

# BUSINESS ADMINISTRATION (BUAD) and Pre-BUSINESS (PBUA) Advising form for the 2010/2011 Catalog

STUDENT: \_\_\_\_\_  
 Student ID #: \_\_\_\_\_

PBUA  BUAD DATE: \_\_\_\_\_  
**KEY:** E = Enrolled GRADE @ TU N = Need P = Petition  
 T = Transfer RT = Repeat Transfer V = Validation required

The name of Your Advisor is on your Student Center page on Towson Online Services Web site: <https://inside.towson.edu/psLogin/>.

**Complete this form using your current Degree Progress Report (DPR). Bring both with you when you meet with your advisor.**

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** (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)

**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. ECON 205 or MATH 231/233 Statistics \_\_\_\_\_
- 6. LEGL 225 Legal Env of Business \_\_\_\_\_

**+ COMPUTER PROFICIENCY EXAM**  
 (must have 70% to pass) (Pass / Fail / Need)

**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:**

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

**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 \_\_\_\_\_

**SIDE B.**

**TRANSFER GUIDELINES**

- Petition to Evaluate the Course Equivalency of a Transfer Course:**  
Submit a "CBE Petition for Acceptance of Transfer Units" 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).
- 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.
- 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 the course specified below with a grade equivalent of 2.0 or higher at TU.

Transfer Course	Fulfills the TU course:	When Validated with:
FIN T31	FIN 331	FIN 332
MKTG T41	MKTG 341	MNGT 481
MNGT T61	MNGT 361	MNGT 481
MNGT T81	MNGT 381	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.

- 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.

Copy Distribution: White - Student File Yellow - Advisor Pink - Student

**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**

- Pass the Computer Proficiency Exam (70% = Pass)
- 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.

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		

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

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

Calculate QPA on: [http://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 CBE (BUSX, EBTM, ECON, ENTR, FIN, FPLN, LEGL, MKTG, or MNGT) course will be **disenrolled from the course.**

**BUSINESS ADMINISTRATION 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)

\* MATH 211 or 273 is a prerequisite.

NOTE: ECON 306 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 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 479, 494 (if include travel or study abroad); PHIL 357 or PHIL regional; POSC 307; POSC 339 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 one (1) course from: MKTG 451 or MKTG 431  
Select one (1) additional course from the following: MKTG 345, 347, 349, 355, 357, 361, 442, 470-479, 494, 497. NOTE: If both MKTG 451 & 431 are taken, no additional elective is required.

**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

