



2015-2016 PETITION/PROGRAM SHEET
Degree: Bachelor of Business Administration
Major: Business Administration
Concentration: Finance

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, energy management, insurance, landman/energy management and 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.

Opportunities for students with a finance concentration include both large and small businesses, government entities, schools and universities, health care, non-profit organizations and individuals. Finance employees become critical participants not only in day-to-day decision making but also in planning financial strategies to grow a business in the future as well as assisting people in developing sound personal financial strategies. Finance plays a critical role not only in business but also for each of us personally.

There is also an option of a five year (3+2) program to allow a student to graduate with the BBA in Finance and the Master of Business Administration (MBA). It is intended to assist students to prepare to take the Certified Financial Analyst exam. See the MBA Director for more information.

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 financial concepts and strategies and evaluate the effect on shareholder value. (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).
- 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.
- 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 MATH 121 or higher (3 semester hours, must receive a grade of "C" or better, must be completed by the time the student has 60 semester hours.)
 MATH 121 _____ 3 _____

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 _____

FOUNDATION COURSES (18 semester hours) These courses, plus ECON 201 & 202 and Essential Learning 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 3 _____
 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 241 Intro to Business Analysis 3 _____

BACHELOR OF BUSINESS ADMINISTRATION: FINANCE 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 _____
 HRMA 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 _____

Finance Concentration Courses (30 semester hours)
Finance Nucleus (15 semester hours)
 FINA 320 Fundamentals of Investments 3 _____
 FINA 420 Security Analysis and Portfolio Management 3 _____
 FINA 451 Financial Management: Theory and Applications 3 _____
 FINA 431 International Financial Mgmt 3 _____
 MARK 335 Sales & Sales Management 3 _____

Concentration Electives (15 semester hours) Choose 15 hours that complement the nucleus or choose the nucleus of second Concentration.
At least 1 hour must be upper division

Electives (2 semester hours of college level courses appearing on your final transcript, **not listed above** to bring total semester hours to 120.)

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 FINANCE

FRESHMAN YEAR

Fall Semester	Hours	Spring Semester	Hours
BUGB 105	3	ENGL 112	3
ENGL 111	3	CISB 241	3
MATH 121	3	or STAT 241	3
CISB 101	3	CISB 210	3
or CISB 205	3	ESSL	4
ESSL	3	KINE 100	1
	15	KINA Activity	<u>1</u>
			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	ESSL 290	3
ESSL	<u>3</u>		3
	15	ESSL 200	1
		ESSL	<u>3</u>
			16

JUNIOR YEAR

Fall Semester	Hours	Spring Semester	Hours
BUGB 349	3	CISB 341	3
FINA 301	3	or MANG 341	3
MANG 301	3	or MARK 350	3
HRMA 371	3	Concentration Electives (two courses)	6
Concentration Elective	<u>3</u>	ESSL	3
	15	MARK 335	<u>3</u>
			15

SENIOR YEAR

Fall Semester	Hours	Spring Semester	Hours
MANG 471	3	FINA 451	3
FINA 320	3	FINA 420	3
BUGB 401	3	MANG 491	3
Concentration Elective	3	Concentration Elective	3
FINA 431	<u>3</u>	Elective	<u>2</u>
	15		14

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).