



**2009 –2010 PETITION/PROGRAM SHEET**  
**Degree: Bachelor of Business Administration**  
**Major: Business Administration**  
**Concentration: Business Economics**  
[www.mesastate.edu/academics/programs.html](http://www.mesastate.edu/academics/programs.html)

**About This Major . . .**

The Bachelor of Business Administration (BBA) is designed to prepare students for the challenges of today’s organizations, as well as, the business world of tomorrow. The program provides students with the knowledge, skills and abilities to compete in both the local and global business environments. Additionally, the program allows for an emphasis in a specialized area such as management, marketing, finance, economics or travel and tourism.

The BBA degree can be applied in various fields such as medicine, the arts, sports, and education. In addition to positions in corporate America, nonprofit organizations like hospitals, school systems, and theaters also require people with business training and skills. Graduates of BBA programs hold positions in organizations from entry level manger to chief executive officer. Mesa State's BBA graduates are entrepreneurs, small business owners, bank vice-presidents, product managers in advertising firms, and project and operations managers in manufacturing organizations.

The BBA is a very versatile, flexible and valuable degree. Many of Mesa State’s BBA graduates have gone on to earn advanced degrees in business such as the Master of Business Administration – one of the most sought after degrees by employers in today’s job market.

**POLICIES:**

1. Demonstrated competency in personal computer skills and computer literacy required. See Department of Business for details.
2. It is your responsibility to determine whether you have met the requirements for your degree. Please see the MSC Catalog for a complete list of graduation requirements.
3. You must turn in your “Intent to Graduate” form to the Registrar’s Office **by September 15 if you plan to graduate the following May, and by February 15 if you plan to graduate the following December.**
4. This program sheet must be submitted with your graduation planning sheet to your advisor during the **semester prior to the semester of graduation, no later than October 1 for spring graduates, no later than March 1 for fall graduates.**
5. Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the Department Head for signature.
6. Finally, the Department Head or the department administrative assistant will take the signed forms to the Registrar’s Office. (Students cannot handle the forms once the advisor signs.)
7. If your petition for graduation is denied, it will be your responsibility to reapply for graduation in a subsequent semester. Your “Intent to Graduate” does not automatically move to a later graduation date.
8. NOTE: The semester before graduation, you will be required to take a Major Field Achievement Test (exit exam).

**NAME:** \_\_\_\_\_ **STUDENT ID #** \_\_\_\_\_

**LOCAL ADDRESS AND PHONE NUMBER:** \_\_\_\_\_

\_\_\_\_\_ ( ) \_\_\_\_\_

I, (Signature) \_\_\_\_\_, hereby certify that I have completed (or will complete) all the courses listed on the Program Sheet. I further certify that the grade listed for those courses is the final course grade received except for the courses in which I am currently enrolled and the courses which I complete next semester. I have indicated the semester in which I will complete these courses.

\_\_\_\_\_  
Signature of Advisor \_\_\_\_\_ 20\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Head \_\_\_\_\_ 20\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registrar \_\_\_\_\_ 20\_\_\_\_\_  
Date

**Students should work closely with a faculty advisor when selecting and scheduling courses prior to registration**

**Degree Requirements:**

- 120 semester hours total (A minimum of 28 taken at MSC)
- 40 upper division credits (A minimum of 15 taken within the major at MSC)
- 2.00 cumulative GPA or higher in all MSC coursework
- 2.00 cumulative GPA or higher in coursework toward the major content area
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- When filling out the program sheet a course can be used only once.
- A student must follow the MSC graduation requirements either from 1) the program sheet for the major in effect at the time the student officially declares a major; or 2) a program sheet for the major approved for a year subsequent to the year during which the student officially declares the major and is approved for the student by the department head. Because a program may have requirements specific to the degree, the student should check with the faculty advisor for additional criteria. It is the student's responsibility to be aware of, and follow, all requirements for the degree being pursued. Any exceptions or substitutions must be approved by the student's faculty advisor and Department Head.
- See the "Undergraduate Graduation Requirements" in the Mesa State College catalog for additional graduation information.

**GENERAL EDUCATION REQUIREMENTS** (31 semester hours)

See the current Mesa State College catalog for a list of courses that fulfill the requirements below. If a course is on the general education list of options and a requirement for your major, you must use it to fulfill the major requirement and make a different selection within the general education requirement.

Course	No	Title	Sem.hrs	Grade	Term/Trns
--------	----	-------	---------	-------	-----------

**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	_____	_____

**Math:** (3 semester hours, must receive a grade of "C" or better, must be completed by the time the student has 60 semester hours.)

MATH 121	Calculus for Business	3	_____	_____
----------	-----------------------	---	-------	-------

**History** (3 semester hours)

HIST _____	_____	_____	_____	_____
------------	-------	-------	-------	-------

**Social and Behavioral Sciences** (6 semester hours)

ECON 201	Principles of Macroeconomics	3	_____	_____
ECON 202	Principles of Microeconomics	3	_____	_____

**Humanities** (3 semester hours)

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

**Fine Arts** (3 semester hours)

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

**Natural Sciences** (7 semester hours, one course must include a lab)

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

Course	No	Title	Sem.hrs	Grade	Term/Trns
--------	----	-------	---------	-------	-----------

**OTHER LOWER DIVISION REQUIREMENTS** (6 semester hours)

**Kinesiology** (3 semester hours)

KINE 100	Health and Wellness	1	_____	_____
KINA 1_____	_____	1	_____	_____
KINA 1_____	_____	1	_____	_____

**Applied Studies** (3 semester hours)

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

**BACHELOR OF BUSINESS ADMINISTRATION DEGREE**

**DISTINCTION REQUIREMENTS** (6 semester hours) Must receive a grade of "C" or better.

STAT 200	Probability and Statistics	3	_____	_____
----------	----------------------------	---	-------	-------

**Humanities or Social/Behavioral Sciences:** (3 semester hours)

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

**BBA MAJOR REQUIREMENTS**

**Business Administration Core** (29 semester hours)

ACCT 201	Principles of Financial Accounting	3	_____	_____
ACCT 202	Principles of Managerial Accounting	3	_____	_____
BUGB 105	Freshman Business Seminar	2	_____	_____
BUGB 211	Business Communications	3	_____	_____
BUGB 349	Legal Environment of Business	3	_____	_____
*CISB 210	Fundamentals of Info Technology	3	_____	_____
FINA 301	Managerial Finance	3	_____	_____
MANG 201	Principles of Management	3	_____	_____
MANG 491	Business Strategy	3	_____	_____
MARK 231	Principles of Marketing	3	_____	_____

\* May require additional prerequisites beyond those listed

**Required Concentration Courses** (9 semester hours)

ECON 342	Intermediate Macroeconomic Theory	3	_____	_____
ECON 343	Intermediate Microeconomic Theory	3	_____	_____
MANG 341	Quantitative Decision Making	3	_____	_____
OR CISB 341				

**Upper Division Business Electives** (9 semester hours)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Upper Division Economics Courses** (12 semester hours)

ECON _____	_____	_____	_____	_____
ECON _____	_____	_____	_____	_____
ECON _____	_____	_____	_____	_____
ECON _____	_____	_____	_____	_____

**Electives** (All college level courses appearing on your final transcript, **not listed above** that will bring your total semester hours to 120 hours.)  
(18 semester hours; 1 hour of upper division credit may be needed.)

Course No	Title	Sem.hrs	Grade	Term/Trns
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## SUGGESTED COURSE SEQUENCING FOR BBA, CONCENTRATION IN BUSINESS ECONOMICS

### FRESHMAN YEAR

<b>Fall Semester</b>	<b>Hours</b>	<b>Spring Semester</b>	<b>Hours</b>
BUGB 105 Freshman Business Seminar	2	ENGL 112 English Composition	3
ENGL 111 English Composition	3	STAT 200 Probability and Statistics	3
General Education History	3	CISB 210 Fundamentals of Information Technology	3
MATH 121 Calculus for Business	3	General Education Natural Science with Lab	4
General Education Fine Arts	3	KINE 100 Health and Wellness	1
KINA Activity	<u>1</u>	KINA Activity	<u>1</u>
	15		15

### SOPHOMORE YEAR

<b>Fall Semester</b>	<b>Hours</b>	<b>Spring Semester</b>	<b>Hours</b>
ACCT 201 Principles of Financial Accounting	3	ACCT 202 Principles of Managerial Accounting	3
ECON 201 Principles of Macroeconomics	3	ECON 202 Principles of Microeconomics	3
MARK 231 Principles of Marketing	3	MANG 201 Principles of Management	3
BUGB 211 Business Communications	3	General Education Applied Studies	3
General Education Humanities or Social/Behavioral Science	<u>3</u>	General Education Humanities	<u>3</u>
	15		15

### JUNIOR YEAR

<b>Fall Semester</b>	<b>Hours</b>	<b>Spring Semester</b>	<b>Hours</b>
ECON 342 Intermediate Macroeconomics Theory	3	ECON 343 Intermediate Microeconomics Theory	3
Elective – (2 classes)	6	Upper Division ECON course	3
BUGB 349 Legal Environment of Business	3	FINA 301 Managerial Finance	3
MANG 341 or CISB 341 Quantitative Decision Making	<u>3</u>	General Education Science	3
	15	Elective	<u>3</u>
			15

### SENIOR YEAR

<b>Fall Semester</b>	<b>Hours</b>	<b>Spring Semester</b>	<b>Hours</b>
Elective – Upper Division Business (2 courses)	6	MANG 491 Business Strategy	3
Upper Division ECON courses (2 courses)	6	Upper Division ECON elective course	3
Elective	2	Elective – Upper Division Business	3
Elective – Upper Division	<u>1</u>	Elective – (2 courses)	<u>6</u>
	15		15

\*\*Please check with the department head for upper division ECON courses in order to accurately determine course availability.