



2006 – 07 PETITION/PROGRAM SHEET

Degree: Associate of Arts

Major: Liberal Arts

Emphasis: Business Administration

http://www.mesastate.edu/schools/sbps/busadm/Index.htm

About This Major . . .

The Associate of Arts (A.A.) degree is designed for students who intend to continue their education and obtain a baccalaureate degree. The A.A. is the appropriate choice for students who will take upper division coursework in the arts, humanities, or social and behavioral sciences. The degree program includes the Colorado Statewide General Education Core and meets the lower-division general education requirements at most public institutions in Colorado.

The Business Administration A.A. degree, in addition to providing students with all their general education is useful in giving students an overview of the business world.

POLICIES:

- 1. 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.
2. 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.
3. 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.
4. Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the Department Head for signature.
5. 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.)
6. 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.
7. NOTE: The semester before graduation, you may 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 \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_

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

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

- 60 semester hours are required for the Associate of Arts degree. Must meet the academic residency requirements.
- A cumulative grade point average of 2.0 or higher must be maintained for all courses taken and within the Social Science area of emphasis.
- A grade of "C" or higher must be earned in all general education courses in order to be accepted for the transfer under the Core Transfer Agreements.
- No double counting is allowed between general education requirements and major requirements.
- All degree requirements must be completed as described. Any exceptions or substitutions must be recommended in advance by the faculty advisor and approved by the Department Head.
- It is recommended that students work closely with a faculty advisor when selecting appropriate courses and scheduling classes.

**GENERAL EDUCATION REQUIREMENTS** (35 Semester Hours)

Course	No.	Credit	Grade	Term	Year	Trns/Subs
<b>English and Speech:</b> ENGL 111 and 112, SPCH 102 (9 semester hours, must earn a grade of "C" or above in ENGL 111 and 112)						
ENGL	<u>111</u>	<u>3</u>	___	___	___	___
ENGL	<u>112</u>	<u>3</u>	___	___	___	___
SPCH	<u>102</u>	<u>3</u>	___	___	___	___

**Physical Sciences/Math/Statistics** (7-10 semester hours)

Science (minimum 4 semester hours)

___	___	___	___	___	___	___
___	___	___	___	___	___	___

Math/Statistics (minimum 3 semester hours, must earn a "C" or above)

MATH	<u>113</u>	<u>4</u>	___	___	___	___
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Course	No.	Credit	Grade	Term	Year	Trns/Subs
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**Social and Behavioral Sciences:** (9 Semester Hours)

(Minimum of 2 different disciplines)

ECON	<u>201</u>	<u>3</u>	___	___	___	___
ECON	<u>202</u>	<u>3</u>	___	___	___	___
___	___	___	___	___	___	___

**Humanities** (9 semester hours)

(Minimum of 2 different disciplines)

___	___	___	___	___	___	___
___	___	___	___	___	___	___
___	___	___	___	___	___	___

**Kinesiology** (2 semester hours) KINE/HPWA 100 and one KINA/HPWE/Selected DANC courses

Course	No.	Credit	Grade	Term	Year	Trns/Subs	Course	No.	Credit	Grade	Term	Year	Trns/Subs
KINE/HPWA	<u>100</u>	<u>1</u>	___	___	___	___	KINA/HPWE	___	<u>1</u>	___	___	___	___

**Business Administration Emphasis Requirements** (18 Semester Hours)

Course	No.	Credit	Grade	Term	Year	Trns/Subs	Course	No.	Credit	Grade	Term	Year	Trns/Subs
ACCT	<u>201</u>	<u>3</u>	___	___	___	___	BUGB	<u>211</u>	<u>3</u>	___	___	___	___
ACCT	<u>202</u>	<u>3</u>	___	___	___	___	BUGB	<u>231</u>	<u>3</u>	___	___	___	___
BUGB	<u>101</u>	<u>3</u>	___	___	___	___	STAT	<u>200</u>	<u>3</u>	___	___	___	___

**Electives (5 semester hours)** Any college level undergraduate courses excluding KINA/HPWE.

Course	No.	Credit	Grade	Term	Year	Trns/Subs	Course	No.	Credit	Grade	Term	Year	Trns/Subs
___	___	___	___	___	___	___	___	___	___	___	___	___	___
___	___	___	___	___	___	___	___	___	___	___	___	___	___

**GENERAL EDUCATION REQUIREMENTS (35 Semester Hours)**

**English and Speech – 9 Semester Hours**

ENGL 111 and ENGL 112 **or** ENGL 129 (*by permission*)

And SPCH 102 (required)

See current Mesa State College Catalog for list of courses that fulfill the requirements below.

**Mathematics and Science – 7-10 Semester Hours**

**MATH – Math 113 required** (4 semester hours)

**Science** – Minimum 4 semester hours in Science. Both lecture and lab must be taken in all courses having both.

**Humanities** – 9 semester hours. Minimum of two different disciplines required.

**Social and Behavioral Sciences** – 9 semester hours. Minimum of two different disciplines required. (**ECON 201** and **ECON 202** required.)

**OTHER REQUIREMENTS (2 Semester Hours)**

**Kinesiology – 2 Semester Hours**

Each student must take KINE/HPWA 100 together with one KINA/HPWE/Selected DANC course. See current catalog for listing.

**Business Administration Emphasis Requirements (18 Semester Hours)**

Business Courses

- ACCT 201 Principles of Financial Accounting
- ACCT 202 Principles of Managerial Accounting
- BUGB 101 Introduction to Business
- BUGB 211 Business Communications
- BUGB 231 Survey of Business Law
- STAT 200 Probability and Statistics

**Electives:** 5 semester hours

Students are required to participate in exit examinations or other programs deemed necessary to comply with the college accountability requirement. All degree requirements must be completed as described above. Any exceptions or substitutions must be recommended in advance by the faculty advisor and approved by the Department Head.

## SUGGESTED COURSE SEQUENCING FOR THE ASSOCIATE OF ARTS WITH A MAJOR IN LIBERAL ARTS - EMPHASIS IN BUSINESS ADMINISTRATION

This is a recommended sequence of course work. Certain courses may have prerequisites or are only offered during the Fall or Spring semesters. It is the student's responsibility to meet with their advisor and check the 2 year course matrix on the Mesa State website for course availability.

### FRESHMAN YEAR

Fall Semester	Hours	Spring Semester	Hours
ENGL 111     English Composition	3	ENGL 112     English Composition	3
BUGB 101     Introduction to Business	3	SPCH 102     Speechmaking	3
MATH 113     College Algebra	4	General Education Natural Science with Lab	4
General Education Social/Behavioral Science	3	General Education Humanities	3
KINE/HPWA 100 Health and Wellness	1	General Education Humanities	<u>3</u>
KINA/HPWE     Activity	<u>1</u>		16
	15		

### SOPHOMORE YEAR

Fall Semester	Hours	Spring Semester	Hours
ACCT 201     Principles of Financial Accounting	3	ACCT 202     Principles of Managerial Accounting	3
ECON 201     Principles of Macroeconomics	3	BUGB 211     Business Communications	3
STAT 200     Probability and Statistics	3	ECON 202     Principles of Microeconomics	3
General Education Humanities	3	BUGB 231     Survey of Business Law	3
Elective	<u>3</u>	Elective	<u>2</u>
	15		14