



**2008-09 PETITION/PROGRAM SHEET**  
**Degree: Bachelor of Business Administration**  
**Major: Business Administration**  
**Concentration: Human Resource Management**  
**[www.mesastate.edu/schools/sbps/busadm.htm](http://www.mesastate.edu/schools/sbps/busadm.htm)**

**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, entrepreneurship, human resource management, energy management, 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 theatres also require people with business training and skills. Graduates of BBA programs hold positions in organizations from entry level manager 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. Mesa State BBA graduates have gone on to succeed in the business world as well as 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. It is your responsibility to determine whether you have met the requirements for your degree. Please see your MSC Catalog for a complete list of graduation requirements.
2. You must go to the Registrar's Office and fill out the "Intent to Graduate" form **at the beginning of the semester prior to graduating.**
3. This program sheet must be submitted with your graduation planning sheet to your advisor during the **semester prior to graduating, no later than September 15 for Spring graduates, February 15 for Fall graduates.**
4. Your advisor will sign and forward the Program Sheet, Intent to Graduate Form, 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 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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

**Degree Requirements:**

- Must earn 120 semester hours total and meet the academic residency requirements to earn a baccalaureate degree at Mesa State College.
- 40 upper division credits (i.e., 300-level and 400-level courses).
- 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.
- 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. Courses related to teacher licensure must also be approved by the Teacher Education Dept.
- 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:** (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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**Social and Behavioral Sciences** (6 semester hours)

ECON 201	Principles of Macroeconomics	3	_____	_____	_____
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ECON 202	Principles of Microeconomics	3	_____	_____	_____
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**Natural Sciences** (7 semester hours, one course must include a lab)

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

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

_____	_____	_____	_____	_____	_____
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Course	No	Title	Sem.hrs	Grade	Term/Trns
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**OTHER LOWER DIVISION REQUIREMENTS** (6 semester hours)

**Kinesiology** (3 semester hours)

KINE 100	Health and Wellness	1	_____	_____	_____
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KINA 1	_____	1	_____	_____	_____
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KINA 1	_____	1	_____	_____	_____
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**Applied Studies** (3 semester hours)

_____	_____	_____	_____	_____	_____
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**BACHELOR OF BUSINESS ADMINISTRATION DEGREE**

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

STAT 200	Probability and Statistics	3	_____	_____	_____
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**Humanities or Social/Behavioral Sciences:** (3 semester hours)

_____	_____	_____	_____	_____	_____
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**MAJOR REQUIREMENTS** (59 semester hours)

**Business Core** (29 semester hours)

ACCT 201	Principles of Financial Accounting	3	_____	_____	_____
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ACCT 202	Principles of Managerial Accounting	3	_____	_____	_____
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BUGB 105	Freshman Business Seminar	2	_____	_____	_____
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BUGB 211	Business Communications	3	_____	_____	_____
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BUGB 349	Legal Environment of Business	3	_____	_____	_____
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CISB 101	Business Info Technology	3	_____	_____	_____
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FINA 301	Managerial Finance	3	_____	_____	_____
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MANG 201	Principles of Management	3	_____	_____	_____
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MANG 491	Business Policies & Mang.	3	_____	_____	_____
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MARK 231	Principles of Marketing	3	_____	_____	_____
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**Required Concentration Courses** (30 Semester Hours)

MANG 301	Organizational Behavior	3	_____	_____	_____
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MANG 341	Quantitative Decision Making	3	_____	_____	_____
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**OR**

CISB 341	Quantitative Decision Making	3	_____	_____	_____
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MANG 371	Human Resource Management	3	_____	_____	_____
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MANG 372	Staffing Organizations	3	_____	_____	_____
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MANG 373	Leading Organizations	3	_____	_____	_____
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MANG 475	Compensation and Reward Systems	3	_____	_____	_____
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MANG 478	Advanced Human Resource Management(Capstone)	3	_____	_____	_____
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**Upper Division Business Electives** (9 semester hours)

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

**Electives** (All college level **non-business** courses appearing on your final transcript, **not listed above** that will bring your total semester hours to 120 hours.) (18 semester hours; 3 hours must be upper division.)

*MATH 113	College Algebra	1	_____	_____	_____
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**Special requirements:** To be admitted to the Human Resource Management concentration, certain prerequisites must be satisfied. Please see the Business department head for complete requirements and application form. 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. Students are required to participate in exit examinations or other programs deemed necessary to comply with the college accountability requirement.

## SUGGESTED COURSE SEQUENCING FOR A CONCENTRATION IN HUMAN RESOURCE MANAGEMENT

### FRESHMAN YEAR

Fall Semester	Hours	Spring Semester	Hours
ENGL 111 English Composition	3	ENGL 112 English Composition	3
General Education History	3	STAT 200 Probability and Statistics	3
MATH 113 College Algebra	4	CISB 101 Business Information Technology	3
General Education Fine Arts	3	General Education Natural Science with Lab	3-4
BUGB 105 Freshman Business Seminar	2	KINE 100 Health and Wellness	1
KINA Activity	<u>1</u>	KINA Activity	<u>1</u>
	16		14-15

### SOPHOMORE YEAR

Fall Semester	Hours	Spring Semester	Hours
ACCT 201 Principles of Financial Accounting	3	MANG 301 Organizational Behavior	3
ECON 201 Principles of Macroeconomics	3	ECON 202 Principles of Microeconomics	3
General Education Natural Science	3	ACCT 202 Principles of Managerial Accounting	3
MANG 201 Principles of Management	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

Fall Semester	Hours	Spring Semester	Hours
BUGB 349 Legal Environment of Business	3	MANG 372 Staffing Organizations	3
MANG 371 Human Resource Management	3	FINA 301 Managerial Finance	3
MARK 231 Principles of Marketing	3	MANG 373 Leading Organizations	3
Elective – non-Business	3	Elective – non-Business (2 classes)	<u>6</u>
BUGB 211 Business Communications	<u>3</u>		15
	15		

### SENIOR YEAR

Fall Semester	Hours	Spring Semester	Hours
Elective – Upper Division Business	3	MANG 491 Business Policies and Mgmt	3
MANG 475 Compensation and Reward Systems	3	MANG 478 Advanced HRM	3
Elective – non-Business	3	Elective – Upper Division Business	6
Elective – non-Business	3	Elective – Upper Division non-Business	<u>3</u>
MANG 341 (Or CISB 341) Quantitative Decision Making	<u>3</u>		15
	15		