

# BUSINESS ADMINISTRATION (BUAD) and Pre-BUSINESS (PBUA) Advising form for the 2008/2009 Catalog

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 (recommended)  
 \_\_\_\_\_ 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 (18 units)

1. ACCT 201/211 Accounting Principles I \_\_\_\_\_  
 2. ACCT 202/212 Accounting Principles II \_\_\_\_\_  
 3. ECON 201/203 Microeconomic Prin \_\_\_\_\_  
 4. ECON 202/204 Macroeconomic Prin \_\_\_\_\_  
 5. LEGL 225 Legal Env of Business \_\_\_\_\_  
 6. ECON 205 or MATH 231/233 Statistics \_\_\_\_\_

+ **COMPUTER PROFICIENCY EXAM (70% = Pass) PASS / FAIL**

### 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 six L/L Core BUAD prerequisites.  
 \_\_\_\_\_ Pass the Computer Proficiency Exam (70% = Pass)  
**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: \_\_\_\_\_

**Repeat Policy : No more than two courses may be repeated, of which no more than one course may be repeated twice.**

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 Prin 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 \_\_\_\_\_

**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/intomajor.asp](http://www.towson.edu/cbe/student_resources/advising/intomajor.asp)

**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 six lower-level Core courses, with a minimum grade of 2.00 or higher in each of the lower-level Core courses.
- Pass the Computer Proficiency Exam (70% = Pass)

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 Core Courses:				
Course	Grade	Qpts	X Units	= Total Qpts
ACCT 201/211			X	=
ACCT 202 /212			X	=
ECON 201/203			X	=
ECON 202/204			X	=
ECON 205 or MATH 231/233			X	=
LEGL 225			X	=
<b>Sum columns</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) .

<b>+ Computer Proficiency Exam (70% = Pass)</b>	<b>(Pass / Fail)</b>
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**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, complete the upper-level Business Core Courses and all courses required for your declared concentration/ track with a grade of "C" or higher (2.00).

**Concentrations/Tracks (21 – 24 units)**

**ECONOMICS TRACK (ECON) - (21 units)**

ECON 309 ECON 310 ECON 313 MNGT 482  
Three ECON upper-level electives: (ECON 409 recommended as one elective.) *NOTE: ECON306 and 497 cannot count as an elective.*

**ENTREPRENEURSHIP Track (ENTR) – (24 units)**

ENTR355, ENTR401, FIN 424, MKTG 351, EBTM 443  
**Select three (3) courses from the following:**  
ENTR 402; ENTR 403; ENTR 410; ENTR 498

**FINANCE CONCENTRATION (FIN) - (21 units)**

FIN 332 FIN 333 FIN 423  
FIN 430 FIN 435 FIN 439 MNGT 482

**HUMAN RESOURCE MANAGEMENT TRACK (HRM) - (21 units)**

MNGT 381, MNGT 421, MNGT 433, MNGT482, MNGT 483  
**Select two (2) courses from the following:** EBTM 443, MNGT 425, 438, 451,452, 453, 463, 470-479, 491, 494, 495, 497

**INT'L BUSINESS CONCENTRATION (INBU) - (21 units)**

FIN 435, MKTG 445, MNGT 438, MNGT 482 (or PHIL371)  
**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 479 (if include travel or study abroad); MNGT 494; PHIL 357 or PHIL regional; POSC 307; POSC339 or POSC regional; POSC 341

**LEGAL STUDIES TRACK (CBEI) - (24 units)**

LEGL 226 PHIL 371 or MNGT482  
**Select four (4) courses from the following:** LEGL325,LEGL 326, LEGL 328, LEGL470-479, 418  
**Select two (2) courses from the following:** FMST380, MCOM350, HCMN441, PHIL101, PHIL103, PHIL111, POSC384, POSC418

**MANAGEMENT CONCENTRATION (MNGT) - (21 units)**

MNGT 381 MNGT 421 EBTM 443, MNGT 482  
**Select three (3) courses from the following:** EBTM 419, 423, 461, ENTR355, MNGT 425, 433, 438, 451, 453, 463,, 470-479, 491, 494, 495, 497, 498. *NOTE: Only 3 units of the MNGT 497 or 498 can be used.*

**MARKETING CONCENTRATION (MKTG) - (21 units)**

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 units of the MKTG 497 can be used.*