



Jennings A. Jones College of Business

N219 Business and Aerospace Building

Application to Upper Division for:			MTSU ID					
2009-2011 – 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		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	
	GRADE							
F R E S H M A N	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, 1130/1131; GEOL 1030/1031, 1040/1041; PHYS 1110, 1130/1131, 2010/2011, 2110/2111; PSCI 1030/1031	4						
	SOC/BEH/CORE: ECON 2410 Prin of Econ Macro	3	4					
	Non-Bus Elective		1					
	MAJ: BCEN 2320 Document Production	3						
	MAJ: BCEN 2330 Word Proc Concepts		3					
	S O P H O M O R E	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					
HIST (2 COURSES): HIST 2010, 2020, 2030		3						
MAJ: BCEN 2340 Microcomputer WP Appl		3						
SOC/BEH: AAS 2100; ANTH 2010; GEOG 2000; GS 2010; HLTH 1530/1531; EMC/JOUR/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					
J U N I O R	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 Operations Mgmt		3					
	CORE: ECON 2420 Prin of Econ Micro	3						
	CORE: FIN 3010 Bus Fin		3					
	CORE: BCEN 3510 Bus Comm	3						
MAJ: BCEN 3010 Ofc Mgmt (or beginning 1-1-2010 BCEN 4640 Issues & Trends in Ofc Mgmt)		3					Spring only	
S E N I O R	CORE: BCEN 4510 Bus Report Writing	3						
	MAJ: BCEN Approved UD Elective (suggested electives BCEN 4410/4450/4900)		3					
	MAJ: BCEN 4660 Org Comm	3					Fall only	
	MAJ: BCEN 4810 Internship		3					
	MAJ: BCEN 4350 Records Mgmt	3					Fall only	
	MAJ: BCEN UD Approved Elective		3					
	MAJ: BCEN Approved UD 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		
Jones College Admission Requirements					
<i>Students must be admitted at least one semester prior to anticipated graduation date.</i>					
Requirements			Met	Notes	
30 sem hrs degree credit					
Completion of all high school deficiency requirements					
Completion of all academic enrichment requirements					
Cumulative GPA \geq 2.250 on college-level coursework					
Pre-Business Required Courses (GPA \geq 2.000)			G R A D E		
ACTG 2110 Principles of Accounting I					
ECON 2410 Principles of Economics, Macroeconomics					
ECON 2420 Principles of Economics, Microeconomics					
QM 2610 Statistical Methods I					
Students who are juniors may register for the following courses before being fully admitted to the Jones College: BCEN 3510, BLAW 3400, FIN 3010, INFS 3100, MGMT 3610, MKT 3820. Registration or credit in these courses does not guarantee admission to the Jones College.					
Student Instructions					
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.					
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.					
Graduation Coordinator, Jennings A. Jones College of Business					Date