



**2016-2017 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 great success stories in the business world as well as the ability to 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>.

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. Integrate knowledge from multiple functional areas of business to solve business problems and to develop sound business strategies. (Specialized Knowledge)
2. Apply business knowledge and skills in appropriate business contexts and transfer knowledge and skills to new business situations. (Critical Thinking)
3. Communicate clearly, appropriately, and persuasively to the business audience, both orally and in writing, including individual presentations. (Communication Fluency)
4. Analyze business data critically, reason logically, and apply quantitative analysis methods correctly to develop appropriate business conclusions. (Quantitative Fluency)
5. Effectively work as a team. (Applied Learning)
6. Strategically apply information across functional areas of business. (Applied Learning)
7. Produce professional business work products. (Applied Learning)
8. Practice principle-based ethics in decision making both personally and professionally. (Applied Learning)
9. 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).
- 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 "Requirements for Undergraduate Degrees and Certificates" 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/Trns
<b>English</b> (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*		_____
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\*3 credits apply to the Essential Learning requirements and 1 credit applies to elective credit

**Humanities** (3 semester hours)

_____	_____	_____	_____	_____
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**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	_____	_____	_____	_____
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**Fine Arts** (3 semester hours)

_____	_____	_____	_____	_____
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Course No	Title	Sem.hrs	Grade	Term/Trns
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**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: 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		_____
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		_____

**Management Concentration Courses** (30 semester hours)

**Management Nucleus** (15 semester hours)

ENTR 300	Small Business & Entrepreneurship	3		_____
HMRA 372	Employee Assessment	3		_____
ENTR 450	Entrepreneurship	3		_____

Select 6 hours (two courses) from the list at the top of page 3.

_____	_____	3		_____
_____	_____	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** (2 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		_____
_____	_____	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	CISB 470 Management of Information Systems
ENTR 340 Applied Financial Management for Emerging Businesses	FINA 310 Risk Management
BUGB 440 Business Ethics	HRMA 373 Leadership
CISB 305 Solving Problems Using Spreadsheets	MANG 410 Effective Workplace Communication
CISB 306 Solving Problems Using Databases	

**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

<b>Fall Semester</b>		<b>Hours</b>		<b>Spring Semester</b>		<b>Hours</b>
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			<b>OR</b> STAT 241	Intro to Business Analysis	3
<b>OR</b> 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>
						14
		16				

### SOPHOMORE YEAR

<b>Fall Semester</b>		<b>Hours</b>		<b>Spring Semester</b>		<b>Hours</b>
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

<b>Fall Semester</b>		<b>Hours</b>		<b>Spring Semester</b>		<b>Hours</b>
BUGB 349	Legal Environment of Business	3		HRMA 371	Human Resource Management	3
HRMA 300	Small Business & Entrepreneurship	3		FINA 301	Managerial Finance	3
CISB 341	Quantitative Decision Making			MANG 301	Organizational Behavior	3
<b>OR</b> MANG 341	Quantitative Decision Making			Upper Division	Business Elective (2 courses)	<u>6</u>
<b>OR</b> MARK 350	Marketing Research	3				15
Upper Division	Business Elective	3				
ESSL	Natural Science	<u>3</u>				
		15				

### SENIOR YEAR

<b>Fall Semester</b>		<b>Hours</b>		<b>Spring Semester</b>		<b>Hours</b>
MANG 471	Operations Management	3		MANG 491	Business Policy	3
HRMA 372	Employee Assessment	3		ENTR 450	Entrepreneurship	3
BUGB 401	International Business	3			Concentration Electives (2 courses)	6
Concentration Electives (2 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).