

2013-2014 PETITION/PROGRAM SHEET

Degree: Bachelor of Applied Science Major: Business Administration

About This Major . . .

The Bachelor of Applied Science in Business Administration combines the technical skills and business proficiency necessary for success in today's business world. A unique program, the BAS allows students who have already earned an associate of applied science degree to build upon their technical specialties with general education courses and junior and senior level business courses. This allows associate degree holders to gain a 4-year degree in approximately four additional full-time semesters, depending upon prior coursework.

Business courses to be taken include courses in marketing, promotion, management, accounting, finance, small business management and entrepreneurship. Upon completion of the program, students will be technically and academically prepared for leadership positions in their chosen industries.

Prospective students not holding an associate of applied science degree can begin their college career at CMU in a chosen field of study with a 2-year degree and then progress to a 4-year degree using the BAS. This degree will provide students upward mobility in their area of employment as they move into supervision/management positions.

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

All CMU baccalaureate graduates are expected to demonstrate proficiency in critical thinking, communication fluency, quantitative fluency, and specialized knowledge/applied learning. In addition to these campus-wide student learning outcomes, graduates of this major will be able to:

- 1. Apply business knowledge and skills in appropriate business contexts and transfer knowledge and skills to new business situations. (Critical Thinking)
- 2. Produce professional business work products, independently and working as a team. (Applied Learning)
- 3. Communicate clearly, appropriately, and persuasively to the business audience, both orally and in writing. (Communication Fluency)
- 4. Integrate knowledge from multiple functional areas of business to solve business problems and to develop sound business strategies. (Specialized Knowledge)
- 5. Analyze business data critically, reason logically, and apply quantitative analysis methods correctly to develop appropriate business conclusions. (Quantitative Fluency)
- 6. Properly and appropriately use information systems tools and techniques within functional business areas. (Applied Learning)
- 7. Apply management principles to optimize organizational resources. (Specialized Knowledge)

NAME:	STUDENT ID #		
LOCAL ADDRESS AND PHONE NUMBER:			
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on the Program Sheet. I have read and understan	, hereby certify that I have completed (or will complete) all the courses listed extrand the policies listed on the last page of this program sheet. I further certify that the grade listed for every except for the courses in which I am currently enrolled and the courses which I complete ne hich I will complete these courses.		
Signature of Advisor	Date	20	
Signature of Department Head	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).
- 33 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/Trns

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.)

Course 110		50111.1115	Grade	101111/111113
English (6 s	emester hours, must receive a gra	ade of "C	or bet	ter and
must be con	pleted by the time the student ha	s 60 sem	ester ho	urs.)
	English Composition	3		
	English Composition	3		
Math: (3 se	emester hours, must receive a gra-	de of "C'	or bett	er, must be
completed b	y the time the student has 60 sem	ester hou	ırs.)	
MATH 113		4*		
*3 credits ap	oply to the General Ed requirement	nts and 1	credit a	pplies to
elective cred	lit			
Humanities	(3 semester hours)			
Social and	Behavioral Sciences (6 semester	r hours)		
ECON 201	Principles of Macroeconomics	3		
ECON 202	Principles of Microeconomics	3		
Natural Sci	ences (7 semester hours, one cou	rse must	include	a lab)
	L			
History (3 s	emester hours)			

Course No T	itle	Sem.hrs	Grade	Term/Trns
OTHER LO	WER DIVISION REQUIREM	MENTS	(6 seme	ster hours)
Students must	(3 semester hours) take KINE 100, plus two 100-	level KII	NA/HPV	VE or
approved DA KINE 100	NC course. Health and Wellness	1		
KINA 1		. 1		
KINA I		. 1		
Applied Stud	lies (3 semester hours)			
	NESS ADMINISTRATION MENTS (72 semester hours)	<u>IAJOR</u>		
_	siness Courses (36 semester ho	ours)		
ACCT 201	Principles of Financial Accounting	3		
BUGB 349	Legal Environment of Busines	-		
CISB 241	Intro to Business Analysis	3		
	0 Probability and Statistics	3		
FINA 301	Managerial Finance	3		
MANG 201 MANG 300	Principles of Management Small Business Management	3		
MANG 450	Entrepreneurship	3		
MANG 471	Operations Management	3		
MARK 231	Principles of Marketing	3		
MARK 332	Promotion	3		
MANG 371	Human Resource Managemen			
MARK 350	Marketing Research	3		
or MANG 34 or CISB 341	1 Quantitative Decision Makin Quantitative Decision Making			
Specific o	Applied Science Core (36 Sem courses taken will be listed on t	he next p	age	
level courses will bring you	semester hours; 9 must be Upp appearing on your final transcri ir total semester hours to 120 hours.	pt, not l i		
*MATH 113	College Algebra	1		
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Fine Arts (3 semester hours)

Course No Title	Sem.hrs Grade Term/Trns	Course No Title	Sem.hrs Grade Term/Trns
Bachelor of Applied Science Co	ore (36 Semester Hours) 36 Semester proved Associate of Applied Science	Course No Title	Sem.ms Grade Term/1ms
*An Associate of Applied Scien	nce degree from an accredited institution	n is required.	
Institution		Date R	eceived

Special requirements: To be admitted to the B.A.S. degree, 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.

POLICIES:

- 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.
- 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.
- 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.
- Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the Department Head for signature. 4.
- Finally, the Department Head or the department administrative assistant will take the signed forms to the Registrar's Office. (Students cannot 5. handle the forms once the advisor signs.)
- 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.
- NOTE: The semester before graduation, you will be required to take a Major Field Achievement Test (exit exam).