

2008 – 09 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:

- 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) on the Program Sheet. I further certify that the grade lis currently enrolled and the courses which I complete next | , hereby certify that I have completed (or will sted for those courses is the final course grade received except semester. I have indicated the semester in which I will comp | complete) all the courses listed of for the courses in which I am lete these courses. | | | | | | |
| Signature of Business Administration Advisor | Date | 20 | | | | | | |
| Signature of Department Head | 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.

ECON 201 Principles of Macroeconomics (3)

MANG 300 Small Business Management (3)

MANG 301 Organizational Behavior (3)

*FINA 301 Managerial Finance (3)

- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- 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 T | Title | Sem.hrs | Grade | Term/Trns | Course | No Title | Sem.hrs | Grade |
|---|-----------------------------|---------------------|--------|----------------------------------|-------------|------------------------------|---------|-------|
| REQUIRE | D COURSES (24 semester | hours) | | | MANG | 371 Human Resource Managemer | nt (3) | |
| ACCT 201 | Principles of Financial | | | | *MANC | 3 450 Entrepreneurship (3) | | |
| | Accounting | 3 | | | MARK | 325 Consumer Behavior (3) | | |
| MANG 201 | Principles of Management | 3 | | | | | 3 | |
| MANG 410 | Effective Workplace | | | | | | 3 | |
| | Communication | 3 | | | | | 3 | |
| MARK 231 | Principles of Marketing | 3 | | | | | 3 | |
| Choose FOU | R courses from the followin | g – at least | TWO | of those | | | | |
| courses must be upper division. | | | Notes: | | | | | |
| ACCT 202 Principles of Managerial Accounting (3) | | | 1. | Students pursuing a BBA r | nay not n | ninor i | | |
| BUGB 211 Business Communications (3) | | | | Administration. See policy for n | ninors in M | SC cata | | |
| BUGB 349 Legal Environment of Business (3) | | | 2. | Courses marked with an * | require | additio | | |
| *CISB 305 Solving Problems Using Spreadsheets and Statistical | | | | prerequisites beyond those requi | red for the | minor. | | |
| Software (3) | | | 3. | Before entering the minor in Bu | siness Adm | inistrat | | |

in Business llog.

Term/Trns

- onal course
- 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.