

BACHELOR OF BUSINESS ADMINISTRATION DEGREE PROGRAM OVERVIEW (120 hrs)

A. University Core Requirements (42 hours)

- English Composition and Rhetoric** (6 hrs): (Minimum grade of "C" required)
ENGL 1310 College Writing I
TECM 2700 Technical Writing (required for BS/MS Accounting majors) or ENGL 1320 College Writing II
- Mathematics** (3 hrs): College level math course (MATH 1190* recommended pending placement)
- Natural Science** (6 hrs): Any two natural science courses (must contain labs)
- Visual and Performing Arts** (3 hrs): Select one course from the approved list
- Humanities** (3 hrs): Select one course from the approved list
- U. S. History** (6 hrs):
HIST 2610 U.S. History to 1865
HIST 2620 U.S. History from 1865
- Political Science** (6 hrs):
PSCI 1040 Texas/U.S. Constitutions
PSCI 1050 or PSCI 1060 U.S. Government
- Social and Behavioral Science** (3 hrs):
Select one course from the approved list (ECON 1110* or ECON 1100* recommended)
- Discovery** (3 hrs): Select one course from the approved list (BUSI 1340 recommended)
- 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 Courses (24 hours)

- Economics** (6 hrs): (Minimum grade of "C" required)
ECON 1110* Macroeconomics
ECON 1100* Microeconomics
- Communications** (3 hrs):
COMM 1010* Introduction to Communications or TECM 2700* Technical Writing
- Mathematics** (3 hrs): (Minimum grade of "C" required)
MATH 1190* Business Math with Calculus
- Introduction to Computers in Business** (3 hrs): (Minimum grade of "C" required)
BCIS 2610 Introduction to Computers in Business
- Accounting** (6 hrs): (Minimum grade of "C" required)
ACCT 2010 Principles of Accounting I (Financial Accounting). See Note 2 below
ACCT 2020 Principles of Accounting II (Managerial Accounting). See Note 2 below
- Data Analysis with Spreadsheets** (3 hrs): (Minimum grade of "C" required).
DSCI 2710* Data Analysis with Spreadsheets
- 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 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)

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 Field and Supporting Courses (30 hours)

Select one of the following Professional Field area options:

BBA Degrees:

- Accounting
- Business Economics
- General Business
- Financial Services
- Decision Sciences
- Entrepreneurship
- Finance
- Marketing
- Real Estate
- Real Estate with a Concentration in Residential Property Management
- Risk Management and Insurance
- Operations and Supply Chain Management
- Organizational Behavior and Human Resource Management

BS Degrees:

- BS/MS Accounting (5 year program)
- Logistics and Supply Chain Management
- Aviation Logistics
- Business Computer Information Systems

Important Advising Information

- **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).
- **Registration Block:**
 - All business students are designated as **BUND** (Business Undetermined) majors upon enrollment at UNT.
 - All BUND majors are blocked from enrolling in jr./sr. level business courses until meeting 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.
- **Determining Your Catalog Year Designation:**
 - You may meet the graduation requirements noted in the catalog in effect at the time you enroll at UNT, or the requirements in any later catalog published prior to your graduation.
 - All requirements of your designated catalog must be met within eight years of publication.
 - As degree requirements can differ each year, it is important to check your online audit or with an advisor for your catalog designation and follow all publications designated for that catalog. **NOTE: Always verify that you are looking at information specific to YOUR catalog!!**
- **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 www.unt.edu.

Important Enrollment and Registration Information

Excessive Hours Tuition

If you are an undergraduate student paying resident (in state) tuition at a Texas public institution of higher education, it is important to monitor the number of hours for which you have registered as you may be charged excess tuition if:

- You enrolled in a Texas public higher education institution beginning fall 2006 and exceed more than 30 registered hours over the number of hours required for your degree,

OR

- You enrolled in a Texas public higher education institution beginning fall 1999 and exceed more than 45 registered hours over the number of hours required for your degree.

Courses that count towards the excessive hour calculation are those attempted at any Texas public institution of higher education. This includes:

- Hours earned in courses in which a grade is earned on the transcript;
- Courses dropped with a grade of "W", "WF", "Q" or equivalent

To monitor your registered hours, visit your **Student Center** at my.unt.edu and click on Excess Hours.

Limitation of Drops for Undergraduate Students.

Students enrolling in higher education for the first time during the fall 2007 academic term or later may drop a total of six courses. This total includes any course a transfer student has dropped at another Texas public institution of higher education. This does not apply to courses dropped prior to the census date or courses dropped with a grade of WF and does not apply if the student withdraws for the term or session.

Additional Tuition for Repeated Courses

Undergraduate students classified as Texas residents or who pay Texas resident tuition rates who attempt certain courses more than twice at the University of North Texas are subject to an additional tuition rate. For more information see <http://essc.unt.edu/saucs/tuition-changes.html> .

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 BUND degree audit is not an official degree plan. Students must meet all the pre-business requirements (See Note 1 on previous pages), meet with their advisor in order to select their Professional and Supporting Field (major) in business and file for the corresponding official degree plan/audit.

On-Line Degree Audit

Continuing students can run their on-line 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

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://essc.unt.edu/registrar/articulation/> . 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 see the online catalog at www.unt.edu

