2012-2013 PETITION/PROGRAM SHEET
Degree: Bachelor of Business Administration
Major: Business Administration
Concentration: 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 the local and global business environments. Additionally, the program allows for an emphasis in a specialized area such as management, marketing, finance, economics, entrepreneurship, insurance, energy management or hospitality management.

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, schools systems, and theatres also require people with business training and skills. Graduates of BBA programs hold positions in organizations from entry level manager to chief executive officer.

Colorado Mesa’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. Colorado Mesa 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.

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, , 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 __________

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.
- 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/Tcms
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*
*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)

History (3 semester hours)
HIST

Fine Arts (3 semester hours)

Students must complete 15 credits in the Management Concentration.

Course No Title Sem.hrs Grade Term/Tcms
OTHER LOWER DIVISION REQUIREMENTS (6 semester hours)
Kinesiology (3 semester hours)
KINE 100 Health and Wellness 1
KINE 1 1
KINE 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: MANAGEMENT CONCENTRATION (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

Management Concentration Courses (30 semester hours)

Management Nucleus (15 semester hours)
MANG 300 Small Business Management 3
MANG 372 Employee Assessment 3
MANG 450 Entrepreneurship 3
Select 6 hours (two courses) from the list at the top of page 3.

Concentration Electives (15 semester hours**) In consultation with a Business Advisor, choose 15 hours that complement 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 final transcript, not listed above to bring total semester hours to 120.)
*MATH 113 College Algebra 1

**At least one hour in Concentration Electives or in General Electives must be upper division.
**Management Nucleus Electives:** Select 6 hours (two courses) from the following:

- ACCT 311 Advanced Managerial Accounting
- BUGB 340 Applied Financial Management
- BUGB 440 Business Ethics
- CISB 305 Solving Problems Using Spreadsheets
- CISB 306 Solving Problems Using Databases
- CISB 470 Management of Information Systems
- FINA 310 Risk Management
- MANG 373 Leadership
- MANG 410 Effective Workplace Communications
- MANG 373 Leadership
- MANG 410 Effective Workplace Communications

**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 MANAGEMENT**

### FRESHMAN YEAR

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Hours</th>
<th>Spring Semester</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BUGB 105 Freshman Business Seminar</td>
<td>2</td>
<td>ENGL 112 English Composition</td>
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<tr>
<td>ENGL 111 English Composition</td>
<td>3</td>
<td>CISB 241 Intro to Business Analysis</td>
<td>3</td>
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<td>CISB 101 Business Information Technology or CISB 205 Advanced Business Software</td>
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<td>or STAT 200 Probability and Statistics</td>
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<tr>
<td>MATH 113 College Algebra</td>
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<td>CISB 210 Fundamentals of Information Technology</td>
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<td>General Education Fine Arts</td>
<td>3</td>
<td>General Education Natural Science with Lab</td>
<td>4</td>
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<td>KINA Activity</td>
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<td>KINE 100 Health and Wellness</td>
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### SOPHOMORE YEAR

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<td>ACCT 201 Principles of Financial Accounting</td>
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<td>ACCT 202 Principles of Managerial Accounting</td>
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<td>ECON 201 Principles of Macroeconomics</td>
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<td>BUGB 211 Business Communications</td>
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<td>MANG 201 Principles of Management</td>
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<tr>
<td>MARK 231 Principles of Marketing</td>
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<td>General Education Applied Studies</td>
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<td>General Education History</td>
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<td>General Education Humanities</td>
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### JUNIOR YEAR

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<td>BUGB 349 Legal Environment of Business</td>
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<td>MANG 371 Human Resource Management</td>
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<td>MANG 300 Small Business Management</td>
<td>3</td>
<td>FINA 301 Managerial Finance</td>
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<td>CISB 341 Quantitative Decision Making or MANG 341 Quantitative Decision Making</td>
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<td>MANG 301 Organizational Behavior</td>
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<td>or MARK 350 Marketing Research</td>
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<td>Upper Division Business Elective (2 courses)</td>
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<td>Upper Division Business Elective</td>
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<td>General Education Natural Science</td>
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### SENIOR YEAR

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<td>MANG 471 Operations Management</td>
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<td>MANG 491 Business Policy</td>
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<td>MANG 372 Employee Assessment</td>
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<td>MANG 450 Entrepreneurship</td>
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<td>BUGB 401 International Business</td>
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