



**2010-2011 PETITION/PROGRAM SHEET**  
**Degree: Bachelor of Business Administration**  
**Major: Business Administration**  
**Concentration: Landman/Energy Management**  
**[www.mesastate.edu/academics/programs.html](http://www.mesastate.edu/academics/programs.html)**

**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, landman/energy management, human resources 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 theaters 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. Many of Mesa State's 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. Demonstrated competency in personal computer skills and computer literacy required. See Department of Business for details.
2. 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.
3. 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.**
4. 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.**
5. Your advisor will sign and forward the Program Sheet, Intent to Graduate Form, and Graduation Planning Sheet to the Department Head for signature.
6. 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.)
7. 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.
8. 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

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:**

- 120 semester hours total (A minimum of 28 taken at MSC in no fewer than two semesters).
- 40 upper division credits (A minimum of 15 taken at the 300-400 course levels within the major at MSC).
- 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.
- A student must follow the MSC graduation requirements either from 1) the program sheet for the major in effect at the time the student officially declares a major; or 2) a program sheet for the major approved for a year subsequent to the year during which the student officially declares the major and is approved for the student by the department head. Because a program may have requirements specific to the degree, the student should check with the faculty advisor for additional criteria. It is the student's responsibility to be aware of, and follow, all requirements for the degree being pursued. Any exceptions or substitutions must be approved by the student's faculty advisor and 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	_____	_____	_____

**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 apply to elective credit

**Humanities** (3 semester hours)

**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)

GEOL 111	Principles of Physical Geology	3	_____	_____	_____
GEOL 111L	Principles of Physical Geology Lab	1	_____	_____	_____
CHEM 121	Principles of Chemistry	4*	_____	_____	_____
CHEM 121L	Principles of Chemistry Lab	1	_____	_____	_____

\*2 credits apply to the General Ed requirements and 2 credits apply to elective credit

**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	_____	_____	_____
KINA 1	_____	1	_____	_____	_____
KINA 1	_____	1	_____	_____	_____

**Applied Studies** (3 semester hours)

SPCH 101	Interpersonal Communications	3	_____	_____	_____
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**FOUNDATION COURSES** (17 semester hours) These courses, plus ECON 201 & 202 and Gen Ed English & Math requirements must be completed within the student's first 60 hours.

ACCT 201	Principles of Financial Acctg	3	_____	_____	_____
ACCT 202	Principles of Managerial Acctg	3	_____	_____	_____
BUGB 105	Freshman Business Seminar	2	_____	_____	_____
BUGB 211	Business Communications	3	_____	_____	_____
CISB 101	Business Inform. Technology	_____	_____	_____	_____
or CISB 205	Advanced Business Software	3	_____	_____	_____
CISB 241	Intro to Business Analysis	_____	_____	_____	_____
or STAT 200	Probability and Statistics	3	_____	_____	_____

**BACHELOR OF BUSINESS ADMINISTRATION: LANDMAN/ENERGY MANAGEMENT CONCENTRATION REQUIREMENTS** (63 semester hours)

**Business Administration Core** (33 semester hours)

BUGB 349	Legal Environment of Business	3	_____	_____	_____
BUGB 401	International Business	3	_____	_____	_____
CISB 210	Fundamentals of Info Systems	3	_____	_____	_____
CISB 341	Quantitative Decision Making	3	_____	_____	_____
or MANG 341	Quantitative Decision Making	3	_____	_____	_____
or MARK 350	Marketing Research	3	_____	_____	_____
FINA 301	Managerial Finance	3	_____	_____	_____
MANG 201	Principles of Management	3	_____	_____	_____
MANG 301	Organizational Behavior	3	_____	_____	_____
MANG 371	Human Resource Management	3	_____	_____	_____
MANG 471	Operations Management	3	_____	_____	_____
MANG 491	Business Strategy	3	_____	_____	_____
MARK 231	Principles of Marketing	3	_____	_____	_____

**Required Concentration Courses** (30 Semester Hours)

MANG 410	Effective Workplace Communication	3	_____	_____	_____
ENVS 410	Environmental Regulatory Compliance	3	_____	_____	_____
GEOL 359	Survey of Energy-Related Natural Resources	3	_____	_____	_____
EMGT 340	Energy Industry Fundamentals	3	_____	_____	_____
EMGT 350	Energy Development	3	_____	_____	_____
EMGT 440	Energy Production and Markets	3	_____	_____	_____
EMGT 450	Energy Land Practices	3	_____	_____	_____
MATH 119	Precalculus Mathematics	5	_____	_____	_____
MATH 121	Calculus for Business	3	_____	_____	_____

One course (1 semester hours minimum) selected from list on page 3.

_____	_____	_____	_____	_____	_____
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**Electives** (3 semester hours of college level courses appearing on your final transcript, **not listed above** to bring total semester hours to 120.)

*MATH 113	College Algebra	1	_____	_____	_____
*CHEM 121	Principles of Chemistry	2	_____	_____	_____

**REQUIRED CONCENTRATION ELECTIVES:** (choose one hour)

GEOL 361 Survey of Mineral Related Natural Resources (3)

GEOL 332 and 332L Introduction to Geographic Information

Systems (2) / Lab (1)

FINA 420 Security Analysis and Portfolio Management (3)

CISB 305 Solving Problems using Spreadsheets and Statistical Software (3)

MARK 332 Promotion (3)

BUGB 401 International Business (3)

**Special requirements:** To be admitted to the Bachelor of Business Administration program, 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/or 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 BBA, CONCENTRATION IN LANDMAN/ENERGY MANAGEMENT

### FRESHMAN YEAR

Fall Semester	Hours	Spring Semester	Hours
BUGB 105 Freshman Business Seminar	2	ENGL 112 English Composition	3
ENGL 111 English Composition	3	MATH 119 Precalculus Mathematics	3
MATH 113 College Algebra	4	CISB 210 Fundamentals of Information Systems	3
CISB 101 Business Information Technology		GEOL 111+111L Principles of Physical Geology + Lab	4
or CISB 205 Advanced Business Software	3	KINE 100 Health and Wellness	1
General Education Fine Arts	<u>3</u>	KINA Activity	<u>1</u>
	15		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	ECON 202 Principles of Microeconomics	3
MARK 231 Principles of Marketing	3	MANG 201 Principles of Management	3
BUGB 211 Business Communications	3	SPCH 101 Interpersonal Communications	3
MATH 121 Calculus for Business	<u>5</u>	CISB 241 Intro to Business Analysis	
	17	or STAT 200 Probability and Statistics	<u>3</u>
			15

### JUNIOR YEAR

Fall Semester	Hours	Spring Semester	Hours
GEOL359 Survey of Energy Related Nat Resources	3	EMGT 350 Energy Development	3
EMGT 340 Energy Industry Fundamentals	3	General Education History	3
BUGB 349 Legal Environment of Business	3	FINA 301 Managerial Finance	3
CISB 341 Quantitative Decision Making		CHEM 121+121L Principles of Chemistry + Lab	5
or MANG 341 Quantitative Decision Making		KINA Activity	<u>1</u>
or MARK 350 Marketing Research	3		15
General Education Humanities	<u>3</u>		
	15		

### SENIOR YEAR

Fall Semester	Hours	Spring Semester	Hours
EMGT 440 Energy Production and Markets	3	MANG 491 Business Strategy	3
ENVS 410 Energy Regulatory Compliance	3	EMGT 450 Energy Land Practices	3
Elective from approved list	1	MANG 410 Effective Workplace Communication	3
MANG 371 Human Resource Management	3	BUGB 401 International Business	3
MANG 471 Operations Management	<u>3</u>	MANG 301 Organizational Behavior	<u>3</u>
	13		15