

# BUSINESS ADMINISTRATION (BUAD) and Pre-BUSINESS (PBUA) Advising form for the 2004/2005 Catalog

(Revised Feb. 2009)

STUDENT: \_\_\_\_\_  
 Student ID #: \_\_\_\_\_  
 PBUA  BUAD DATE: \_\_\_\_\_

KEY: E = Enrolled GRADE @ TU N = Need P = Petition  
 T = Transfer RT = Repeat Transfer V = Validation required

**Bring this form \* and your Degree Progress Report with you when you meet with your advisor.**

Your Advisor is \_\_\_\_\_ Office **ST** \_\_\_\_\_  
 Phone: **410.704.** \_\_\_\_\_ E-Mail: \_\_\_\_\_@towson.edu

\* Also bring a Transfer Credit Report and any petition forms showing acceptance of a transfer course to fulfill a BUAD major requirement.

Transfer Evaluation: Final \_\_\_\_\_ Preliminary \_\_\_\_\_  
 Needs to be updated by admissions: \_\_\_\_\_  
 Additional information from: Student \_\_\_\_\_ / Admissions \_\_\_\_\_ Official/Unofficial  
 Pending: Courses(s) not posted: \_\_\_\_\_  
**Note: If Transfer Package is pending or courses are not included on the Evaluation of Transfer Credit form, it is the student's responsibility to inform the Transfer Evaluation Office and the advisor.**

## General Education Requirements (GenEds)

### Transfer Package:

- Granted: Complete GenEds for Package A / B / C  
 None: Complete the following GenEds:

### Category I: SKILLS for LIBERAL LEARNING (1 course in each)

- \_\_\_\_\_ I.A. ENGL 102/190 (with grade of "C" or higher)  
 \_\_\_\_\_ I.B. Using Info. COSC 111 \_\_\_\_\_  
 \_\_\_\_\_ I.C. College MATH \_\_\_\_\_  
 \_\_\_\_\_ I.D. Adv. Composition ENGL 317 (recommended) (with "C" or higher)  
 \_\_\_\_\_ I.E. Creativity & Creative Dev. \_\_\_\_\_

### Category II: CONTEXTS for LIBERAL LEARNING

No more than three courses can be in the same discipline

#### II.A. SCIENTIFIC INQUIRY

(8 to 10 units, 4 units must be a lab science course  
 (Please refer to catalog for course selection))

- \_\_\_\_\_ Lab course: \_\_\_\_\_ # units **4**  
 \_\_\_\_\_ # units \_\_\_\_\_  
 \_\_\_\_\_ # units \_\_\_\_\_

Total units: \_\_\_\_\_

#### II.B. AMERICAN EXPERIENCE (1 course in each)

- \_\_\_\_\_ 1. Arts & Humanities \_\_\_\_\_  
 \_\_\_\_\_ 3. Contemporary Issues \_\_\_\_\_

#### II.C. WESTERN HERITAGE

1. Arts & Humanities (1 course. Must be a different discipline than II.B.1)  
 \_\_\_\_\_

2. Social & Behavioral Sciences (Two courses- Two different disciplines)  
 \_\_\_\_\_

- 3.. Cultural Plurality and Diversity (1 course)  
 \_\_\_\_\_

#### II.D. GLOBAL AWARENESS (1 course)

\_\_\_\_\_

### A. Lower-Level Core Courses (21 units)

1. ACCT 201/211 Accounting Principles I \_\_\_\_\_
2. ACCT 202/212 Accounting Principles II \_\_\_\_\_
3. COSC 111/112 Info & Tech for Bus or CIS 115 \_\_\_\_\_
4. ECON 201/203 Microeconomic Prin \_\_\_\_\_
5. ECON 202/204 Macroeconomic Prin \_\_\_\_\_
6. LEGL 225 Legal Env of Business \_\_\_\_\_
7. ECON 205 or MATH 231/233 Statistics \_\_\_\_\_

### Admission to the BUAD major requirements: (See Side B for details)

- \_\_\_\_\_ QPA of 2.0 or higher. Transfer QPA \_\_\_\_\_ TU QPA \_\_\_\_\_  
 \_\_\_\_\_ Grade of "C" or higher in each lower-level (L/L) Core BUAD prerequisite.  
 \_\_\_\_\_ Average QPA of 2.7 or higher for ALL seven L/L Core BUAD prerequisites.  
 \_\_\_\_\_ QPA: \_\_\_\_\_ = Total Qpts. \_\_\_\_\_ / Units: \_\_\_\_\_

### Admission Eligibility Category: - Submit application

- \_\_\_\_\_ Pending; \_\_\_\_\_ Eligible – Approved for Upper-Level (U/L) courses.  
 \_\_\_\_\_ Ineligible; \_\_\_\_\_ Denied – NOT eligible for U/L "Majors Only" courses.

To Do: \_\_\_\_\_

### Submit Petition to Evaluate the Equivalency of a Transfer Course: (See 1. on Side B)

\_\_\_\_\_  
 \_\_\_\_\_

### Recommended courses for Fall/Spring semester:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ADVISOR SIGNATURE: \_\_\_\_\_

### CHECK course prerequisites

### B. Upper-Level Business Courses (33 units) Open to Eligible PBUA (in Pending category)

7. BUSX 301 Bus Cornerstone \_\_\_\_\_
8. ECON 306 Statistics for Bus & Econ II \_\_\_\_\_
9. FIN 331 Prin of Financial Mngt \_\_\_\_\_
10. MKTG 341/342 Prin of Marketing \_\_\_\_\_
11. EBTM 337 Information Technology \_\_\_\_\_
12. EBTM 311 Principles of E-Business \_\_\_\_\_
13. MNGT 361 Principles of Management \_\_\_\_\_

### OPEN to Admitted BUAD majors only

14. MNGT 375 Int'l Bus Theory & Practice \_\_\_\_\_
15. EBTM 365 Principles of Operations Mngt \_\_\_\_\_
16. BUSX 460 Professional Experience\*\* \_\_\_\_\_  
 \*\*Special Permit & Approved Internship required
17. MNGT 481 Bus Strategy & Policy \_\_\_\_\_

### C. Concentration/Track (21 – 24 units)

- \_\_\_\_\_ Economics (ECON) \_\_\_\_\_ Human Resource Mgmt (HRM)  
 \_\_\_\_\_ Entrepreneurship (ENTR) \_\_\_\_\_ Legal Studies (CBEI)  
 \_\_\_\_\_ Finance (FIN) \_\_\_\_\_ Management (MNGT)  
 \_\_\_\_\_ International Business (INBU) \_\_\_\_\_ Marketing (MKTG)

Courses: \_\_\_\_\_ To be taken/grade: \_\_\_\_\_

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_
- 4.) \_\_\_\_\_
- 5.) \_\_\_\_\_
- 6.) \_\_\_\_\_
- 7.) \_\_\_\_\_

### Graduation Credit Requirements:

Minimum of 120 units: Earned \_\_\_\_\_ Enrolled \_\_\_\_\_ Need \_\_\_\_\_

Please review this form carefully (see side B). Keep this form with your important academic records. You will need it for your next advising appointment

**SIDE B.****TRANSFER GUIDELINES****1. Petition to Evaluate the Course Equivalency of a Transfer Course:**

Submit a "Petition for Acceptance of Transfer Units" for a CBE Course form to the CBE Student Academic Services, ST301, before you register for the next semester. Provide a course description from the transfer institution for evaluation (details on the form).

**2. Transfer of a required course with less than a "C": (i.e., a "C-" or "D+" or "D")**

A grade of "C" (2.0 QPA) or higher must be earned in all courses required for the major. Repeat the course at Towson for a grade of "C" or higher.

**3. What does "Validation" Required mean?**

A course taken at the lower level (100-200) at a community college or four-year educational institution is not equivalent to a TU upper-level course. In order to fulfill an upper-level major course requirement, the content of the transfer work must be validated. A transfer course requiring validation is identified with a "T" instead of the 300-number code, e.g., MKTG T41 for MKTG 341, MNGT T61 for MNGT 361, etc.

**How to Validate:** Complete an advanced course as specified below with a grade equivalent of 2.0 or higher at TU.

Transfer Course	Validate with
FIN T31	FIN 332
MKTG T41	MNGT 481
MNGT T61	MNGT 481
MNGT T81	MNGT 421 or 451

**Validate the transferred course, don't repeat it.** If you enroll in a course with the same course content as the transferred course, the units earned in the transfer course will not count towards graduation because it will be treated as a repeat.

**4. Transfer Credit Policies:**

Transfer students must complete at least 30 hours of upper-level units in BUSX, EBTM, ECON, ENTR, FIN, LEGL, MKTG, and MNGT at Towson for the BUAD major.

Only **"one"** transfer course will be accepted for a Concentration/Track.

**ADMISSION to the BUAD MAJOR:****Application Procedure**

**Deadline:** **October 1 for Spring admission;**  
**March 1 for Summer and Fall admission**

If you will meet the admission requirements at the end of the semester or plan to register for CBE upper-level courses next semester, submit a completed "Application for Admission to the BUAD major" The application must be submitted **before** registering for any upper-level CBE course in BUSX, EBTM, ECON, ENTR, FIN, FPLN, LEGL, MKTG, or MNGT .

The application form is available in CBE Student Academic Services, ST 301, or on [www.towson.edu/cbe/student\\_resources/advising/](http://www.towson.edu/cbe/student_resources/advising/)

**REQUIREMENTS**

- A minimum cumulative quality point average (QPA) of 2.0 or higher for all coursework.
- A minimum quality point average (QPA) of 2.70 for ALL seven lower-level Core courses, with a minimum grade of 2.00 or higher in each of the lower-level Core courses.

Quality Points for grades:		
A = 4.00	A- = 3.67	B+ = 3.33
B = 3.00	B- = 2.67	C+ = 2.33
C = 2.00		

Lower-Level BUAD Core Prerequisites:				
Course	Grade	Qpts	X Credits	= Total Qpts
ACCT 201/211			X	=
ACCT 202 /212			X	=
COSC 111/112 or CIS 115			X	=
ECON 201/203			X	=
ECON 202/204			X	=
ECON 205 or MATH 231/233			X	=
LEGL 225			X	=
<b>Sum</b>			<b>=</b>	<b>=</b>

**QPA** \_\_\_\_\_ = Total Qpts \_\_\_\_\_ / Units: \_\_\_\_\_

Calculate BUAD QPA on:

[www.towson.edu/cbe/student\\_resources/advising/qpa.asp](http://www.towson.edu/cbe/student_resources/advising/qpa.asp) .

**Registration Tip:** Prerequisites are checked online as you register. A pre-business student who is not "pending" for admission to the BUAD major and enrolls in an upper-level BUAD (BUSX, EBTM, ECON, ENTR, FIN, FPLN, LEGL, MKTG, or MNGT) course is at risk of being **disenrolled from the course**.

**BUSINESS ADMINISTRATION (BUAD) MAJOR REQUIREMENTS**

After being accepted to the BUAD major and selecting a concentration/ track, complete the upper-level BUAD Core Requirements and all courses required for your concentration/ track with a grade of "C" or higher (2.00).

**Concentrations/Tracks (21 credits)****ECONOMICS TRACK (ECON)**

ECON 309 ECON 310 ECON 313 MNGT 482

Three ECON upper-level electives: (ECON 409 recommended as one elective.) *NOTE: ECON 497 cannot count as an elective.*

**FINANCE CONCENTRATION (FIN)**

FIN 332 FIN 333 FIN 423 FIN 430

FIN 435 FIN 439 MNGT 482

**HUMAN RESOURCE MANAGEMENT TRACK (HRM)**

MNGT 381 MNGT 421 MNGT 433 MNGT 438

MNGT463 MNGT482

**Select one (1) course from the following:** EBTM 443; MNGT 425, 451, 453, 470-479, 491, 495, 497, PSYC 327

**INTERNATIONAL BUSINESS CONCENTRATION (INBU)**

FIN 435 MKTG 445 MNGT 438 MNGT 482 or PHIL 371

**Select three (3) courses from the following with the approval of your advisor :**

Foreign Language (200 or above) OR ANTH 368; ECON 325 or 421; GEOG 357; GEOG 427 or GEOG regional; HIST 479 or HIST regional; MKTG/MNGT 497 (travel or study abroad); PHIL 357 or PHIL regional; POSC 307; POSC339 or POSC regional; POSC 341;

**LEGAL STUDIES TRACK (CBEI)**

LEGL 226 LEGL 326 LEGL 328

**Select four (4) courses from the following:**

LEGL 325, 470-479, MCOM 350, HLTH 441, POSC 209, 418

**MANAGEMENT CONCENTRATION (MNGT)**

MNGT 381 MNGT 421 EBTM 443 MNGT 482

**Select three (3) courses from the following:**

EBTM 419, 423, 461; MNGT 425, 433, 438, 451, 453, 455, 463, 470-479, 491, 495, 497, 498

*NOTE: Only 3 credits of the MNGT 497 or 498 can be used.*

**MARKETING CONCENTRATION (MKTG)**

EBTM 411 MKTG 425 MKTG 441 MKTG 445 MKTG 485

**Select two (2) courses from the following:**

MKTG 345, 347, 349, 351, 355, 357, 361, 371,442, 470-479, 497

*NOTE: Only 3 credits of the MKGT 497 can be used.*