



## 2008 – 09 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 also an 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

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registrar

\_\_\_\_\_  
Date

#### Degree Requirements:

- 60 semester hours are required for the Associate of Arts degree. Must meet the academic residency requirements.
- 2.00 cumulative GPA or higher in all MSC coursework and toward the major content area
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- 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.

#### **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
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**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			

(ENGL 129, Honors English, may be substituted for ENGL 111 & ENGL 112.)

**Math: MATH 113 or higher** (3 semester hours, must receive a grade of "C" or better, must be completed by the time the student has 60 semester hours.)

MATH 113	College Algebra	4*			
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\*3 credits apply to the General Ed requirements and 1 credit applies to elective credit

**Humanities** (3 semester hours)

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Course	No	Title	Sem.hrs	Grade	Term/Trns
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#### **Social and Behavioral Sciences** (6 semester hours)

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

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

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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#### **History:** (3 semester hours)

HIST	_____	_____	3		
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#### **Fine Arts** (3 semester hours)

_____	_____	_____	_____	_____	_____
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#### **OTHER LOWER DIVISION REQUIREMENTS** (5 semester hours)

#### **Kinesiology** (2 semester hours)

KINE 100	Health and Wellness	1			
KINA 1	_____	1			

#### **Applied Studies** (3 semester hours)

_____	_____	_____	_____	_____	_____
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#### **BUSINESS ADMINISTRATION EMPHASIS REQUIREMENTS**

(18 Semester Hours)

#### **Business Courses**

ACCT 201	Principles of Financial Accounting	3			
ACCT 202	Principles of Managerial Accounting	3			
BUGB 101	Introduction to Business	3			
BUGB 211	Business Communications	3			
BUGB 231	Survey of Business Law	3			
STAT 200	Probability and Statistics	3			

#### **Electives** (5 semester hours)

*MATH 113	College Algebra	1			
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

## 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 the assigned advisor and check the 2 year course matrix on the Mesa State website for course availability.

### FRESHMAN YEAR

<b>Fall Semester</b>		<b>Hours</b>	<b>Spring Semester</b>		<b>Hours</b>
ENGL 111	English Composition	3	ENGL 112	English Composition	3
BUGB 101	Introduction to Business	3		General Education Applied Studies	3
MATH 113	College Algebra	4		General Education Natural Science with Lab	4
General Education	Natural Science	3		General Education History	3
KINE 100	Health and Wellness	1		General Education Humanities	<u>3</u>
KINA	Activity	<u>1</u>			16
		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
STAT 200	Probability and Statistics	3	BUGB 211	Business Communications	3
General Education	Fine Arts	3	BUGB 231	Survey of Business Law	3
Elective		<u>3</u>	Elective		<u>2</u>
		15			14