

2011-2012 PETITION/PROGRAM SHEET
Degree: Bachelor of Business Administration
Major: Business Administration
Concentration: Entrepreneurship

About This Major . . .

The Bachelor of Business Administration (BBA) is designed to prepare students for the challenges of today's business world. The program provides students with basic business skills needed plus allows for an emphasis in a specialized area of business. The field of specialization can be selected from: management, marketing, finance, economics, insurance or hospitality management. Graduates of the program hold positions which include: advertising project manager, entrepreneur and bank Vice-President. The ability to effectively manage is important in fields such as: medicine, the arts, sports and non-profit organizations. Consequently, a BBA degree can be applied in various fields making it a very versatile, flexible and valuable degree.

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 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 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

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 CMU 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 CMU).
- 2.00 cumulative GPA or higher in all CMU 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 CMU 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 catalog for additional graduation information.

GENERAL EDUCATION REQUIREMENTS (31 semester hours)

See the current 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: (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)

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)

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)

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: ENTREPRENEURSHIP 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	_____	_____	_____
or CISB341	Quantitative Decision Making	3	_____	_____
or MANG 341	Quantitative Decision Making	3	_____	_____

Entrepreneurship Concentration Courses (30 semester hours)

Entrepreneurship Nucleus (15 semester hours)

MANG 300	Small Business Management	3	_____	_____
MANG 401	Small Business Consulting	3	_____	_____
MANG 450	Entrepreneurship	3	_____	_____
FINA 401	Entrepreneurial Finance	3	_____	_____
ACCT 311	Adv. Managerial Accounting	3	_____	_____
or CISB 305	Solving Problems w/Spreadsheet	3	_____	_____
or CISB 460	Electronic Commerce Systems	3	_____	_____
or MANG 372	Employee Assessment	3	_____	_____
or MARK 332	Promotion	3	_____	_____

Concentration Electives (15 semester hours) Choose 15 hours that compliment the nucleus or choose a nucleus of a 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/or approved by the Department Head. Students are required to participate in exit examinations or other programs deemed necessary to comply with the university accountability requirement.

SUGGESTED COURSE SEQUENCING FOR BBA, CONCENTRATION IN ENTREPRENEURSHIP

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 website for course availability.

FRESHMAN YEAR

Fall Semester	Hours	Spring Semester	Hours
BUGB 105	2	ENGL 112	3
ENGL 111	3	CISB 210	3
MATH 113	4	CISB 241	3
General Education Fine Arts	3	or STAT 200	3
CISB 101	3	General Education Natural Science with Lab	4
or CISB 205	3	KINE 100	1
KINA	<u>1</u>	KINA	<u>1</u>
	16		15

SOPHOMORE YEAR

Fall Semester	Hours	Spring Semester	Hours
ACCT 201	3	ACCT 202	3
ECON 201	3	ECON 202	3
MARK 231	3	MANG 201	3
BUGB 211	3	General Education Applied Studies	3
General Education History	<u>3</u>	General Education Humanities	<u>3</u>
	15		15

JUNIOR YEAR

Fall Semester	Hours	Spring Semester	Hours
BUGB 349	3	MANG 300	3
MANG 371	3	General Education Natural Science	3
MANG 301	3	FINA 301	3
MARK 350	3	Concentration Electives (two courses)	6
or CISB 341	3		15
or MANG 341	3		
ACCT311, CISB305, CISB460, MANG372, or MARK 332	<u>3</u>		
	15		

SENIOR YEAR

Fall Semester	Hours	Spring Semester	Hours
MANG 401	3	MANG 450	3
FINA 401	3	MANG 491	3
BUGB 401	3	Concentration Electives (two courses)	6
MANG 471	3	Elective	<u>2</u>
Concentration Elective	<u>3</u>		14
	15		