

General Information and Requirements for Graduation Bachelor of Science in Business Administration 2020 - 2021



The Maine Business School's mission is to engage students and professionals in academic adventures focused on evolving business practices and to advance knowledge through scholarship as we connect with our communities.



Since 1974, the Maine Business School has been accredited by AACSB International. AACSB Accreditation signals to the world that an institution has met the most rigorous standards of excellence in business education. Institutions that bear the AACSB-accredited mark demonstrate that they are committed to upholding and advancing the quality of their programs at the undergraduate and graduate levels.



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, production and operations, and international business.
- Major field: Students choose accounting, finance, management or marketing. Concentrations in international business, entrepreneurship and/or business 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 online 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, and a C- or better in all 12 core courses
- No business or economics class can be taken pass/fail [Exception: MGT 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 meet full-time status 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. All students see their Professional Academic Advisor (located in the 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. 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 8:00-4:30 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



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- 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. 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(s) 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 GPA, 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 12 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 (MGT 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)

Take 3 credits in each of the following areas:

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

Science (7 credits)

Take two approved science classes, one of which is a lab science.

Ethics

Fulfilled by taking both MGT 220 and MGT 449 (both core business courses).

Mathematics (6 credits)

Take one of the following MAT courses:

- MAT 115: Applied Math for Business and Economics
- MAT 116: Intro to Calculus
- MAT 126: Calculus I

AND take one of the following STS courses:

- STS 215: Intro to Stats for Business and Economics
- STS 232: Principles of Statistical Inference

Writing Competency (9 credits)

Take 3 credits in each of the following areas:

- ENG 101: College Composition (must earn C or better)
- ENG 317: Writing intensive course (Ψ) outside the major
- Writing intensive course (Ψ) within the major (ACC 302, FIN 351, MKT 480, MGT 330)



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B.S. IN BUSINESS ADMINISTRATION PROGRAM REQUIREMENTS

A. General Foundation Subjects – 54 credit hours

Arts and Sciences Core Foundation (34 credits)

- ENG 101 College Composition
- ENG 317 Business and Technical Writing
- English Elective
- ECO 120 Principles of Microeconomics
- ECO 121 Principles of Macroeconomics
- Lab Science
- Applied Science or Lab Science
- Mathematics Course (MAT 115, MAT 116, or MAT 126)
- Statistics Course (STS 215 or STS 232)
- PSY 100 General Psychology
- CMJ 103 Public Speaking

Outside Electives (18 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. SEE CONCENTRATIONS BELOW.

B. Core Requirements in Business – 34 credit hours

A minimum grade of C- is required in all core business courses, and each course may be repeated only 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. Each course below also lists its prerequisite courses or required class standing

- MGT 101 Introduction to Business (first-year & sophomore only)
- BIS 105 Excel Fundamentals for Business Analytics (first-year & sophomore only) [this is a one credit-hour course]
- ACC 201 Principles of Financial Accounting (sophomore standing, except for Accounting majors)
- ACC 202 Principles of Managerial Accounting (ACC 201)
- MGT 220 The Legal Environment of Business (sophomore standing)
- BIS 235 Information Systems and Technology for Business
- MKT 270 Marketing (sophomore standing)
- MGT 325 Principles of Management & Organization (ECO 120, PSY 100 & sophomore standing)
- MGT 337 Production and Operations Management (ACC 202, MGT 325, STS 215 or STS 232 & junior standing)
- MGT 343 Introduction to International Business (ECO 120, ECO 121 & junior standing)
- FIN 350 Business Finance (ACC 201, ECO 120, ECO 121, MAT 115 or MAT 116 or MAT 126 & junior standing)
- MGT 449 Strategic Management (MKT 270, MGT 325, FIN 350, senior standing)

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.



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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 Business Information Systems (BIS) must do so in addition to one of the majors. All upper level classes are offered at least once per year. A minimum grade of C- is required for all bolded courses.

Major in Accounting (18 credits)

Required:

- ACC 301 Intermediate Accounting I
- ACC 302 Intermediate Accounting II
- ACC 305 Cost Accounting
- ACC 310 Auditing
- ACC 312 Federal Tax of Individuals

And one of the following:

- ACC 406 Advanced Managerial Accounting
- ACC 409 Accounting for Gov't & Not-for-Profits
- ACC 490 Topics in Accounting

Major in Management (15 credits)

Required:

- MGT 326 Organizational Behavior
- MGT 327 Business and Society
- MGT 330 Human Resource Management

And two of the following:

- BIS 267 Databases for Decision-Making
- MGT 328 Canadian-American Business
- MGT 331 Labor Relations
- MGT 335 Alternative Dispute Resolution
- MGT 342 Small Business Management
- MGT 344 Entrepreneurship and New Ventures
- MGT 445 International Management
- MGT 450 Sport Management
- MGT 460 Leadership
- MGT 485 Sport Management Practicum
- MGT 490 Topics in Management

Major in Finance (15 credits)

Required:

- FIN 351 Valuation & Corporate Investment Dec.
- FIN 352 Financial Institutions
- FIN 353 Investment Strategy
- FIN 454 Financial Derivatives

And one of the following:

- ACC 301 Intermediate Accounting I
- ACC 312 Federal Tax of Individuals
- BIS 267 Databases for Decision Making
- BIS 468 Electronic Commerce
- ECO 321 Intermediate Macroeconomics
- ECO 350 Intermediate Microeconomics
- ECO 366 Applied Data Analysis for Resource Econ & Policy
- FIN 455 International Corporate Finance
- FIN 490 Topics in Finance

Major in Marketing (15 credits)

Required:

- MKT 371 Services Marketing
- MKT 378 Marketing Research
- MKT 382 Consumer Behavior
- MKT 480 Managerial Marketing

And one of the following:

- MKT 372 Integrated Marketing Communication
- MKT 374 Sales Management
- MKT 375 Retail Management
- MKT 376 International Marketing
- MKT 455 Sport Marketing
- MKT 476 New Product Development
- MKT 490 Topics in Marketing



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Business Concentrations

Students can fulfill their Outside Elective requirements by completing a concentration.

International Business (18+ credits)

Required:

- MKT 376 International Marketing
- MGT 445 International Management
- FIN 455 International Corporate Finance
- POS 120 Intro to World Politics
- Six credits of non-business, international-themed coursework

And one of the following:

- One semester of study abroad
- One faculty-led international experience course
- Two semesters of a foreign language at the intermediate level or above
- One international internship

Entrepreneurship (15 credits)

Required:

- INV 121 Create: Innovation Engineering I
- MGT 342 Small Business Management
- MGT 344 Entrepreneurship and New Ventures

And two of the following:

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

Business Information Systems (15 credits)

Required:

- BIS 267 Databases for Decision Making
- BIS 345 Business Analytics
- BIS 468 Electronic Commerce

And two of the following:

- BIS 363 Network Design and Applications
- BIS 364 Enterprise System Configuration
- BIS 490 Topics in Business Information Systems
- BUA 561 Knowledge Management and Decision Support Systems
- COS 120 Intro to Programming I
- COS 140 Foundations of Computer Science
- ECO 254 Small Business Economics and Management
- NMD 211 Creative Coding II
- NMD 306 Community Collaboration and Development



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