are required. Only one course may be SG.				
SQ -	4			
SQ OR SG -	4			

<b>AWARENESS AREAS</b> May be shared with core								
<b>Cultural Diversity in the U.S. [C]</b>	<b>CR</b>	<b>GR</b>	<b>SEM</b>	<b>Historical [H] or Global [G] Awareness</b>	<b>CR</b>	<b>GR</b>	<b>SEM</b>	
	0-3				0-3			

<b>COMMON LOWER DIVISION PROGRAM REQUIREMENTS*</b> (27 Credits) May be shared with Core								
(ACC 111, 230 & 240) OR (ACC 211 & 212) OR (ACC 111, 112 & 212)	6			GBS 220 OR MAT 217 OR MAT 218 (Students planning to attend ASU W.P. Carey will be required to take MAT 217 or MAT 218.)	3			
CIS 162AD	3			GBS 221	3			
CIS 250	3			ECN 211	3			
GBS 205	3			ECN 212	3			

<b>GENERAL ELECTIVES TO COMPLETE 62 CREDIT MINIMUM*</b> (0-6 credits)								
Recommend courses from common course list, major guide and/or applicable university transfer guide. See <a href="http://www.aztransfer.com">www.aztransfer.com</a>								
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\* See the Academic Policies governing this degree, presented on the following page, for information on course selection to fulfill AGECE and Electives areas.  
**Notes:** Check with advisement / records offices for the posting of AGECE certification on official transcripts for block transfer. Students are responsible for proper selection of courses and verification of course work applicability with their transfer university.  
 All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

**Maricopa County Community College District (MCCCD)**  
**2018-2019 General Academic Policies for Associate Degrees Designed for University Transfer**

**Academic Policies that Govern the Associate Degrees Designed for University Transfer:**

(Associate in Arts [AA]; Associate in Science [AS]; Associate in Arts Elementary Education [AA-EE]; Associate in Fine Arts [AA-FA] for Dance, Theatre or Arts; and Associate in Business General Requirements or Special Requirements [ABUS-GR, ABUS-SR]).

*Note that academic policies that govern the Associate in General Studies [AGS] and Associate in Applied Science [AAS] degrees are listed separately, with the requirements for each of those degrees.*

- The graduation policies within the general catalog must be satisfied (Administrative Regulation 2.3.9 General Graduation Requirements).
- Minimum semester credits for completion vary slightly by degree: 60 credits for AA, AS, AA-EE, AA-FA-Theatre, and AA-FA-Art; 62 credits for ABUS-GR and SR; 65 for AA-FA-Dance.
- Credits completed toward these minimums must be in courses numbered 100 or above with a grade of “C” or better. These credits must include a minimum of 35 in satisfaction of the requirements of the Arizona General Education Curriculum (AGEC) along with a maximum of 6 credits towards MCCCD’s Additional Requirements.

**General Education Requirements:**

- The AGEC requirements include a designated number of courses approved for each of the following areas:
  - Core
    - First Year Composition [FYC],
    - Mathematical Applications [MA], Computer/Statistics/Quantitative Applications [CS] (not required for Associate in Science),
    - Literacy and Critical Inquiry [L],
    - Humanities, Arts and Design [HU],
    - Social-Behavioral Sciences [SB], and
    - Natural Sciences (Science Quantitative [SQ], Science-General [SG]).
  - Awareness Areas
    - Cultural [C]
    - Global [G] or Historical [H]
- MCCCD’s Additional Requirements are as follows:
  - Oral Communication
  - Critical Reading

Note that there are three different AGECS each aligning with a different subset of Associate Degrees (AGEC-A for all Associate in Arts degrees, AGEC-B for all Associate in Business degrees, and AGEC-S for the Associate in Science degree). For some types of AGECS/Associate degrees, students are allowed to choose from a broad list of courses; for others the courses are more restricted or even specified. Checksheets for each of type of Associate degree indicate these details, the number of credits required in each area, and any exceptions. Refer to: <https://asa.maricopa.edu/departments/center-for-curriculum-transfer-articulation/curriculum/degrees-certificates/associate-degrees/academic-degree-checklists-aa-as-abus-ags>

- A single course can simultaneously count toward a Core Area, one or more Awareness Areas, MCCCD Additional Requirements and, for some degree types, other lower division courses used to meet the degree requirements. For example, CRE101 may be used to satisfy both the MCCCD Reading Requirement and the Literacy and Critical Inquiry area [L] of AGEC core. While multiple requirements can be met with a single course, the credits are only counted one time toward the required minimum for the degree.
- Except for the Associate in Science degree, a single course cannot be used to satisfy more than one AGEC Core Area.
- The General Education Requirements for these degrees may be completed in as few as 35 credits provided that courses selected for the Awareness Areas and MCCCD’s Additional Requirements can also be counted toward Core Areas. Optimizing credits in this way is often recommended because some programs and universities limit transferable credits at 64.

**General Electives and Other Coursework beyond General Education:**

- For some degree types, the additional coursework required to complete the degree is specified while others offer the student more latitude. See degree checksheets for more complete description. Consultation with an academic advisor about course selection is always recommended.
- Note that some majors require up to a 4th semester proficiency (202-course level) in a non-English language.
- Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives, (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be

applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer and major guides are accessible on the following websites: [aztransfer.com](http://aztransfer.com), [maricopa.edu/transfer/partners](http://maricopa.edu/transfer/partners), as well as those of individual universities. For appropriate course selection, students should consult with an advisor.

- Any course cross-referenced under another prefix(es) (for example ENH291/EDU291/STO291-Children’s Literature) covers identical content and its credits can only be counted once toward requirements.

#### **Transfer Credit from Institutions Outside of MCCCDC:**

- Credits transferred from outside of MCCCDC must be at a grade of “C” (2.0 on a 4.0 scale) or better.
- External courses evaluated either as equivalent to an MCCCDC course or as elective credit may be applied toward the minimum credits for degree completion.
- Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGEC requirements if documentation collected by the community college indicates that this was the only grading option available and that the Pass grade (“P”) is equivalent to a “C” or better.
- The AGEC (Arizona General Education Curriculum) designations of courses completed at other Arizona public colleges or universities will be applied as listed on AZTransfer's Course Equivalency Guide (CEG) for the semester(s) in which the course(s) were completed. If a transcript evaluation determines there is no MCCCDC direct equivalency to a course from another Arizona public college or university, applicability to AGEC and/or associate degree requirements will be based on the source institution's AGEC designation for the semester in which the course was completed.
- Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System comprised of Arizona's public community colleges, tribal colleges and universities) will be applied toward AGEC and/or associate degree requirements based on the courses’ evaluated MCCCDC equivalence. If courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed appropriate, may have a general education designation applied to the course.
- Credit awarded at a Maricopa Community College for prior learning is transferable to the other colleges in the district but is not necessarily transferable to other colleges and universities. No more than 20 such assessed semester credit hours may be applied toward AGEC, and no more than 30 credits (including up to 20 toward AGEC) may be applied toward a degree.

#### **Completion and Transfer:**

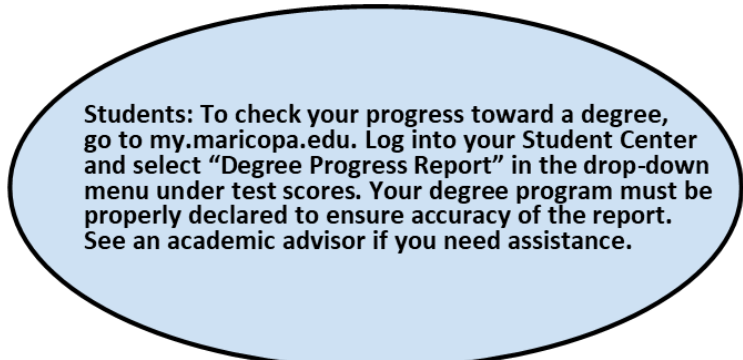
- Completion of the AGEC with a minimum Grade Point Average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. It does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment.
- While MCCCDC’s Associate degrees are designed to facilitate a seamless transfer to other Arizona institutions, courses may be transferable and/or meet associate degree requirements, but may not necessarily meet the specific requirements of a particular degree, major, or area of emphasis at another institution.

Students planning to transfer to another college or university are urged to refer to university requirements and academic advisors from both institutions to be certain that all their selected coursework is applicable to the requirements of their intended transfer degree and within their allowed transferable credit limit. For some majors, the statewide Common Course matrix, AZTransfer Major Guides and/or university transfer guides can also provide some guidance. For appropriate course selection, students should consult with an academic advisor.

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#### **Special Academic Policies that Govern the ABUS-SR Degree**

- The ABUS-SR does not include any MCCCDC Special Requirements for Oral Communication and/or Critical Reading like the other Associate degrees. (However, some university programs have a speech requirement; consult your advisor or transfer guide to verify the specifics for your program.)
- A single course can be used to satisfy multiple areas within the degree simultaneously (AGEC-B Core Area and/or Awareness Area(s) and/or Common Lower Division Program Requirements).



**Students: To check your progress toward a degree, go to [my.maricopa.edu](http://my.maricopa.edu). Log into your Student Center and select “Degree Progress Report” in the drop-down menu under test scores. Your degree program must be properly declared to ensure accuracy of the report. See an academic advisor if you need assistance.**