

2014-2015

**Undergraduate Degree
Requirements
and
Advising Information**

BACHELOR OF BUSINESS ADMINISTRATION DEGREE PROGRAM OVERVIEW (120 hrs)

A. University Core Requirements (42 hours)	
1.	Communication—English Composition and Rhetoric (6 hrs): Minimum grade of “C” required <ol style="list-style-type: none">ENGL 1310 College Writing ITECM 2700 Technical Writing (required for BS/MS Accounting majors) or ENGL 1320 College Writing II
2.	Mathematics (3 hrs): College level math course (MATH 1190* recommended pending placement)
3.	Life & Physical Science (6 hrs): Any two physical and/or life science courses (must have a lab component)
4.	Creative Arts (3 hrs): Select one course from the approved list
5.	Language, Philosophy and Culture (3 hrs): Select one course from the approved list
6.	American History (6 hrs): <ol style="list-style-type: none">HIST 2610 U.S. History to 1865HIST 2620 U.S. History from 1865
7.	Government/Political Science (6 hrs): <ol style="list-style-type: none">PSCI 1040 Texas/U.S. ConstitutionsPSCI 1050 U.S. Government
8.	Social & Behavioral Science (3 hrs): Select one course from the approved list (ECON 1110* or ECON 1100* recommended)
9.	Discovery (3 hrs): Select one course from the approved list (BUSI 1340 recommended)
10.	Capstone: (3 hrs): BUSI 4940* recommended for all BBA programs. BUSI 4940 must be taken in graduating semester.
B. Pre-Business/Lower Level Business Foundation Requirements (24 hours)	
1.	Economics (6 hrs): Minimum grade of “C” required <ol style="list-style-type: none">ECON 1110* MacroeconomicsECON 1100* Microeconomics
2.	Communications (3 hrs): COMM 1010* Introduction to Communications or TECM 2700 Technical Writing
3.	Mathematics (3 hrs): Minimum grade of “C” required; MATH 1190* Business Calculus
4.	Introduction to Computers in Business (3 hrs): Minimum grade of “C” required; BCIS 2610 Introduction to Computers in Business
5.	Accounting (6 hrs): Minimum grade of “C” required <ol style="list-style-type: none">ACCT 2010 Principles of Accounting I (Financial Accounting). See Note 2 belowACCT 2020 Principles of Accounting II (Managerial Accounting). See Note 2 below
6.	Data Analysis with Spreadsheets (3 hrs): Minimum grade of “C” required; DSCI 2710* Data Analysis with Spreadsheets
7.	Free Electives (0-12 hrs): The number of required free elective hours will vary depending on course selection and/or placement*. Students must complete a minimum of 120 hours for the degree.

* Courses that will fulfill university core and pre-business/lower level business foundations requirements or upper level business foundations requirements. Courses used to fulfill both University and College requirements will increase number of required free electives.

Note 1: Shaded courses must be completed with a grade of C or better, UNT GPA of 2.7 or higher, and a minimum of 45 semester hours must be completed before enrolling in any upper level business courses and filing for a degree plan. Upper level business courses are those that are numbered 3XXX or 4XXX and have one of the following prefixes: ACCT, BUSI, BCIS, BLAW, FINA, RMIN, MGMT, DSCI, MKTG, LGAV, LSCM, or REAL.

Note 2: All Accounting courses may only be repeated ONCE at UNT (for a total of two times taken at UNT).

College of Business GPA Requirements for Graduation:

- 2.7 UNT Cumulative (all courses at UNT)
- 2.7 in the major (professional and supporting field courses)
- 2.0 Overall (all transfer and UNT courses combined)

Transferring to UNT? For information on how your courses will transfer to UNT, please visit the Transfer Articulation website and review the Transfer Guides by Major at <http://registrar.unt.edu/transfer-guides>. If you are a current student, and wish to take a course at another institution, you must first receive clearance to do so from your academic advisor. For full information on all UNT and College of Business policies and requirements, please see the online catalog at catalog.unt.edu

C. BBA Upper Level Business Foundation Requirements (24 hours)

- Bachelor of Science Business Foundation requirements differ, see BS handout for specific courses
- These courses must be completed at the 3XXX-4XXX (JR/SR) level
- A minimum grade of "C" is required in all business foundation courses

1. **Business Communications** (3 hrs): Choose one course from MGMT 3330, MKTG 3010, or BCIS 3615*

2. **Legal and Ethical Environment of Business** (3 hrs): BLAW 3430

3. **Basic Information Systems** (3 hrs): BCIS 3610

4. **Foundations of Marketing Practice** (3 hrs): MKTG 3650

5. **Business Statistics** (3 hrs): DSCI 3710

6. **Finance** (3 hrs): FINA 3770

7. **Organizational Behavior** (3 hrs): MGMT 3720

8. **Business Policy** (3 hrs): BUSI 4940*

- **Must be taken graduating semester**
- **All upper level business foundation courses must be completed with a grade of "C" or higher prior to enrolling in BUSI 4940**

D. Professional and Supporting Field Requirements (30 hours). Choose one of the areas listed below:

All departmental offices are located in BLB Suite 215

Accounting Department

940.565.3080

- BBA Accounting
- BS/MS Accounting (5 year program)

Finance, Insurance, Real Estate and Law Department

940.565.3050

- BBA Business Economics
- BBA Finance
- BBA Real Estate
- BBA Real Estate with a Concentration in Residential Property Management
- BBA Risk, Insurance, and Financial Services

Information Technology and Decision Sciences Department

940.565.3110

- BBA Decision Sciences
- BS Business Computer Information Systems

Management Department

940.565.3140

- BBA Business Integrated Studies
- BBA Business Integrated Studies – International Track
- BBA Entrepreneurship
- BBA Operations and Supply Chain Management
- BBA Organizational Behavior and Human Resource Management

Marketing

940.565.3120

- BBA Marketing
- BBA Marketing with a Concentration in Professional Selling
- BS Aviation Logistics
- BS Logistics and Supply Chain Management

Important Advising Information

Tiered Progression

All students admitted to the College of Business will be entering under the College of Business (CoB) Tiered Progression Program. This program is designed to:

- ✓ Increase awareness and understanding of the courses and the required skills of being a business major
- ✓ Encourage advancement at an acceptable pace to timely graduation
- ✓ Support each student in making informed decisions about a “best fit” major according to their skills, abilities, and goals
- ✓ Increase student satisfaction with ownership of their education

All students new to UNT’s College of Business will be placed into one of 3 tiers:

Tier One—Pre-Business (PBUS)

All new freshmen, all new transfer students with a transfer GPA between 2.0 and 2.69, and all continuing UNT students changing their major to business with a UNT cumulative GPA between 2.0 and 2.69 will enter CoB as **PBUS**. **PBUS students 1) must be advised each semester, and 2) must attend two approved university or college workshops/seminars.** In order to progress and be accepted into Tier Two (BUND), students must:

- complete at least 3 of the following designated (or equivalent) pre-business prerequisite courses with a grade of C or higher: a college level Math course, ACCT 2010, ACCT 2020, ECON 1100, ECON 1110, DSCI 2710, and
- attain a 2.7 UNT cumulative GPA.

Important Note: PBUS students are restricted to 1000/2000 level business courses.

Tier Two—Business Undergraduate (BUND)

Students who have completed 3 of the pre-business prerequisites listed in the first bullet above, and have a 2.7 or higher UNT cumulative GPA (or any new transfer student with a 2.7 cumulative transfer GPA at time of transfer) will be admitted to CoB as BUND. In order to progress and be accepted into Tier Three (Declared Business major), students must:

- have a 2.7 UNT cumulative GPA, and
- complete (with a grade of C or higher) all of the 9 pre-business prerequisite courses: ENGL 1310 and ENGL 1320, MATH 1190, BCIS 2610, ECON 1100 and 1110, ACCT 2010 and 2020, DSCI 2710 (or equivalents)

Important Note: BUND students are restricted to 1000/2000 level business courses.

Tier Three—Officially a Declared Business major

Students who have successfully completed all 9 pre-business prerequisites and have a 2.7 UNT cumulative GPA will meet with an academic advisor in BLB 110 to request an official degree plan and acceptance into their choice of one of the professional field/majors offered by the College of Business.

Declared Business students are permitted to enroll in 3000/4000 level business courses.

Registration Block:

- ✓ All business students are designated as **PBUS** (Pre-Business) and/or **BUND** (Business Undergraduate) majors upon enrollment at UNT.
- ✓ All PBUS and BUND majors are blocked from enrolling in JR/SR level business courses until meeting all of the pre-business requirements (See Note 1 on opposite page) and filing for an official degree plan.
- ✓ To enroll in JR/SR level business courses and file for an official degree plan, students must meet with their academic advisor.

Prerequisites: Prerequisites are subject to change. You are responsible for meeting course prerequisites as listed in the most recently published catalog **before** enrolling in any course. If you have not met the prerequisites, you may be **dropped** from the course. Always refer to the current online catalog at catalog.unt.edu.

Excessive Hours Regulation and Tuition, Repeated Courses, and Limit of Drops: It is important that students monitor their progress regarding timely graduation. For the financial implications and ramifications of enrolling in courses not required for your degree, repeating and dropping courses, see <http://registrar.unt.edu/registration/excessive-hours> , <http://registrar.unt.edu/registration/repeating-courses> <http://registrar.unt.edu/registration/dropping-class#droplimit>

Official Degree Plan/Audit: The official degree plan/audit is prepared in the College of Business Undergraduate Advising Office. It is the official document that lists all courses completed, courses not completed, and all other requirements for the degree sought. A PBUS or BUND degree audit is not an official degree plan. Students must meet all of the pre-business requirements (See Note 1 on previous pages), meet with their academic advisor in order to select their Professional and Supporting Field (major) in Business and file for the corresponding official degree plan/audit.

Online Degree Audit: Continuing students can run their online audit at any time from their Student Center page at my.unt.edu. While not an official document, the online audit is a useful tool for planning and registration purposes. For more information see http://essc.unt.edu/eis/docs/degree_audit.pdf , <http://registrar.unt.edu/registration/online-degree-audit>