



2015-2016 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 Essential Learning 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: _____

_____ () _____

I, (Signature) _____, hereby certify that I have completed (or will complete) all the courses listed on the Program Sheet. I have read and understand the policies listed on the last page of this 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 _____ 20_____
Date

Signature of Department Head _____ 20_____
Date

Signature of Registrar _____ 20_____
Date

DEGREE REQUIREMENTS:

- 120 semester hours total (Students must complete a minimum of 30 of the last 60 hours of credit at CMU, with at least 15 semester hours in major discipline courses numbered 300 or higher).
- 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.
- Essential Learning Capstone should be completed between 45 and 75 hours.
- See the “Undergraduate Graduation Requirements” in the catalog for additional graduation information.

ESSENTIAL LEARNING REQUIREMENTS (31 semester hours)

See the current catalog for a list of courses that fulfill the requirements below. If a course is an Essential Learning option and a requirement for your major, you must use it to fulfill the major requirement and make a different selection for the Essential Learning 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 | | 4* | | |
|----------|--|----|--|--|

*3 credits apply to the Essential Learning 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 | _____ | _____ | _____ | _____ |
|------|-------|-------|-------|-------|

Fine Arts (3 semester hours)

| | | | | |
|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ |
|-------|-------|-------|-------|-------|

| Course No | Title | Sem.hrs | Grade | Term/Trms |
|-----------|-------|---------|-------|-----------|
|-----------|-------|---------|-------|-----------|

WELLNESS REQUIREMENT (2 semester hours)

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

ESSENTIAL LEARNING CAPSTONE (4 semester hours)

| | | | | |
|----------|---|---|-------|-------|
| ESSL 290 | Maverick Milestone (see English & math pre-reqs) | 3 | _____ | _____ |
| ESSL 200 | Essential Speech (co-requisite) | 1 | _____ | _____ |

B.A.S. BUSINESS ADMINISTRATION MAJOR REQUIREMENTS (72 semester hours)

Required Business Courses (36 semester hours)

| | | | | |
|----------|--|---|-------|-------|
| ACCT 201 | Principles of Financial Accounting | 3 | _____ | _____ |
| BUGB 349 | Legal Environment of Business | 3 | _____ | _____ |
| CISB 241 | Intro to Business Analysis | 3 | _____ | _____ |
| | or STAT 241 Intro to Business Analysis | 3 | _____ | _____ |
| FINA 301 | Managerial Finance | 3 | _____ | _____ |
| MANG 201 | Principles of Management | 3 | _____ | _____ |
| ENTR 300 | Small Business and Entrepreneurship | 3 | _____ | _____ |
| ENTR 450 | Entrepreneurship | 3 | _____ | _____ |
| MANG 471 | Operations Management | 3 | _____ | _____ |
| MARK 231 | Principles of Marketing | 3 | _____ | _____ |
| MARK 332 | Promotion | 3 | _____ | _____ |
| HRMA 371 | Human Resource Management | 3 | _____ | _____ |
| MARK 350 | Marketing Research | 3 | _____ | _____ |
| | or MANG 341 Quantitative Decision Making | 3 | _____ | _____ |
| | or CISB 341 Quantitative Decision Making | 3 | _____ | _____ |

Bachelor of Applied Science Core (36 Semester Hours)

Specific courses taken will be listed on the next page

Electives (11 semester hours; **9 must be Upper Division.**) All college level courses appearing on your final transcript, **not listed above** that will bring your total semester hours to 120 hours.

| | | | | |
|-----------|-----------------|-------|-------|-------|
| *MATH 113 | College Algebra | 1 | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Bachelor of Applied Science Core (36 Semester Hours) 36 Semester Hours taken as part of a state approved Associate of Applied Science degree.*

| Course | No | Title | Sem.hrs | Grade | Term/Trns |
|--------|-------|-------|---------|-------|-----------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

| Course | No | Title | Sem.hrs | Grade | Term/Trns |
|--------|-------|-------|---------|-------|-----------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

*An Associate of Applied Science degree from an accredited institution is required.

Institution _____ **Date Received** _____

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:

1. Please see the catalog for a complete list of graduation requirements.
2. 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**. 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**.
3. Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the Department Head for signature. Finally, the Department Head will submit the signed forms to the Registrar's Office. (Students cannot handle the forms once the advisor signs.)
4. 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.
5. NOTE: During your senior year, you will be required to take a capstone exit assessment/project (e.g., Major Field Achievement Test).