



Jennings A. Jones College of Business

N219 Business and Aerospace Building

Application to Upper Division for:			MTSU ID						
2007-2009 – B.B.A. – Major: Office Management – Minor: Business Administration – Courses other than electives should normally be taken in the year and sequence shown.			E-Mail Address						
COURSES REQUIRED		Hours		GRADE	Approved Substitutions and Elective Descriptions				
Where alternatives or electives are listed please list the ones taken.		1st Sem	2nd Sem		Course Title and No.	Sem Hrs	Where Taken if not at MTSU	+ / - Hrs	Validation Date or Other Notes
FRESHMAN	COMM: ENGL 1010	3							
	COMM: ENGL 1020		3						
	MATH: MATH 1630 or 1810	3							
	COMM: COMM 2200		3						
	SCI (2 RUBRICS): ASTR 1030/1031; BIOL 1030/1031, 1110/1111, 2010/2011, 2020/2021; CHEM 1010/1011, 1030/1031, 1110/1111; GEOL 1030/1031, 1040/1041; PHYS 2010/2011, 2110/2111; PSCI 1030/1031	4							
			4						
	SOC/BEH/CORE: ECON 2410 Prin of Econ Macro	3							
	Non-Bus Elective		1						
	MAJ: BCEN 2320 Document Production	3							
	MAJ: BCEN 2330 Word Proc Concepts		3						
SOPHOMORE	HUM/FA: ENGL 2020, 2030; HUM 2610	3							
	HUM/FA (2 RUBRICS): ANTH 2210; ART 1030, 1910, 1920; DANC 1000; HIST 1010, 1020, 1110, 1120; MUS 1030; PHIL 1030; THEA 1030	3		3					
			3						
	HIST (2 COURSES): HIST 2010, 2020, 2030	3							
				3					
	MAJ: BCEN 2340 Microcomputer WP Appl	3							
	SOC/BEH: AAS 2100; ANTH 2010; GEOG 2000; HLTH 1530/1531; JOUR/EMC/RIM 1020; PS 1010, 2010; PSY 1410; SOC 1010, 2010; WMST 2100			3					
	CORE: QM 2610 Stat Meth I			3					
	CORE: ACTG 2110 Prin of Actg I	3							
	CORE: ACTG 2120 Prin of Actg II			3					
JUNIOR	CORE: QM 3620 Stat Meth II	3							
	CORE: MKT 3820 Prin of Mkt			3					
	CORE: BLAW 3400 Leg Env of Bus	3							
	CORE: INFS 3100 Prin of MIS			3					
	CORE: MGMT 3610 Prin of Mgmt	3							
	CORE: MGMT 3620 Prod and Oper Sys			3					
	CORE: ECON 2420 Prin of Econ Micro	3							
	CORE: FIN 3010 Bus Fin			3					
	CORE: BCEN 3510 Bus Comm	3							
	MAJ: BCEN 3010 Office Mgmt			3					
SENIOR	CORE: BCEN 4510 Bus Report Writing	3							
	MAJ: BCEN 4640 Probs in Ofc Mgmt			3				Spring only	
	MAJ: BCEN 4660 Org Comm	3						Fall only	
	MAJ: BCEN 4800/ 4810 Adm Ofc Sim/ Internship			3				Spring only 4800	
	MAJ: BCEN 4350 Records Mgmt	3						Fall only	
	MAJ: BCEN 4340, 4410 4450, 4670, 4680, 4900, or UD Approved Elective			3					
	BCEN Elective	3							
	Non-Bus Elective			3					
	Non-Bus Elective	3							
	CORE: BUAD 4980 Bus Policy			3					
Take at MTSU in last semester (check prerequisites)									
Business core (CORE) requirement courses must be completed before taking BUAD 4980.									
Courses required in major (MAJ) cannot be used in minor.									
Student cannot double major or double minor in business.									
					Advisor	Date			

Minor: Business Administration			Second Minor (Optional):		
Course	Hrs	Grades/Notes	Course	Hrs	Grades/Notes
ACTG 2110 Prin of Actg I	3			3	
ACTG 2120 Prin of Actg II	3			3	
BLAW 3400 Legal Env of Bus	3			3	
FIN 3010 Bus Finance	3			3	
INFS 3100 Prin of MIS	3			3	
MGMT 3610 Prin of Mgmt	3			3	
MKT 3820 Prin of Mkt	3				
Total	21		Total		
GPA (2.0 Min.)			GPA (Note Min)		
These courses are required in this curriculum and constitute a minor. Must take 3 upper-division hours at MTSU.					
			Minor Advisor	Date	
Graduation Requirements			Minimum	Notes	
Total Semester Hours			120 semester hours		
Grade Point Average			2.00 GPA		
42 Hours Upper-Division			2.00 GPA		
MTSU Upper-Division Hours			30 semester hours		
Major GPA (Minimum: 2.0)			2.00 GPA		
MTSU Upper-Division Hours in Major			50 percent		
GPA in all Jones College Minor(s)			2.00 GPA		
MTSU Upper-Division Hours in Minors			3 semester hours		
Cumulative GPA in Jones College Courses (ACTG, BCEN, ECON, FIN, INFS, MGMT, MKT, QM)			2.00 GPA		
Senior College Hours			60 semester hours		
Residency Requirement			12 of last 18 semester hours at MTSU		
Minimum MTSU Hours			30 semester hours		
50% Required Business Hours Taken at MTSU			30 semester hours		
Notes					
Student Instructions					
<p>One (1) copy signed by major and minor advisors (minor advisor signature not required for "built-in" minors) should be filed with your College Graduation Coordinator - Undergraduate Services (formerly Graduation Analyst) 3 semesters before you intend to graduate by sending to MTSU Box 101. An Intent to Graduate form should be filed in the Records Office during first semester of the senior year.</p> <p>1. This form is for guidance purposes only. The official program is checked and verified by your College Coordinator - Undergraduate Services. 2. Transfer credits and substitutions must be initiated by the advisor.</p>					
					Date
Graduation Coordinator, Jennings A. Jones College of Business					