

MAINE BUSINESS SCHOOL

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*General Information and Requirements for Graduation Bachelor of Science in Business Administration

*Subject to Change

This information applies to first year students entering UMaine Fall 2018 and later.



2018-19



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.

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.

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 eleven of the core business classes. MBS also requires a C- or better in prerequisite courses (see requirements sheet).

- 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.
- 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 receive a Professional Academic Advisor and a Faculty Mentor. First year students and juniors see their Academic Advisor (located in the new advising center in DPC 213) for advising and to receive their registration PIN for classes. For seniors, seeing their Professional Academic Advisor is recommended, though optional. ALL sophomores must meet with their Faculty Mentor for advising and registration PIN. Students can also meet with their faculty mentor during office hours or by appointment at any time during the semester. The advising center is open daily from 8:30-4:00 in DPC 213. Advising appointments are NOT restricted to the period before and during registration. **The ultimate responsibility for meeting all UMaine and MBS program requirements rests with the student.**
- Residency Requirement: To earn a Bachelor degree, UMaine requires that a minimum of 30 credits originate from UMaine 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 UMaine must have a cumulative GPA of 2.0, have 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.** A transfer student may be required to take more than the 120 credit hours required for graduation. **MBS NEVER waives class standing.**
 - 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 toward 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 eleven 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 UMaine. UMaine students with junior standing or higher can only earn credit for first and second year courses offered through two-year colleges/programs.

- Students not meeting UMaine 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 (240 Estabrooke 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 contact the MBS Internship Coordinator.
- Students 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 Internship Coordinator.

UNIVERSITY-WIDE GENERAL EDUCATION REQUIREMENTS:

Human Values and Social Context (18 credits)

3 credits required in each area:

- Western Cultural Tradition
- Social Context & Institutions (BUA 220)
- Cultural Diversity and Int’l Perspectives
- Population and the Environment
- Artistic and Creative Expression
- Sixth Course (ECO 120)

Science (7 credits)

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

Mathematics (6 credits)

MAT 115, MAT 116 or MAT 126 and STS 215 or STS 232

Ethics (3 credits)

Satisfied by taking both BUA 220 and BUA 449 – neither satisfies this requirement alone.

Writing Competency (9 credits)

ENG 101: College Composition with a grade of C or better.
 ENG 317: Writing intensive course (Ψ) outside the major.
 A Writing intensive course (Ψ) within the major. (BUA 302, BUA 351, BUA 480, BUA 330)

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



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 UMaine or GPA requirements of UMaine 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 – 54 credit hours

1. Arts and Sciences Core Foundation (37 credits).

ENG 101 College Composition	Applied Science or Lab Science
ENG 317 Business and Technical Writing	MAT 115, MAT 116 or MAT 126
ENG ____ (Elective)	STS 215 or STS 232
ECO 120 Principles of Microeconomics	PSY 100 General Psychology
ECO 121 Principles of Macroeconomics	CMJ 103 Fundamentals of Public Communication
Lab Science	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, economics, 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 should 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, with grade of C- or better)

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 of Management & Organization (ECO 120, PSY 100 & SO standing)

BUA 337 Production and Operations Management (BUA 325, STS 215 or STS 232 & JR standing)

*BUA 343 Introduction to International Business (ECO 120, ECO 121 & JR standing)

BUA 350 Business Finance (BUA 201, ECO 120, ECO 121, MAT 115 or MAT 116 or MAT 126 & JR standing)

BUA 449 Strategic Management (BUA 270, BUA 325, BUA 350, SR standing & BUA majors only)

*Indicates for declared BUA majors/minors only.

Note: Sophomore standing = 24-53 degree hours earned. Junior standing = 54-83 degree hours earned. Senior standing = 84+ degree hours earned. **MBS NEVER waives class standing.**

C. Major Field – 15 credit hours (except Accounting has 18 credit hours)

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.

Major in Accounting (18 credits)

Required:

BUA 301 Interm Acctg I (so. stdg)
BUA 302 Interm Acctg II (so. stdg)
BUA 305 Cost Accounting
BUA 310 Auditing
BUA 312 Federal Tax of Individuals

And one of the following:

BUA 406 Adv. Managerial Accounting
BUA 409 Acctg for Govt & NFP entities

Major in Finance (15 credits)

Required:

BUA 351 Valuation & Corporate Investment Decisions
BUA 352 Financial Institutions
BUA 353 Investment Strategy
BUA 454 Financial Derivatives

And one of the following:

BUA 267 Databases for Decision Making
BUA 301 Intermediate Accounting I
BUA 305 Cost Accounting
BUA 455 Int'l Corporate Finance
BUA 468 Electronic Commerce
ECO 339 International Finance
ECO 350 Intermediate Microeconomics
ECO 366 Applied Data Analysis for Resource Economics & Policy
ECO 488 Quantitative Analysis and Forecasting

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.

Major in Management (15 credits)

Required:

BUA 326 Organizational Behavior
BUA 327 Business and Society
BUA 330 Human Resource Management

And two of the following:

BUA 267 Databases for Decision-Making
BUA 328 Canadian-American Business
BUA 331 Labor Relations
BUA 342 Small Business Management
BUA 344 Entrepreneurship and New Venture Creation
BUA 445 International Management.
BUA 460 Leadership

Major in Marketing (15 credits)

Required:

BUA 371 Services Marketing
BUA 378 Marketing Research
BUA 382 Consumer Behavior
BUA 480 Managerial Marketing

And one of the following:

BUA 372 Integrated Marketing Communication
BUA 374 Sales Management
BUA 375 Retail Management
BUA 376 International Marketing
BUA 476 New Product Development

CONCENTRATIONS

International Business (18+ credits)

Required:

BUA 376 International Marketing
BUA 445 International Management
BUA 455 International Corporate Finance
POS 120 Intro to World Politics

And two courses, international in nature _____

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 121 Create: Innovation Engineering I
BUA 342 Small Business Management
BUA 344 Entrepreneurship and the New Venture Creation

And two of the following:

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

Management Information Systems (MIS – 15 credits)

Required:

BUA 267 Databases for Decision Making
BUA 363 Network Design and Applications
BUA 468 Electronic Commerce

And two of the following:

BUA 561, NMD 102, NMD 104, NMD 202, NMD 306, COS 120, COS 125, COS 220, COS225

ALL majors can have **ONLY TWO(2)** courses overlap (if applicable) with concentration requirements.

D. Free Electives – 18 credit hours (except for Accounting majors who need 15 credit hours)

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 18 or 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. A grade of C or better is needed in English 101 or it has to be repeated. Courses in **BOLD** print indicate courses that need a C- or better or has to be repeated.

For Office Use:	
Students must satisfy the following General Education requirements by choosing appropriate elective courses:	
Western Cultural Tradition	_____
Population & Environment	_____
Artistic/Creative Expression	_____
Cultural Diversity & Int'l Persp.	_____

A. GENERAL FOUNDATION (54 credits)

I. Arts and Sciences Core Foundation (37 Credits)

_____ ENG 101 _____ **ECO 120** _____ **MAT 115/116/126** _____ CMJ 103*
 _____ ENG 317 _____ **ECO 121** _____ **STS 215or232** _____ **PSY 100**
 _____ ENG _____ _____ Lab Science _____ App Sci _____ COS 213

(***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, and any non-business course that satisfies a general education requirement. For Int'l Bus POS 120 is required.

_____ (2)

B. CORE REQUIREMENTS IN BUSINESS (33 Credits): Courses offered fall and spring. C- or better is required in each core class. Classes may not be repeated more than once. **(MBS Never waives class standing requirements)**

When a student earns a grade less than a C- in a core business course, the course should be retaken at UMaine.

_____ **BUA 101** _____ **BUA 201** _____ **BUA 220** _____ **BUA 270** _____ **BUA 337**
 _____ **BUA 202** _____ **BUA 235** _____ **BUA 325** _____ **BUA 343** _____ **BUA 350** _____ **BUA 449**

C. MAJOR FIELD (15-18 credits) Ψ=writing intensive. Courses 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.

<u>Accounting</u> (18 cr)		<u>Finance</u> (15 cr)		<u>Marketing</u> (15 cr)		<u>Management</u> (15 cr)		
Required	+one from	Required	+one from	Required	+one from	Required	+two from	
_____ 301	_____ 406	_____ 351Ψ	_____ 267	_____ 371	_____ 372	_____ 326	_____ 267	_____ 344
_____ 302Ψ	_____ 409	_____ 352	_____ 301	_____ 378	_____ 374	_____ 327	_____ 328	_____ 445
_____ 305		_____ 353	_____ 305	_____ 382	_____ 375	_____ 330Ψ	_____ 331	_____ 460
_____ 310		_____ 454	_____ 455	_____ 480Ψ	_____ 376		_____ 342	_____ 490
_____ 312			_____ 468		_____ 476			
			_____ ECO 339					
			350/366/488					

CONCENTRATIONS:

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

International Business _____ 376 _____ 445 _____ 455 + two int'l elective courses _____ ; + int'l experience _____ + _____ POS 120 (study abroad)

MIS _____ **BUA 267** _____ BUA 363 _____ BUA 468 (+2) _____ BUA 561 _____ COS120 _____ COS125 _____ COS220 _____ COS225
 _____ NMD 102 _____ NMD 104 _____ NMD 202 _____ NMD 306

Entrepreneurship _____ INV121 _____ BUA 344 _____ BUA 342 (+2) _____ BUA 330 _____ BUA 460 _____ ECO 254 _____ ENG 418 _____ PSY 230

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

Remaining Credits	
MBS Requirements	_____
Other Requirements	_____
Total	_____
Degree Hours earned	_____
GPA	_____

INFORMATION FOR STUDENTS AND ADVISORS

GENERAL FOUNDATION REQUIREMENTS (54 credits):

Arts and Sciences Core Foundation (37 credits): ENG 101, ENG 317, an English elective, ECO 120, ECO 121, MAT 115 or MAT 116 or MAT 126, STS 215 or STS 232, PSY 100, CMJ 103, COS 213 and two general education sciences, one of which must be a lab science.

Outside electives (17 credits): 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 courses, and any **non-business** course that satisfies a General Education Requirement. Some courses fulfill more than one General Education Requirement.

CORE REQUIREMENTS IN BUSINESS (33 credits):

Core classes are offered in both semesters. **BUA 101** and **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.

NEW RULE: A C- or better is needed in the following classes or they will need to be repeated: **ECO 120, ECO 121, MAT 115/116/126, STS 215/232, PSY 100, ALL CORE CLASSES, BUA 267, BUA 301, BUA 302, BUA 305, BUA 378 AND BUA 382**

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. **If summer courses taken here @ UMaine are dropped resulting in failure to complete prerequisites, then requisite BUA course(s) will be dropped from your schedule.**

MAJOR FIELD (15 credits except Accounting is 18 credits):

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

<u>Accounting</u>	<u>Finance</u>	<u>Management</u>	<u>Marketing</u>	<u>*Int'l Bus.</u>	<u>*MIS</u>	<u>*Entrepreneurship</u>
BUA 301 Fall	BUA 267 Fall	Bua 267 Fall	BUA 371 Spr	BUA 376 Fall	BUA 267 Fall	BUA 330 F/S
BUA 302 Spr	BUA 301 Fall	BUA 326 Fall	BUA 372 Spr	BUA 445 Spr	BUA 363 Spr	BUA 342 Spr
BUA 305 Fall	BUA 305 Fall	BUA 327 Spr	BUA 374 Spr	BUA 455 Fall	BUA 468 Spr	BUA 344 Fall
BUA 310 Fall	BUA 351 Spr	BUA 328 Fall	BUA 375 Fall			BUA 460 F/S
BUA 312 Fall	BUA 352 Fall	BUA 330 F/S	BUA 376 Fall			
BUA 406 Spr	BUA 353 Fall	BUA 331 Spr	BUA 378 Fall			
BUA 409 Spr	BUA 454 Spr	BUA 342 Spr	BUA 382 Fall			
	BUA 455 Fall	BUA 344 Fall	BUA 480 Spr			
	BUA 468 Spr	BUA 445 Spr	BUA 476 Spr			
		BUA 460 F/S				

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

FREE ELECTIVES (18 credits except Accounting is 15 credits):

These can be taken in any area, including business. Credits for BUA 396 (Field Experience/Internship) 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 Internship Coordinator.

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.