



2007 – 08 PETITION/PROGRAM SHEET
Minor: Business Administration
www.mesastate.edu/schools/sbps/busadm/minor.htm

About this Minor . . .

The minor in Business Administration is designed to prepare students to enter the world of business with the basic business skills needed to contribute more efficiently and effectively in their place of work. A foundation in accounting, management, marketing and workplace communication, provides students an opportunity to build a foundation in business. Additionally courses in management, marketing, accounting, finance and computer information systems allow students to choose classes that best fit their program goals. A business minor coupled with a non-business major can increase the employment opportunities available in a variety of areas.

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 Business Administration Advisor _____ Date _____ 20__

Signature of Department Head _____ Date _____ 20__

Signature of Registrar _____ Date _____ 20__

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

Degree Requirements:

- At least 33 percent of the credit hours required for the minor must be in courses numbered 300 or above.
- A GPA of 2.00 or higher in the minor is required.
- The number of minors a student may receive at Mesa State College shall not exceed two.
- Program sheets are for advising purposes only. Because a program may have requirements specific to the degree, check with your advisor for additional guidelines, including prerequisites, grade point averages, grades, exit examinations, and other expectations. It is the student's responsibility to be aware of, and follow, all guidelines for the degree being pursued. Any exceptions or substitutions must be approved by the faculty advisor and/or Department Head.
- When filling out the program sheet a course can be used only once.
- See the "Undergraduate Graduation Requirements" in the Mesa State College catalog for additional graduation information.
- **It is important for students pursuing a minor to meet with a business faculty member prior to registration.**

Course No	Title	Sem.hrs	Grade	Term/Trns	Course No	Title	Sem.hrs	Grade	Term/Trns
<u>REQUIRED COURSES</u> (24 semester hours)					MANG 371 Human Resource Management (3)				
ACCT 201	Principles of Financial Accounting	3	_____	_____	*MANG 450 Entrepreneurship (3)				
MANG 201	Principles of Management	3	_____	_____	MARK 325 Consumer Behavior (3)				
MANG 410	Effective Workplace Communication	3	_____	_____	_____	3	_____	_____	
MARK 231	Principles of Marketing	3	_____	_____	_____	3	_____	_____	
					_____	3	_____	_____	

Choose FOUR courses from the following – at least TWO of those courses must be upper division.

- ACCT 202 Principles of Managerial Accounting (3)
- BUGB 211 Business Communications (3)
- BUGB 349 Legal Environment of Business (3)
- *CISB 305 Solving Problems Using Spreadsheets and Statistical Software (3)
- ECON 201 Principles of Macroeconomics (3)
- *FINA 301 Managerial Finance (3)
- MANG 300 Small Business Management (3)
- MANG 301 Organizational Behavior (3)

Notes:

1. Students pursuing a BBA may not minor in Business Administration. See policy for minors in MSC catalog.
2. Courses marked with an * require additional course prerequisites beyond those required for the minor.
3. Before entering the minor in Business Administration students are presumed to have basic communication and computer literacy, including a working knowledge of word processing and spreadsheet software. Students lacking this basic knowledge are responsible for attaining it through course work, tutorials, or workshops.