The Maine Business School (MBS), accredited since 1974 by AACSB International — The Association to Advance Collegiate Schools of Business, offers a four-year program in business administration. Upon successful completion of the prescribed curriculum with a major in accounting, finance, management or marketing (concentrations in international business, entrepreneurship and/or management information systems may be elected in addition to a major), the student is awarded the Bachelor of Science degree in Business Administration.

The MBS also offers one graduate degree: the Master of Business Administration. See: http://umaine.edu/business/mba/

MISSION

The Maine Business School engages nationally recognized faculty to provide exceptional undergraduate and graduate business education, create new knowledge, and serve the business community. We prepare students for successful careers by challenging them to discover their potential, develop business skills, and act responsibly.

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MAINE BUSINESS SCHOOL
UNDERGRADUATE PROGRAM

The primary objective of the undergraduate program in business administration is to develop the student's abilities to assume the responsibilities of business management. To this end, the program is aimed at providing the broad training necessary for successful management in a rapidly changing global economy. Students develop skills and attitudes of mind to enable successful coping with the changing problems of business management in the years ahead. Our program has the following learning goals:

1. **Problem Solving**: Students will demonstrate problem-solving skills, supported by appropriate quantitative and qualitative analysis.
2. **General Business Knowledge**: Students will demonstrate a mastery of basic business theory, principles, & knowledge in core business disciplines.
3. **Business Communication**: Students will prepare and present effective business communications, both written and oral.
4. **Teamwork**: Students will understand the fundamental concepts of teamwork, and demonstrate the ability to work in teams.
5. **Ethics**: Students can recognize ethical problems in practical business situations and choose and defend a course of action.
6. **Global Perspectives**: Students will demonstrate knowledge of global and multicultural dimensions of the modern business environment.

The program has the following components:

- A broad education in the liberal arts and sciences with required courses in various disciplines including English, Mathematics, Psychology and the Sciences. The student may build a minor or pursue an area of interest in more depth with elective choices.
- Exposure to the functional areas common to most business operations. This core program includes courses in accounting, management information systems, finance, management, business law, marketing, productions and operations, and international business.
- Major field: Students choose accounting, finance, management or marketing. Concentrations in international business, entrepreneurship and/or management of information systems can be added to the chosen major.
- In the final semester of study, students integrate business functional areas and their specific major in our capstone course, Strategic Management. Thus, by graduation, students in the Maine Business School will have acquired a broad background in the liberal arts and sciences, a basic knowledge of the major functional areas of business management, and specialized knowledge in a particular field of business operation.

GENERAL INFORMATION AND POLICIES: [See the Undergraduate Catalog and on-line Student Handbook www.umaine.edu for additional information.]

- The University of Maine requires a minimum of 120 degree hours and a 2.0 cumulative GPA for graduation.
- MBS requires a 2.0 cumulative GPA in Business and Economics courses. The MBS also requires a C- or better in all ten of the core business classes.
- No business or economics class can be taken pass/fail [Exception: BUA 396 – Internship] – see the Undergraduate Catalog for University-wide limitations on the pass/fail option.

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MAINE BUSINESS SCHOOL
• Full-time students take a minimum of 12 hours with the exception of seniors in their last semester. Failure to register for at least 12 credits per semester may jeopardize eligibility for financial aid, athletic eligibility, veterans' benefits, and/or campus housing.

• Students admitted conditionally must remove their conditional status before graduating. Thus, students without sufficient high school foreign language credits must take a year (2 semesters) of the same foreign language at UMaine.

• All students are assigned advisors. First year students, sophomores and juniors must see their advisors to register for classes. For seniors, seeing an advisor is recommended, though optional. Faculty will hold extended office hours during registration. Students can also meet with an advisor during office hours or by appointment at any time during the semester. Advising appointments are NOT restricted to the period before and during registration. The ultimate responsibility for meeting all UM and MBS program requirements rests with the student.

• Residency Requirement – To earn a Bachelor degree, UM requires that a minimum of 30 credits originate from UM after attaining senior status (84 credit hours) or by earning 30 credits at the 300 level or higher during any year of study. The MBS requires that at least 70% of the total credit hours earned in core business classes, as well as the majority of the courses in the major (i.e., 4 out of 6 in accounting and 3 out of 5 for finance, management and marketing), originate from UMaine.

• Transfer admission and credit – Students wishing to transfer from other institutions or from other programs within UM must have a cumulative GPA of 2.0, after having completed a minimum of 12 degree credit hours and NOT be on probation. All external courses for which transfer credit is requested will be evaluated by the Office of Student Records. The MBS adheres to University-wide transfer policies but, in addition, as an institution accredited by AACSB International, the MBS evaluates transfer credit consistent with AACSB standards. Rarely do business courses from a non-AACSB accredited institution transfer to the MBS other than as electives. The transfer student may be required to take more than 120 credit hours required for graduation.

• A student may repeat a course regardless of the grade or grades previously earned in that course. Full tuition is charged each time a course is repeated, but credit for a given course may be earned only once, even if the course is passed more than once. When a repeated course is failed, any previously earned credit for that course is lost. Only the most recent grade earned in a repeated course counts towards the accumulative grade-point average, even if the most recent grade is lower than one previously received for that course. The grades for all attempts of a course taken for credit appear on the student's transcript. Students will normally only be permitted to repeat a course twice, i.e. take the course for a maximum of three times, regardless of grade. Please note that there may be Student Financial Aid implications for repeating a course more than once after the student has earned a passing grade.

• Each of the ten core business courses may be repeated only once.
• Failure to earn a C- at the second attempt may result in dismissal from the MBS.

• Students wishing to take a course(s) at another institution must have prior approval from the Undergraduate Office of the MBS – this policy is for the protection of the student – to ensure that the courses taken away will count towards his or her program of study at UM. UM students with junior standing or higher can only earn credit for first and second year courses offered through two-year colleges/programs.

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MAINE BUSINESS SCHOOL

10/5/2015
• Students not meeting UM standards for satisfactory academic progress will be placed on probation, suspended or, in cases of chronic lack of progress, permanently dismissed. Appeals are possible. See “Academic Standing” in Undergraduate Catalogue for details.

• When a student earns a grade less than a C- in a core business course, they MUST retake the class at UMaine.

**EXPERIENTIAL LEARNING**

• Students interested in study abroad first contact the Office of International Programs (100 Winslow Hall). Students will later meet with the Associate Dean to determine how the proposed study will fit into their academic programs (DPC 211). Generally, a 2.75 GPA is required.

• Students interested in an internship, whether for credit or not, should register at the Career Planning and Placement Center, 3rd floor of Memorial Union.

• Student in their junior or senior year may earn credit for internships if they have a GPA of 2.5 or better. Students with GPAs lower than 2.5 may participate in an internship but may not earn credit. Requests for internships for credit (BUA 396) must be submitted prior to registration for the semester in which the internship is planned. Students may request information on the paperwork and permissions needed through the Associate Dean.

**STUDENT ORGANIZATIONS**

The MBS sponsors several student organizations. These organizations will, in various ways, expand students’ knowledge of business issues, offer networking opportunities with peers and with people in the business world, provide students with leadership roles and give them community service opportunities. Students are invited to each organization regardless of major. The current groups include student chapters of the American Marketing Association, the Institute of Management Accountants, VITA (Volunteer Income Tax Assistance), SPIFFY (Student Portfolio Investment Fund), and Alpha Kappa Psi (professional business fraternity).

**UNIVERSITY-WIDE GENERAL EDUCATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Human Values and Social Context (18 credits)</th>
<th>Mathematics (6 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 credits required in each area:</td>
<td>MAT 115 and MAT 215 (or MAT 232)</td>
</tr>
<tr>
<td>➢ Western Cultural Tradition</td>
<td></td>
</tr>
<tr>
<td>➢ Social Context &amp; Institutions</td>
<td>Ethics (3 credits)</td>
</tr>
<tr>
<td>(BUA 220)</td>
<td>Satisfied by taking both BUA 220 and BUA 449 – neither satisfies this requirement alone</td>
</tr>
<tr>
<td>➢ Cultural Diversity and Int’l Perspectives</td>
<td>Writing Competency (9 credits)</td>
</tr>
<tr>
<td>➢ Population and the Environment</td>
<td>ENG 101, College Composition with a grade of C or better.</td>
</tr>
<tr>
<td>➢ Artistic and Creative Expression</td>
<td>A writing-intensive course within the major (Ψ)</td>
</tr>
<tr>
<td>➢ Sixth Course (ECO 120)</td>
<td>ENG 317</td>
</tr>
<tr>
<td></td>
<td>Senior Capstone (3 credits)</td>
</tr>
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<td></td>
<td>BUA 449</td>
</tr>
</tbody>
</table>

**Science (7 credits)**

Two approved science classes of which at least one is a lab science.

Students should be aware that many courses satisfy more than one general education requirement.

✨ ✨ ✨

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MAINE BUSINESS SCHOOL
The Undergraduate Office prepares a requirements sheet, of which there is a sample at the end of this booklet, for each student. It is updated each semester and a copy given to the student in anticipation of registration. The student will be able to see all the requirements and credit hours that remain to be completed.

Requests for exceptions to a program of study that arise from circumstances beyond the student's control should be addressed to the Office of the Associate Dean. It is not possible to waive the total credit hour requirement of UM or GPA requirements of UM or the MBS in order to graduate. Class standing requirements for individual courses are not waived.

**B.S. IN BUSINESS ADMINISTRATION PROGRAM REQUIREMENTS**

A. General Foundation Subjects — 60 credit hours

1. Arts and Sciences Core Foundation (37 credits). Those in BOLD also satisfy specific GenEd requirements.

   **ENG 101 College Composition**
   **ENG 317 Business and Technical Writing**
   **ENG ____ (Elective)**
   **ECO 120 Principles of Microeconomics**
   **ECO 121 Principles of Macroeconomics**
   **Lab Science**
   **Applied Science or Lab Science**
   **MAT 115 (or MAT 126)**
   **Mat 215 (or MAT 232)**
   **PSY 100 General Psychology**
   **CMJ 103 Fundamentals of Public Communication**
   **COS 213 Advanced Excel Spreadsheet Design**

2. Outside Electives (17 credits). Students use courses in this section to complete general education requirements, build a minor, and/or pursue an area of interest. Courses allowed in this section include any course offered by the College of Liberal Arts and Sciences or any non-business course that satisfies a general education requirement. The General Education requirements not satisfied by the other requirements of the MBS are: Western Cultural Tradition, Population and the Environment, Artistic/Creative Expression and Cultural Diversity and International Perspectives. Some courses will fill more than one general education requirement.

B. Core Requirements in Business — 33 credit hours

A minimum grade of C- is required in all courses and they may only be repeated once for a grade. **Note:** When a student earns a grade less than a C- in a core business course, they MUST retake the class at UMaine. Failure to achieve a C- on the second attempt may result in dismissal from the MBS program.

   **BUA 101 Introduction to Business**
   **BUA 201 Principles of Financial Accounting (SO standing, except for Accounting majors)**
   **BUA 202 Principles of Managerial Accounting (BUA 201, C- or better in BUA 201)**
   **BUA 220 The Legal Environment of Business (SO standing)**
   **BUA 235 Information Systems and Technology for Business**
   **BUA 270 Marketing (ECO 120, SO Standing)**
   **BUA 325 Principles or Management & Organization (ECO 120, PSY 100 and SO Standing)**
   **BUA 337 Production and Operations Management (BUA 325 & MAT 215 or 232, Jr. Standing)**
   **BUA 343 Introduction to International Business (ECO 120 & 121, Jr. Standing)**
   **BUA 350 Business Finance (BUA 201, ECO 120 & 121, Jr Standing)**
   **BUA 449 Strategic Management (BUA 270, 325 & 350 Sr. Standing)**

**Note:** Sophomore standing = 24-53 degree hours earned. Junior standing = 54-83 degree hours earned. Senior standing = 84+ degree hours earned.

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MAINE BUSINESS SCHOOL
C. **Major Field:** (15-18 credits) Students must choose Accounting, Finance, Marketing or Management. Students wishing to concentrate in International Business, Entrepreneurship and/or Management Information Systems (MIS) must do so in addition to one of the majors. All upper level classes are offered only once a year.

<table>
<thead>
<tr>
<th>Major in Accounting (18 credits)</th>
<th>Major in Management (15 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required:</strong></td>
<td><strong>Required:</strong></td>
</tr>
<tr>
<td>BUA 301  Interm Acctg I (so. stdg)</td>
<td>BUA 326  Organizational Behavior</td>
</tr>
<tr>
<td>BUA 302  Interm Acctg II (so. stdg)</td>
<td>BUA 327  Business and Society</td>
</tr>
<tr>
<td>BUA 305  Cost Accounting</td>
<td>BUA 330  Human Resource Mgmt</td>
</tr>
<tr>
<td>BUA 310  Auditing</td>
<td></td>
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<tr>
<td>BUA 312  Federal Tax of Individuals</td>
<td>And two of the following:</td>
</tr>
<tr>
<td>And one of the following:</td>
<td>BUA 267  Databases for Mgmt Decision-Making</td>
</tr>
<tr>
<td>BUA 406  Adv. Managerial Accounting</td>
<td>BUA 28  Canadian-American Business</td>
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<tr>
<td>BUA 409  Acctg for Govt &amp; NFP entities</td>
<td>BUA 331  Labor Relations</td>
</tr>
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<td></td>
<td>BUA 342  Small Business Management</td>
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<td></td>
<td>BUA 344  Entrepreneurship and New Venture Creation</td>
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<td></td>
<td>BUA 445  International Management.</td>
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<td></td>
<td>BUA 460  Leadership</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Major in Finance (15 credits)</th>
<th>Major in Marketing (15 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required</strong></td>
<td><strong>Required:</strong></td>
</tr>
<tr>
<td>BUA 351  Valuation &amp; Corporate Investment Decisions</td>
<td>BUA 371  Services Marketing</td>
</tr>
<tr>
<td>BUA 352  Financial Institutions</td>
<td>BUA 378  Marketing Research</td>
</tr>
<tr>
<td>BUA 353  Investment Strategy</td>
<td>BUA 382  Consumer Behavior</td>
</tr>
<tr>
<td>BUA 454  Financial Derivatives</td>
<td>BUA 480  Managerial Marketing</td>
</tr>
<tr>
<td>And one of the following:</td>
<td>And one of the following:</td>
</tr>
<tr>
<td>BUA 301  Intermediate Accounting I</td>
<td>BUA 372  Integrated Marketing Communication</td>
</tr>
<tr>
<td>BUA 305  Cost Accounting</td>
<td>BUA 374  Sales Management</td>
</tr>
<tr>
<td>BUA 267  Databases for Mgmt Decision Making</td>
<td>BUA 375  Retail Management</td>
</tr>
<tr>
<td>BUA 455  Int'l Corporate Finance</td>
<td>BUA 376  International Marketing</td>
</tr>
<tr>
<td>BUA 468  Electronic Commerce</td>
<td></td>
</tr>
<tr>
<td>ECO 339  International Finance</td>
<td></td>
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<tr>
<td>ECO 350  Intermediate Microeconomics</td>
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<tr>
<td>ECO 366  Applied Data Analysis for Resource Economics &amp; Policy</td>
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<tr>
<td>ECO 488  Quantitative Analysis and Forecasting</td>
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</tr>
</tbody>
</table>

**Note:** BUA 490 and INT 598 (special topics classes) are occasionally offered and may be used, with permission, as an elective in the appropriate major.
CONCENTRATIONS

International Business (18+ credits)
Required:
BUA 376 International Marketing
BUA 445 International Mgmt
BUA 455 International Corporate Finance

And two courses, international in nature

And

___ POS 120 Intro to World Politics

And one of the following:

___ Study abroad
___ Two semesters of a foreign language at the intermediate level or above
___ International internship

Entrepreneurship (15 credits)
Required:
INV 180 Create: Innovation Engineering I
BUA 342 Small Business Management
BUA 344 Entrepreneurship and the New Venture Creation

+2 of the following
BUA 330 Human Resource Management
BUA 460 Leadership
ENG 418 Topics in Professional Writing
PSY 230 Social Psychology
ECO 254 Small Business Economics and Management

Management Information Systems (MIS – 15 credits)
Required:
BUA 267 Databases for Decision Making
BUA 363 Network Design and Applications
BUA 468 Electronic Commerce

(+2)(programming) from either list

(creative solution project-oriented approach)
BUA 561 NMD 102
COS120 NMD 104
COS125 NMD 202
COS220 NMD 306
COS225

ALL majors can have ONLY TWO(2) courses overlap with concentration requirements

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MAINE BUSINESS SCHOOL

10/5/2015
D. Free Electives – (15 credit hours except for accounting majors who need 12 credit hours)

SAMPLE CURRICULUM

This is a possible sequence of courses. Individual schedules will vary. In order to graduate in four years with 120 credit hours, students must complete an average of 15 credit hours per semester.

First Year

First year students should complete BUA 235, ECO 120, ECO 121, PSY 100 an MAT 115

➢ Accounting Majors should take BUA 201 (Fall Semester) and BUA 202 (Spring Semester) their first year.

Fall Semester
BUA 101 Introduction to Business
BUA 235 Management Information Systems
ECO 120 Microeconomics
ENG 101 College Composition or CMJ 103
PSY 100 General Psychology

Spring Semester
ECO 121 Macroeconomics
CMJ 103 Fundamentals of Public Communication or ENG 101.
MAT 115 Applied Math for Business & Economics (or MAT 126) Math placement test MUST be taken.
2 Electives (general education)

Sophomore Year

During the sophomore year students should complete BUA 201, BUA 202, BUA 220, BUA 270, BUA 325, MAT 215 and COS 213.

➢ Accounting majors should take BUA 301 and BUA 302 this year and plan to take GenEds or other electives later.

Fall Semester
BUA 201 Principles of Financial Accounting
BUA 220 Legal Environment of Business
MAT 215 Intro to Statistics for Business & Economics (or MAT 232)
BUA 270 Marketing
GenEd: Population and Environment*

Spring Semester
BUA 202 Principles of Managerial Accounting
COS 213 Advanced Excel Spreadsheet Design
BUA 325 Introduction to Management
GedEd: Lab or Applied Science
Gen Ed: Artistic and Creative Expression**

*The Population and Environment GenEd may be satisfied by a careful choice of Lab or Applied Science.

**The Artistic and Creative Expression and Cultural Diversity GenEds may be satisfied by a careful choice of English Elective.

Junior and Senior Years

Students should declare a major no later than fall semester of the junior year. Choosing later than this may postpone graduation. Sample curricula that follow include only business core and major requirements. Students are responsible for ensuring that all other requirements of the MBS and the University of Maine are met.
ACCOUNTING: All upper level accounting classes are offered only once a year. Accounting students should have taken BUA 301 and BUA 302 in their sophomore year. If not, these courses must be taken in the junior year.

**Junior Year**

**Fall Semester**
- BUA 305 Cost Accounting
- BUA 350 Business Finance
- ENG 317 Business and Technical Writing
- +6 credits (gen ed, outside or free elective)

**Spring Semester**
- Accounting elective (BUA 406 or BUA 409)
- BUA 337 Production and Operations Management
- BUA 343 Intro to International Business
- GedEd: Western Cultural Tradition
- +3 credits (gen ed, outside or free elective)

**Senior Year**

**Fall Semester**
- BUA 310 Auditing
- BUA 312 Federal Taxation of Individuals
- BUA 449 Strategic Management
- +6 credits (gen ed, outside or free elective)

**Spring Semester**
- BUA 396 Internship (recommended)
- +12 credits (outside of free electives)

**FINANCE: All upper level finance classes are offered only once a year.**

**Junior Year**

**Fall Semester**
- BUA 337 Production and Operations Management
- BUA 350 Business Finance
- ENG 317 Business and Technical Writing
- Gen Ed: Lab or Applied Science
- +3 credits (gen ed, outside or free elective)

**Spring Semester**
- BUA 351 Corp Treasury Dynamics
- BUA 343 Intro to International Business
- Gen Ed: Western Cultural Tradition
- +6 credits (gen ed, outside or free elective)

**Senior Year**

**Fall Semester**
- BUA 352 Financial Institutions
- BUA 353 Investment Strategy
- +9 credits (gen ed, outside or free elective)

**Spring Semester**
- BUA 449 Strategic Management
- BUA 454 Financial Derivatives
- Finance elective
- +6 credits (gen ed, outside or free elective)
MANAGEMENT: All upper level management classes are offered only once a year.

Junior Year

Fall Semester
BUA 326 Organizational Behavior
BUA 330 Human Resource Management
BUA 350 Business Finance
ENG 317 Business and Technical Writing
+3 credits (gen ed, outside or free elective)

Spring Semester
BUA 327 Business and Society
BUA 337 Production and Operations Management
BUA 343 Intro to International Business
Gen Ed: Western Cultural Tradition
+ 3 credits (gen ed, outside or free elective)

Senior Year

Fall Semester

+12 credits (gen ed, outside or free elective)

Spring Semester
BUA 449 Strategic Management
Management Elective
+9 credits (gen ed, outside or free elective)

MARKETING: All upper level marketing classes are offered only once a year.

Junior Year

Fall Semester
BUA 343 Intro to International Business
BUA 350 Business Finance
BUA 382 Consumer Behavior
ENG 317 Business and Technical Writing
+ 3 credits (gen ed, outside or free elective)

Spring Semester
BUA 337 Production and Operations Management
BUA 371 Services Marketing
+ 9 credits (gen ed, outside or free elective)

Senior Year

Fall Semester
BUA 378 Marketing Research
Marketing elective
+9 credits (gen ed, outside or free elective)

Spring Semester
BUA 449 Strategic Management
BUA 480 Managerial Marketing
+9 credits (gen ed, outside or free elective)
CONCENTRATIONS:

*INTERNATIONAL BUSINESS:

*These students must complete a major in accounting, finance, management or marketing. Students must take POS 120 as an outside elective. All upper level international classes (marketing, finance, management) are offered once a year. Study abroad, intermediate foreign language or international internship is required. This sample curriculum assumes study abroad in the junior year.

**Junior Year**

Fall Semester
BUA 343 Intro to International Business
POS 120 Intro to World Politics

Spring Semester
Study abroad (Contact International Programs Office – 100 Winslow)

**Senior Year**

Fall Semester
BUA 376 International Marketing
International Elective

Spring Semester
BUA 455 International Corporate Finance
BUA 445 International Management
International Elective

*ENTREPRENEURSHIP: (15 Credits)*

*These students must complete a major in accounting, finance, management or marketing. Management majors must take a total of nine unique courses to earn both the management major and entrepreneurship concentration. Required courses are INV 180, BUA 342 and BUA 344

**Sophomore Year**

Either fall or spring semester, INV 180. Complete PSY 100, BUA 325, ECO 120/121 (prereqs for BUA 325 and 330).

**Junior Year**

Fall Semester
Entrepreneurship elective (BUA 330 Human Resource Management or ENG 418 Topics in Professional Writing)

Spring Semester
Entrepreneurship elective (PSY 230 Social Psychology or ECO 254 Small Business Economics and Management)

**Senior Year**

Fall Semester
BUA 344 Entrepreneurship and New Venture Creation

Spring Semester
BUA 342 Small Business Management

(expect the world)

MAINE BUSINESS SCHOOL

10/5/2015
**MANAGEMENT OF INFORMATION SYSTEMS:** (15 credits)

*These students must complete a major in accounting, finance, management or marketing.*

<table>
<thead>
<tr>
<th>Required:</th>
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<tbody>
<tr>
<td>BUA 267 Databases for Decision Making</td>
<td></td>
</tr>
<tr>
<td>BUA 363 Network Design and Applications</td>
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</tr>
<tr>
<td>BUA 468 Electronic Commerce</td>
<td></td>
</tr>
</tbody>
</table>

+ 2 from below

| BUA 561 (Knowledge Management and Decision Support Systems) |  |
| COS 120 (Introduction to Programming I) |  |
| COS125 (Intro to Problem Solving Using Computer Programming) |  |
| COS220 (Introduction to C++ Programming) |  |
| COS225 (Introduction to Object-Oriented Programming and Design) |  |
| NMD 102 (Introduction to New Media Technologies, Interaction Design and Prototyping) |  |
| NMD 104 (Design Basics for New Media) |  |
| NMD 202 (Information Design) |  |
| NMD 306 (Project Design Workshop II) |  |

**First Year**

Either fall or spring semester complete BUA 235

**Junior Year**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending course approval for elective</td>
<td>BUA 267 Databases for Decision Making</td>
</tr>
</tbody>
</table>

**Senior Year**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUA 468 Electronic Commerce</td>
<td>BUA 363 Network Design and Application</td>
</tr>
<tr>
<td>Pending course approval for elective</td>
<td></td>
</tr>
</tbody>
</table>
Maine Business School

CODE OF ETHICS

As valued members of our Maine Business School, we the faculty, staff, and students, mutually pledge to each other the following:

1. **Honesty**: We agree to exercise personal integrity in all aspects of our work, research, and studies. To be honest in fact, we agree to give credit where credit is due, to express our own opinions, and to do our own work in a timely fashion. Honesty requires clear and open communication about our commitments and performance of our work.

2. **Respect**: As each individual is inherently entitled to personal respect from others, we agree to show respect for others in our community by valuing diverse perspectives and by refraining from any form of harassment, disruption, lying, misstatements of fact, or other rude behavior that would exhibit hostility or disrespect for others. To show respect, we agree to listen carefully to one another, to reach carefully, to review thoroughly, to promote each other's works and aspirations, and to suspend judgment until properly informed of the facts.

3. **Honor**: We will endeavor to honor ourselves and our community by following all federal and state laws, our University policies and procedures, and our conscience as best as we are able. We agree to honor each other's time, effort, and property at all times. We honor our MBS by producing quality work, both in the classroom and in our offices. We honor each other by explicitly recognizing our achievements, directly communicating, issues, and treating one another politely.

We mutually pledge to implement this code by not tolerating intentional infractions in ourselves or others. Based on University policy, we will seek help and assistance from others in enforcing this code.
REQUIREMENTS FOR GRADUATION (Students entering Fall 15 and later)
B.S. in BUSINESS ADMINISTRATION

[Foreign Lang High School Units
Admission-Conditional

NOTE: A minimum of 120 credit hours, an overall 2.0 accumulative GPA, and an overall 2.0 GPA in business and economics courses are required for graduation. Courses in BOLD print indicate MBS requirements that satisfy general education req.

A. GENERAL FOUNDATION (54 credits)

I. Arts and Sciences Core Foundation (37 Credits)

<table>
<thead>
<tr>
<th>ENG 101</th>
<th>ECO 120</th>
<th>MAT 115 or 126</th>
<th>CMJ 103*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ECO 121</td>
<td>STS 215 or 232</td>
<td>PSY 100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lab Science</td>
<td>App Sci</td>
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<td></td>
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<td></td>
<td>COS 213</td>
</tr>
</tbody>
</table>

(*CMJ 103 must be a live class...online version not accepted)

II. Outside Electives (17 credits) Courses allowed: those in the College of Liberal Arts and Sciences, economics, or any non-business course that satisfies a general education requirement. For Int'l Bus POS 120 is required.

<table>
<thead>
<tr>
<th>BUA 101</th>
<th>BUA 201</th>
<th>BUA 220</th>
<th>BUA 270</th>
<th>BUA 337</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BUA 202</td>
<td>BUA 235</td>
<td>BUA 325</td>
<td>BUA 343</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BUA 350</td>
<td>BUA 449</td>
</tr>
</tbody>
</table>

B. CORE REQUIREMENTS IN BUSINESS (33 Credits): Courses are usually offered fall and spring. C- or better is required in each core class and no class may be repeated more than once.

When a student earns a grade less than a C- in a core business course, the student must retake that class at UMaine.

C. MAJOR FIELD (15-18 credits) Ψ = writing intensive. Courses are offered ONCE a year. Students concentrating in international business, MIS or Entrepreneurship must complete a major in accounting, finance, management or marketing. All classes are BUA unless otherwise designated.

<table>
<thead>
<tr>
<th>Accounting (18 cr)</th>
<th>Finance (15 cr)</th>
<th>Marketing (15 cr)</th>
<th>Management (15 cr)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required 301</td>
<td>Required 351 Ψ</td>
<td>Required 371</td>
<td>Required 326</td>
</tr>
<tr>
<td>302 Ψ</td>
<td>406</td>
<td>267</td>
<td>267</td>
</tr>
<tr>
<td>305</td>
<td>409</td>
<td>301</td>
<td>301</td>
</tr>
<tr>
<td>310</td>
<td>352</td>
<td>353</td>
<td>378</td>
</tr>
<tr>
<td>312</td>
<td>354</td>
<td>455</td>
<td>374</td>
</tr>
<tr>
<td></td>
<td>468</td>
<td>454</td>
<td>382</td>
</tr>
<tr>
<td></td>
<td>ECO 339</td>
<td></td>
<td>480 Ψ</td>
</tr>
<tr>
<td></td>
<td>350/366/488</td>
<td></td>
<td>376</td>
</tr>
</tbody>
</table>

CONCENTRATIONS:

(ALL MAJORS can have ONLY TWO (2) course overlap with major/concentration requirements)

<table>
<thead>
<tr>
<th>International Business</th>
<th>MIS</th>
<th>Entrepreneurship</th>
</tr>
</thead>
<tbody>
<tr>
<td>376</td>
<td>BUA 267</td>
<td>INV 180</td>
</tr>
<tr>
<td>445</td>
<td>BUA 363</td>
<td>BUA 344</td>
</tr>
<tr>
<td>455</td>
<td>BUA 468</td>
<td>BUA 342 (+2)</td>
</tr>
<tr>
<td></td>
<td>(+2)</td>
<td>BUA 330</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BUA 460</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ECO 254</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ENG 418</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PSY 230</td>
</tr>
</tbody>
</table>

D. FREE ELECTIVES (18 credits) (Accounting students need 15 credits)

Remaining Credits
MBS Requirements
Other Requirements
Total
Degree Hours earned
GPA

5/14/15
INFORMATION FOR STUDENTS AND ADVISORS (2014-2015)

GENERAL FOUNDATION REQUIREMENTS (60 credits):

Arts and Sciences Core Foundation: ENG 101, ENG 317, an English elective, ECO 120, ECO 121, MAT 115, MAT 215, PSY 100, CMJ 103, COS 213 and two general education sciences, one of which must be a lab science.

Outside electives: Students may use courses in this section to complete general education requirements, build a minor, and/or pursue an area of interest. Courses allowed include those in the College of Liberal Arts and Sciences, economics classes, or any non-business course that are not satisfied by other MBS requirements are: Western Cultural Tradition, Population & the Environment, Artistic/Creative Expression, and Cultural Diversity & International Perspectives. Some courses fill more than one general education requirement.

CORE REQUIREMENTS IN BUSINESS (30 credits):

Core classes are offered in both semesters. BUA 235 may be taken in the first year (0-23 degree hours). BUA 201, BUA 202, BUA 220, BUA 270 and BUA 325 require sophomore standing (24-53 degree hours completed). BUA 337, BUA 343, and BUA 350 require junior standing (54-83 degree hours completed). BUA 449 requires senior standing (84+ degree hours completed). Most core classes have prerequisites.

It is very important that students complete BUA 337, BUA 343 and BUA 350 by the end of their junior year so that the courses in the chosen major can be completed within the normal four year time span.

PREREQUISITES

Prerequisites for a business course must be met by the beginning of the semester in which the business course is taken. Students registering for courses where prerequisites have not been met will be dropped from those courses before or during the first week of classes when prerequisite checks are run. Requests for exceptions should be addressed to the Office of the Associate Dean, but note that these are very rarely granted. Students taking prerequisites "away" (i.e. at another institution) in the summer will not be allowed to register for the related fall classes until the summer class has been completed. Note: If summer courses taken here @ UMaine are dropped resulting in failure to complete prerequisites, then BUA courses will be dropped.

MAJOR FIELD (15-18 credits):

The following courses are offered once per academic year. Other courses are not offered on a regular schedule.

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Finance</th>
<th>Management</th>
<th>Marketing</th>
<th>*Int’l Bus.</th>
<th>*MIS</th>
<th>*Entrepreneurship</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUA 301 Fall</td>
<td>BUA 267 F/S</td>
<td>BUA 267 F/S</td>
<td>BUA 371 Spr</td>
<td>BUA 376 Fall</td>
<td>BUA 267 F/S</td>
<td>BUA 330 Fall</td>
</tr>
<tr>
<td>BUA 302 Spr</td>
<td>BUA 351 Spr</td>
<td>BUA 326 Fall</td>
<td>BUA 372 Spr</td>
<td>BUA 445 Spr</td>
<td>BUA 363 Spr</td>
<td>BUA 342 Spr</td>
</tr>
<tr>
<td>BUA 305 Fall</td>
<td>BUA 352 Fall</td>
<td>BUA 327 Spr</td>
<td>BUA 374 Spr</td>
<td>BUA 455 Spr</td>
<td>BUA 468 Spr</td>
<td>BUA 344 Fall</td>
</tr>
<tr>
<td>BUA 310 Fall</td>
<td>BUA 353 Fall</td>
<td>BUA 328 Fall</td>
<td>BUA 375 Fall</td>
<td>BUA 468 Spr</td>
<td>BUA 468 Spr</td>
<td>BUA 460 Spr</td>
</tr>
<tr>
<td>BUA 312 Fall</td>
<td>BUA 454 Spr</td>
<td>BUA 330 Fall</td>
<td>BUA 376 Fall</td>
<td>BUA 490 Spr</td>
<td>BUA 490 Spr</td>
<td>BUA 490 Spr</td>
</tr>
<tr>
<td>BUA 406 Spr</td>
<td>BUA 455 Fall</td>
<td>BUA 331 Spr</td>
<td>BUA 378 Fall</td>
<td>BUA 490 Spr</td>
<td>BUA 490 Spr</td>
<td>BUA 490 Spr</td>
</tr>
<tr>
<td>BUA 409 Spr</td>
<td>BUA 468 Spr</td>
<td>BUA 342 Spr</td>
<td>BUA 382 Fall</td>
<td>BUA 490 Spr</td>
<td>BUA 490 Spr</td>
<td>BUA 490 Spr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BUA 344 Fall</td>
<td>BUA 480 Spr</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>BUA 445 Spr</td>
<td></td>
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<tr>
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<td></td>
<td>BUA 460 Spr</td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

*Students concentrating in International Business, MIS or Entrepreneurship MUST complete a major in accounting, finance, management or marketing.

FREE ELECTIVES (12-15 credits):

These can be taken in any area, including business. Credits for BUA 396 (Cooperative Education/Field Experience) count as free electives. BUA 396 is the only business course that is taken with pass/fail grading option. Registering for BUA 396 requires a 2.5 GPA, junior standing, an internship that meets requirements for academic credit, and permission from the Associate Dean. MISCELLANEOUS: The MBS never waives class standing requirements. Permission for certain classes is granted or denied by the Associate Dean. Faculty do not give permission to students to take their classes. A 2.00 accumulative GPA in Business and Economics classes is required to graduate. This is addition to the OVERALL accumulative 2.00 GPA needed in all classes.

expect the world

MAINE BUSINESS SCHOOL

10/5/2015