



**2010 – 2011 PETITION/PROGRAM SHEET**  
**Degree: Bachelor of Business Administration**  
**Major: Business Administration**  
**Concentration: Marketing**  
**[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 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 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 the MSC Catalog for a complete list of graduation requirements.
3. 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.**
4. 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.**
5. Your advisor will sign and forward the Program Sheet 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).

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**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:**

- 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.
- When filling out the program sheet a course can be used only once.
- 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.
- 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	_____	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	_____	_____	_____
ECON 202	Principles of Microeconomics	3	_____	_____	_____

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

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	L	_____	_____	_____	_____

**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)

Students must take KINE 100, plus two 100-level KINA/HPWE or approved DANC course.

KINE 100	Health and Wellness	1	_____	_____	_____
KINA 1	_____	1	_____	_____	_____
KINA 1	_____	1	_____	_____	_____

**Applied Studies** (3 semester hours)

_____	_____	_____	_____	_____	_____
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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: MARKETING 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	_____	_____	_____
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	_____	_____	_____
MARK 350	Marketing Research	3	_____	_____	_____
or CISB 341	Quantitative Decision Making	3	_____	_____	_____
or MANG 341	Quantitative Decision Making	3	_____	_____	_____

**Marketing Concentration Courses** (30 semester hours)

**Marketing Nucleus** (15 semester hours)

MARK 325	Consumer Behavior	3	_____	_____	_____
MARK 332	Promotion	3	_____	_____	_____
MARK 335	Sales and Sales Management	3	_____	_____	_____
MARK 340	Creating Marketing Materials	3	_____	_____	_____
MARK 432	Advanced Marketing	3	_____	_____	_____

**Concentration Electives** (15 semester hours) Choose 15 hours that compliment the nucleus or choose the nucleus of second Concentration. At least 1 hour must be upper division.

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

**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	_____	_____	_____
_____	_____	2	_____	_____	_____

**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 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 MARKETING

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>
BUGB 105	Freshman Business Seminar	2	ENGL 112	English Composition	3
ENGL 111	English Composition	3	CISB 241	Intro to Business Analysis	
MATH 113	College Algebra	4	or STAT 200	Probability and Statistics	3
CISB 101	Business Information Technology		CISB 210	Fundamentals of Information Systems	3
or CISB 205	Advanced Business Software	3	General Education Natural Science with Lab		4
General Education Fine Arts		3	KINE 100	Health and Wellness	1
KINA	Activity	<u>1</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
BUGB 211	Business Communications	3	ECON 202	Principles of Microeconomics	3
ECON 201	Principles of Macroeconomics	3	MANG 201	Principles of Management	3
MARK 231	Principles of Marketing	3	General Education Applied Studies		3
General Education History		<u>3</u>	General Education Humanities		<u>3</u>
		15			15

### JUNIOR YEAR

<b>Fall Semester</b>		<b>Hours</b>	<b>Spring Semester</b>		<b>Hours</b>
BUGB 349	Legal Environment of Business	3	MARK 332	Promotion	3
FINA 301	Managerial Finance	3	MARK 335	Sales and Sales Management	3
MANG 301	Organizational Behavior	3	General Education Natural Science		3
MANG 371	Human Resource Management	3	MARK 340	Creating Marketing Materials	3
Concentration Elective		3	Concentration Elective	15	<u>3</u>
		15			15

### SENIOR YEAR

<b>Fall Semester</b>		<b>Hours</b>	<b>Spring Semester</b>		<b>Hours</b>
MARK 325	Consumer Behavior	3	MANG 491	Business Strategy	3
MARK 350	Marketing Research		MARK 432	Advanced Marketing	3
or CISB 341	Quantitative Decision Making		Concentration Electives (two courses)		6
or MANG 341	Quantitative Decision Making	3	Elective		<u>2</u>
MANG 471	Operations Management	3			14
BUGB 401	International Business	3			
Concentration Elective		<u>3</u>			
		15			