



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

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 or landman/energy management.

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’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.

Risk management is an important topic for all businesses today. Join a growing industry that provides a solution to both business and individuals in the management of business and personal risk - the insurance industry. Classes taught by faculty and professionals in the insurance industry provide students with invaluable learning opportunities.

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. Evaluate and manage risk through the use of insurance products. (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 _____ Date _____ 20____

Signature of Department Head _____ Date _____ 20____

Signature of Registrar _____ Date _____ 20____

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 (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 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 | | |

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: INSURANCE 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 | | |

Insurance Concentration Courses (30 semester hours)

Insurance Nucleus (15 semester hours)

| | | | | |
|----------|---|---|--|--|
| FINA 320 | Fundamentals of Investments | 3 | | |
| FINA 310 | Risk Management | 3 | | |
| FINA 412 | Life/Health Insurance Licensure & Financial Planning | 3 | | |
| FINA 415 | Property/Liability Insurance Licensure | 3 | | |
| MANG 475 | Compensation & Rewards | 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.)

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

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 university accountability requirement.

SUGGESTED COURSE SEQUENCING FOR BBA, CONCENTRATION IN INSURANCE

| FRESHMAN YEAR | | | | | |
|---------------------------------------|--|------------------------|---------------------------------------|--|--------------|
| Fall Semester | Hours | Spring Semester | Hours | Fall Semester | Hours |
| BUGB 105 | Freshman Business Seminar | 3 | ENGL 112 | English Composition | 3 |
| ENGL 111 | English Composition | 3 | CISB 241 | Intro to Business Analysis | |
| CISB 101 | Business Information Technology | | or STAT 241 | Intro to Business Analysis | 3 |
| or CISB 205 | Advanced Business Software | 3 | CISB 210 | Fundamentals of Information Technology | 3 |
| MATH 113 | College Algebra | 4 | ESSL | Natural Science with Lab | 4 |
| ESSL | Fine Arts | <u>3</u> | KINE 100 | Health and Wellness | <u>1</u> |
| | | 16 | | | 14 |
| SOPHOMORE YEAR | | | | | |
| Fall Semester | Hours | Spring Semester | Hours | Fall Semester | Hours |
| ACCT 201 | Principles of Financial Accounting | 3 | ACCT 202 | Principles of Managerial Accounting | 3 |
| ECON 201 | Principles of Macroeconomics | 3 | ECON 202 | Principles of Microeconomics | 3 |
| BUGB 211 | Business Communications | 3 | MANG 201 | Principles of Management | 3 |
| MARK 231 | Principles of Marketing | 3 | ESSL 290 | Maverick Milestone | 3 |
| ESSL | History | <u>3</u> | ESSL 200 | Essential Speech | 1 |
| | | 15 | ESSL | Humanities | <u>3</u> |
| | | | | | 16 |
| JUNIOR YEAR | | | | | |
| Fall Semester | Hours | Spring Semester | Hours | Fall Semester | Hours |
| BUGB 349 | Legal Environment of Business | 3 | HRMA 371 | Human Resource Management | 3 |
| FINA 320 | Fundamentals of Investments | 3 | FINA 301 | Managerial Finance | 3 |
| CISB 341 | Quantitative Decision Making | | MANG 301 | Organizational Behavior | 3 |
| or MANG 341 | Quantitative Decision Making | | Concentration Elective | | 3 |
| or MARK 350 | Marketing Research | 3 | MANG 340 | Compensation & Rewards | <u>3</u> |
| FINA 310 | Risk Management | 3 | | | 15 |
| ESSL | Natural Science | <u>3</u> | | | |
| | | 15 | | | |
| SENIOR YEAR | | | | | |
| Fall Semester | Hours | Spring Semester | Hours | Fall Semester | Hours |
| MANG 471 | Operations Management | 3 | MANG 491 | Business Policy | 3 |
| FINA 412 | Life/Health Insurance/Financial Planning | 3 | FINA 415 | Property/Liability Insurance | 3 |
| BUGB 401 | International Business | 3 | Concentration Electives (two courses) | | 6 |
| Concentration Electives (two courses) | <u>6</u> | | KINA Activity | | 1 |
| | 15 | | Elective | | <u>1</u> |
| | | | | | 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).