



2012-2013 PETITION/PROGRAM SHEET
Degree: Bachelor of Business Administration
Major: Business Administration
Concentration: Human Resource Management

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 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, insurance, or hospitality management.

The BBA is a very versatile, flexible, and valuable degree. Colorado Mesa’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.

With impending legislation, the need for additional personnel in the area of human resource management will only grow in the future. Become part of the industry that performs a vital function for all businesses - finding the right people for the right job and then providing training and development for that employee. This concentration has been recognized as aligning with the Society for Human Resource Management curriculum.

For more information on what you can do with this major, go to <http://www.coloradomesa.edu/career/whatmajor.html>.

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 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 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.
- 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.
- When filling out the program sheet a course can be used only once.
- 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/Trms
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)

_____	_____	_____	_____	_____
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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/Trms
<u>OTHER LOWER DIVISION REQUIREMENTS</u> (6 semester hours)				
Kinesiology (3 semester hours)				
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: HUMAN RESOURCE 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	_____	_____
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	_____	_____
CISB 341	Quantitative Decision Making	3	_____	_____
or MANG 341	Quantitative Decision Making	3	_____	_____
or MARK 350	Marketing Research	3	_____	_____

Human Resource Management Concentration Courses (30 Sem Hrs)

Human Resource Management Nucleus (15 Semester Hours)

MANG 372	Employment Assessment	3	_____	_____
MANG 373	Leading Organizations	3	_____	_____
MANG 410	Effective Workplace Communications	3	_____	_____
MANG 475	Compensation and Reward Systems	3	_____	_____
MANG 478	Advanced Human Resource Management(Capstone)	3	_____	_____

Concentration Electives (15 semester hours) Choose 15 hours that compliment the nucleus or choose the 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 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 HUMAN RESOURCE 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	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 Technology	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

Fall Semester	Hours	Spring Semester	Hours
ACCT 201 Principles of Financial Accounting	3	BUGB 211 Business Communications	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 History	<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	FINA 301 Managerial Finance	3
MANG 371 Human Resource Management	3	MANG 373 Leading Organizations	3
MARK 231 Principles of Marketing	3	Concentration Electives (two courses)	6
Concentration Elective	3	MANG 410 Effective Workplace Communications	<u>3</u>
MANG 301 Organizational Behavior	<u>3</u>		15
	15		

SENIOR YEAR

Fall Semester	Hours	Spring Semester	Hours
MANG 475 Compensation and Reward Systems	3	MANG 491 Business Strategy	3
CISB 341 Quantitative Decision Making		MANG 478 Advanced HRM	3
or MANG 341 Quantitative Decision Making		Concentration Electives (two courses)	6
or MARK 350 Marketing Research	3	Elective	<u>2</u>
MANG 471 Operations Management	3		14
BUGB 401 International Business	3		
MANG 372 Employee Assessment	<u>3</u>		
	15		