

University of Maine at Augusta
 A Member of the University of Maine System
Bachelor of Science Business Administration
 (121 credit hours)

Name _____ Soc Sec # _____ Date _____

This sheet is intended to be informational only.
Students must consult with an academic advisor prior to registration.

In effect for students admitted to Fall 2008

BASIC SKILLS REQUIREMENTS		
All required placement examinations and/or academic assessments must be completed prior to any course registration. To ensure that students have the best possible opportunity to succeed in their major, students testing into developmental coursework are advised to complete the recommended courses within the first semesters of attendance.		
Not Required	Recommended Course(s)	Completed
<input type="checkbox"/>	<input type="checkbox"/> ENG 0XX _____	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> REA 0XX _____	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> MAT 0XX _____	<input type="checkbox"/>

You must complete the following as requirements for your degree:

All UMA students are required to take at least one writing intensive course. Writing intensive courses are marked with . Additional courses may also meet this requirement. Check with your academic advisor.

GENERAL EDUCATION REQUIREMENTS


- COMMUNICATIONS (3 credit hours) *Choose one of the following:*
 - _____ COM 101: Public Speaking
 - _____ COM 102: Interpersonal Communications
 - _____ COM 104: Communication in Groups and Organizations
 - _____ COM 106: Oral Communication of Literature

- COMPUTER INFORMATION SYSTEMS (3 credit hours) *Choose one of the following:*
 - _____ CIS 101: Introduction to Computer Science
 - _____ CIS 135: Introduction to Information Systems and Applications

- ENGLISH (6 credit hours)
 - _____ ENG 101: College Writing
 - _____ ENG 317W: Professional Writing

- FINE ARTS (3 credit hours) *Choose one of the following:*
 - _____ ARH 105: History of Art and Architecture I
 - _____ ARH 106: History of Art and Architecture II
 - _____ ART 211: Art Theory
 - _____ DRA 101: Introduction to Theatre
 - _____ DRA 265: The American Movie
 - _____ DRA 280: Introduction to Films
 - _____ INT 129: Introduction to the Arts
 - _____ MUS 123: Understanding Music
 - _____ MUS 160: World Music
 - _____ MUS 180: Women and Music
 - _____ MUS 333: History and Literature of Music I
 - _____ MUS 334: History and Literature of Music II

HUMANITIES (9 credit hours)


 _____ ENG 102W: Introduction to Literature


and choose one of the following

_____ PHI 250: Ethics


_____ PHI/BUA 252: Business Ethics

and choose one of the following:

 _____ ENG 202W: English Literature I: Medieval and Renaissance

 _____ ENG 203W: English Literature II: Restoration, 18th Century and Romanticism

 _____ ENG 250W: American Literature to 1900

 _____ ENG 251W: American Literature 1900-Present

_____ HTY xxx: any history course

_____ HUM xxx: any humanities course

_____ PHI xxx: any philosophy course

_____ HUM/POS 390: Survey of Political Theory (*required of all Public Administration majors*)

 _____ WST 101W: Introduction to Women's Studies

MATHEMATICS (9 credit hours)

_____ MAT 113: Mathematics for Business and Economics I

_____ MAT 114: Mathematics for Business and Economics II

_____ MAT 115: Elementary Statistics I

SCIENCE (4 credit hours)

_____ XXX xxx: any laboratory science course

SOCIAL SCIENCE (21 credit hours)

_____ ECO 201: Principles of Economics I (Macroeconomics)

_____ ECO 202: Principles of Economics II (Microeconomics)

_____ PSY 100: Introduction to Psychology

_____ SOC xxx: any sociology course

and choose one of the following:

_____ POS 101: American Government (*required for Public Administration concentration*)

_____ POS 102: Introduction to Politics and Government

and choose two of the following:

_____ ANT xxx: any anthropology course

_____ JUS xxx: any justice studies course

_____ ECO xxx: any economics course

_____ GEO xxx: any geography course

_____ PSY xxx: any psychology course

_____ POS xxx: any political science course (*POS 102 required for Public Administration Concentration*)

_____ SOC xxx: any sociology course

_____ SSC xxx: any social science course

PROGRAM MAJOR REQUIREMENTS

BUSINESS CORE (27 credit hours)

_____ BUA 101: Financial Accounting for Decision Making

_____ BUA 211: Accounting for Management Decisions

_____ BUA 223: Principles of Management

_____ BUA 230: Business Law

_____ BUA 251: Business Finance

_____ BUA 263: Marketing

_____ BUA 270: Management Information Systems

_____ BUA 355: Introduction to Operations Research

_____ BUA 459: Seminar in Strategy and Policy Planning (*must pass with a grade of "C" or better*)

MANAGEMENT MAJOR (36 credit hours)

Management Core (9 credits):

- _____ BUA/POS 361: Human Resource Management
- _____ BUA/POS 362: Labor-Management Relations
- _____ BUA/POS 365: Organizational Behavior

Plus 27 credits from desired Concentration:

Management Concentration (27 credits):

- _____ BUA 351: Investment Management
- _____ BUA 360: Operations Management
- _____ BUA 420: International Business
- _____ BUA/ECO/CIS elective* (*CIS electives listed on the final page*)
- _____ BUA/ECO/CIS elective*

General Electives: _____

Financial Services Concentration (27 credits):

- _____ BUA 151: Personal Financial Planning
- _____ BUA 215: Principle of Banking **OR** ECO 310: Money and Banking
- _____ BUA 216: Consumer Lending
- _____ BUA 210: Fundamentals of Life and Health Insurance
- _____ BUA 222: Fundamental of Property and Casualty Insurance
- _____ BUA 253: Principles of Investments OR BUA 351: Investment Management

General Electives: _____

Small Business Concentration (27 credits):

- _____ BUA 241: Marketing for Small Business (1.5 credit hours)
- _____ BUA 242: Finance and Control for Small Business (1.5 credit hours)
- _____ BUA 243: Forming the Small Business
- _____ BUA 244: Management and Legal Issues for Small Business
- _____ BUA 259: Strategic Management for the Small Business
- _____ BUA 481: Entrepreneurship
- _____ BUA/ECO/CIS elective*

General Electives: _____

Computer Information Systems Concentration (27 credits):

- _____ CIS 131: Web Applications
- _____ CIS 135: Introduction to Information Systems and Applications development
- _____ CIS 210: Programming Concepts
- _____ CIS 2xx: One Programming Course (examples: Visual Basic, C, C++, Java, Cobol)
- _____ CIS 220: Information Technology Hardware and Systems Software
- _____ CIS 240: Networking Concepts
- _____ CIS 330: Systems Analysis
- _____ CIS 3xx or 4xx

General Electives: _____

Public Administration Concentration (27 credits):

- _____ POS 260: Business and Public Policy
- _____ POS 354: Public Budgeting and Financial Administration
- _____ POS 358: Public Opinion
- _____ POS 383: Survey of Constitutional Law
- _____ POS 405: Administrative Law
- _____ POS 487: Research Methods
- _____ POS 488: Public Program Evaluation

and choose one of the following:

- _____ POS 103: State Government
- _____ POS 233: American Local Government
- _____ POS 234: American State and Local Government

General Electives: _____

OR

ACCOUNTING MAJOR (27 credit hours)

Accounting Core (15 credits):

- _____ BUA 201: Intermediate Financial Reporting I
- _____ BUA 202: Intermediate Financial Reporting II
- _____ BUA 276: Taxation
- _____ BUA 379: Accounting Information Systems
- _____ BUA 458: Accounting Seminar

Plus 12 credits from desired concentration:

Financial Accounting Concentration (12 credits):

- _____ BUA 343: Advanced Accounting I
- _____ BUA 448: Auditing, Assurance, and Consulting Services
- _____ 3 credit 300 or 400 level accounting elective

choose 3 credits from the following:

- _____ BUA 252: Business Ethics
- _____ BUA 301: Governmental and Not for Profit Accounting
- _____ BUA 351: Investment Management
- _____ BUA 361: Human Resource Management
- _____ BUA 376: Advanced Taxation
- _____ BUA 420: International Business
- _____ BUA 495: Business Internship (in Accounting)

Management Accounting Concentration (12 credits):

- _____ BUA 343: Advanced Accounting I
- _____ BUA 345: Cost Management I
- _____ 3 credit 300 or 400 level accounting elective

choose 3 credits from the following:

- _____ BUA 252: Business Ethics
- _____ BUA 301: Governmental and Not for Profit Accounting
- _____ BUA 346: Cost Management II
- _____ BUA 351: Investment Management
- _____ BUA 361: Human Resource Management
- _____ BUA 420: International Business
- _____ BUA 495: Business Internship (in Accounting)

Governmental Accounting Concentration (12 credits):

- _____ BUA 301: Governmental and Not for Profit Accounting
- _____ POS 354: Public Budgeting and Financial Administration
- _____ 3 credit 300 or 400 level accounting elective

Choose 3 credits from the following:

- _____ BUA 345: Cost Management I
- _____ BUA 361: Human Resource Management
- _____ BUA 365: Organizational Behavior
- _____ POS 370: Municipal Administration
- _____ BUA 376: Advanced Taxation*
- _____ BUA 448: Auditing, Assurance, and Consulting Services*
- _____ BUA 495: Business Internship (in Accounting)

(Students are encouraged to take an additional POS course as a social science elective)

*Consult with your advisor to determine the most appropriate course for students interested in a Career with the IRS, Maine Revenue Services, or other governmental audit function.

GENERAL ELECTIVES (9 credit hours)

**The following computer classes are designated as BUA/CIS/ECO electives:*

CIS 131: Web Applications
CIS 135: Introduction to Information Systems and Applications Development
CIS 210: Programming Concepts
CIS 231: Web Applications Development I
CIS 240: Networking Concepts
CIS 330: Systems Analysis
CIS 335: Systems Development: ASP
CIS 350: Database Design and Management

ADVISING NOTES:

GRADUATION REQUIREMENTS

- A cumulative average of at least 2.0 and a minimum cumulative average of at least 2.0 in all business and economics courses are required for graduation.
- Students should meet with their faculty advisor to verify readiness for graduation prior to submitting a graduation card.

APPROVED TO RECEIVE DEGREE:

Records Office

Date

College Dean

Date

Students are encouraged to contact their faculty advisor and the Advising Center
for academic advising and support services throughout their stay at UMA.
