

# BUSINESS ADMINISTRATION (BUAD) and Pre-BUSINESS (PBUA) Advising form for the 2009/2010 Catalog

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

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

## 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 (One (1) course in each)

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

### II.C. WESTERN HERITAGE

1. Arts & Humanities One (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)

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 the Evaluation of Transfer Credit report and any petition forms  
 showing acceptance of a transfer course to fulfill a BUAD major requirement.

### 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 / 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.  
 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: \_\_\_\_\_

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.

CHECK course prerequisites EACH SEMESTER on  
[http://www.towson.edu/cbe/student\\_resources/advising/](http://www.towson.edu/cbe/student_resources/advising/)

### B. Upper-Level Business Core 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 Principles of Financial Mngt \_\_\_\_\_  
 10. MKTG 341/342 Principles 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)  
 \_\_\_\_\_ Project Management. & Business Analysis (PMBA)

- |           |                    |
|-----------|--------------------|
| Courses:  | To be taken/grade: |
| 1.) _____ | _____              |
| 2.) _____ | _____              |
| 3.) _____ | _____              |
| 4.) _____ | _____              |
| 5.) _____ | _____              |
| 6.) _____ | _____              |
| 7.) _____ | _____              |
| 8.) _____ | _____              |

### 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. Bring it to 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 or 333
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 upper-level CBE "majors only" courses (BUSX, EBTM, ECON, ENTR, FIN, FPLN, LEGL, MKTG, and MNGT).

The application form is available in CBE Student Academic Services, ST 301, or on [http://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</b>			<b>=</b>	<b>=</b>

**Computer Proficiency Exam 70% - (Pass/Fail)**

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

Calculate QPA on:

**Registration Tip:** Prerequisites are checked online as you register. A pre-business student who is not "pending" or "eligible" 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.**

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

**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 Concentration/ Track with a grade of "C" or higher (2.00). See the undergraduate catalog for your catalog year on <http://www.towson.edu/main/academics/coursesandcatalogs/index.asp>.

**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 )  
NOTE: ECON306 and 497 cannot count as an elective.

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

ENTR 355, ENTR 401, FIN 424, MKTG 351, EBTM 443  
Select three (3) courses from: ENTR 402 , 403; 410; 498

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

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

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

MNGT 381, 421, 433, 482, 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, 494 (if include travel or study abroad); 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: LEGL 325, 326, 328, 470-479  
Select two (2) courses from: FMST 380, MCOM 350, HCMN 441, PHIL101, PHIL103, PHIL 111, POSC 384, POSC 418.

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

MNGT 381, MNGT 421, EBTM 443, MNGT 482  
Select three (3) courses from: EBTM: 419, 423, 461, ENTR 355, MNGT 425, 433, 438, 451, 452, 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.

**PROJECT MANAGEMENT & BUSINESS ANALYSIS track (PMBA) - (24 units)**

EBTM 443, EBTM 446, EBTM 450, EBTM 454, EBTM 462  
Select three (3) courses from the following: ACCT 341, ACCT 342, MKTG 349, EBTM 419, MNGT 463, EBTM 475-479, EBTM 491, EBTM 495, EBTM 497