JENNINGS A. JONES COLLEGE OF BUSINESS
Advising Center

2020-2021 Student Handbook
Undergraduate Programs
Requirements Effective Summer 2020, Fall 2020, and Spring 2021
Version 18

Academic Departments:
Accounting
Information Systems and Analytics
Economics and Finance
Management
Marketing
ACADEMIC ADVISING

Undergraduate Advising Office
The Jones College of Business Advising Center promotes student success and retention through engagement activities; guides students in the decision-making process for attaining educational, career, and personal goals; assist students with academic planning to facilitate graduation; and makes internal and external referrals when necessary.

Location and Contact Information
Business and Aerospace Building (BAS) N216
615-904-8063
www.mtsu.edu/busadv

Your Academic Advisor
Students are assigned an academic advisor during orientation or during their first advising meeting. All staff are equipped to advise in all Jones College majors and minors, so even if you change your major, as long as you stay within the Jones College of Business (JCB), you keep the same advisor.

Scheduling an Appointment
There are multiple ways to schedule an appointment with your advisor. PipelineMT lists your academic advisor.

- Use the Jones College of Business Mobile Application.
- Log in to PipelineMT > Click on Registration & Student Records > Find the Priority Registration Tools box. Click on Schedule an Advising Appointment.
- Go to our advising website and click on the Schedule an Advising Appointment button.
- Go to QUICKLINKS on the MTS homepage and click Schedule an Advising Appointment.
- Call the office at 615-904-8063: the best option for students who are changing majors into the Jones College.

Student and Advisor Responsibilities

Student Responsibilities
- Communicate professionally.
- Regularly schedule and attend appointments with your academic advisor.
  - Cancel the appointment if you know you are no longer available.
  - Call the office if you will be checking in late, as you may need to reschedule.
- Before the appointment, review major/program policies and requirements using DegreeWorks via PipelineMT or the MTSU Undergraduate Catalog and make a list of questions and/or concerns.
- Keep a record of your academic progress using your upper division form or your academic map.

Advisor Responsibilities
- Foster a supportive and encouraging partnership between student and advisor.
- Encourage and guide students to define and develop realistic educational goals.
- Stay informed of and accurately communicate university/college/program requirements and policies.
- Empower students to take responsibility for their academic success.
- Be available for appointments during office hours.
- Stay knowledgeable of MTSU resources and make referrals when appropriate.
Advising and Registration Timeline
Plan to meet with your advisor at least once a semester, but more if needed. The ideal time to schedule an appointment is in October and March before Priority Registration. Seeing your advisor during this time guarantees you are prepared to register when your priority registration day and time arrives.

Reasons to meet with your advisor:

- Course selection
- Major exploration
- Struggling with a current class, professor, classmate
- Other concerns or issues

JONES COLLEGE ADMISSION

Jones College Admission Policy
Students who choose a major in the Jones College must meet minimum standards to progress into junior and senior level major (MAJ) courses. Students fill out Jones College Admission Application found at \(www.mtsu.edu/busadv\) once all criteria is met.

The inclusive GPA includes all college-level course work and is found in PipelineMT>Registration & Student Records>Academic Records>GPAs.

The JCB Advising website provides a pre-business GPA calculator.

Students who do not meet candidacy during the first attempt can repeat courses to improve GPAs. This program is not competitive. Any student who meets these requirements is admitted to the Jones College upon receipt of the application.

Successful Progression to Jones College Admission

- Do well early in your academic career. Your General Education classes are important. The more credit hours you accumulate, the harder it is to improve your GPA.

- Start your course sequences as soon as you can. ACTG 2110 requires prerequisites of ENGL 1010 and a college level Mathematics, so it is crucial to get these started.

- The pre-business GPA is an average. Start out strong in ECON 2410 and 2420 during your first year. This will reduce the stress of making a minimum grade in ACTG 2110 and BIA 2610 during your second year.

- Use free tutoring and other academic resources. Tutoring exists for all the pre-business classes. Supplemental instruction is currently available in BIA 2610.
ACADEMIC CURRICULUM

General Education
Each MTSU student must complete 41 semester credit hours of General Education in six areas: Communication, History (US), Humanities and Fine Arts, Mathematics, Natural Sciences, and Social and Behavioral Sciences. Business majors are required to take specific courses in both the Mathematics and Social and Behavioral Science areas.

Business Core
Each BBA degree in the Jones College of Business requires successful completion (minimum average 2.0) of a common body of courses called the business core. Regardless of the major, all BBA students must complete the following courses:

Lower Division (Freshmen and Sophomore Level)
- ACTG 2110 Accounting Principles I
- ACTG 2120 Accounting Principles II
- BIA 2610 Statistical Methods
- ECON 2410 Principles of Macroeconomics
- ECON 2420 Principles of Microeconomics

Upper Division (Junior and Senior Level)
- BIA 3620 Introduction to Business Analytics
- BLAW 3400 Legal Environment of Business
- BUS 3000 Dale Carnegie
- FIN 3010 Principles of Corporate Finance
- INFS 3100 Management Information Systems
- MGMT 3610 Principles of Management
- MKT 3820 Principles of Marketing
- BUAD 4980 Strategic Management

BUAD 4980
This course is taken in the last semester and requires the following prerequisites: BLAW 3400, FIN 3010, INFS 3100, MGMT 3610, and MKT 3820.

Writing Intensive (W)
One writing intensive course is also required. DegreeWorks and your upper division form lists which writing intensive course required for your major program.
- BCED 3510 Business Communication
- ECON 4620 Econometrics and Forecasting
- MGMT 3620 Supply Chain Operations
- MKT 4890 Marketing Management

Business Electives
Each course starts with a three- or four-letter prefix. A business elective is a course with any of the following prefixes: ACTG, BCED, BIA, BLAW, BUS, ECON, ENTR, FIN, INFS, LEAD, MGMT, MKT.

Popular choices at the freshmen and sophomore level include:
- BCED 1400 Introduction to Business
- ENTR 2900 Entrepreneurship
- ECON 2110/FIN 2010 Personal Financial Planning
- INFS 2200 Introduction to Microcomputing

Students should consider saving the business elective until the junior or senior year if pursuing a second minor, an internship, an approved study abroad, or are considering a change of major.
ACADEMIC POLICIES

Good Standing/Probation/Suspension

Students must stay in “Good Standing” to continue taking courses each semester, avoiding academic probation and suspension.

A student is placed on academic probation if he/she fails to attain a 2.00 GPA for the current term and does not meet one of the following GPA requirements:

- 0-29.99 GPA hours 1.50 Overall Combined GPA
- 30-49.99 GPA hours 1.80 Overall Combined GPA
- 50 ≥ GPA hours 2.00 Overall Combined GPA

A student on probation who fails to meet the above standards during the next semester of enrollment is suspended.

Graduation

- 2 semesters before graduation, schedule with your “Graduation Check” appointment. During this appointment:
  - Students fill out an Intent to Graduate.
  - Advisors sign the Upper Division form (the official advising sheet).
- During your last semester at MSTU, sign up and take any required senior exit exams
- Review Graduation Information for ceremony information, cap and gown, and diploma pick up.
  - BS Economics students will graduate with the College of Liberal Arts
- Meet these graduation requirements:

<table>
<thead>
<tr>
<th>Graduation Requirements for Business Majors</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0 GPA Minimum Cumulative Hours</td>
</tr>
<tr>
<td>2.0 GPA Minimum Major (Courses with MAJ)</td>
</tr>
<tr>
<td>2.0 GPA Minimum All Jones College Minors</td>
</tr>
<tr>
<td>2.0 GPA Minimum in Jones College Business Core</td>
</tr>
<tr>
<td>120 Minimum Semester Hours</td>
</tr>
<tr>
<td>12 of Last 30 Semester Hours at MTSU</td>
</tr>
</tbody>
</table>

SCHEDULING

Accelerated Classes (A1, A2)

Commonly referred to as A1 and A2, accelerated classes meet for 7 weeks. Pay close attention to your schedule using the Grid Format view in PipelineMT as the start and end dates are listed.

Students may take courses that are prerequisites for one another in A1 and A2. Students must register for the A1 courses and then email register@mtsu.edu with the M Number, course name and number, and CRN. The A2 course must have an open seat.

Closed Classes

Advisors cannot get you into closed classes. They can help you find alternative courses that meet degree requirements. If you need a closed class, join the wait-list. If wait-listing is not an option, you must contact the professor and the department. Classrooms have fire codes and cannot go beyond the seat limit.

Registration Errors

If you experience any registration errors, please contact your advisor or refer to the MT One Stop website. The most common errors for Jones College students are classification errors – not enough credits for sophomore, junior, or senior standing and admission errors – you must be admitted to Jones College before enrolling major courses.
COURSE TYPES

Conventional
A course that meets in a classroom on-campus during the days and times listed. CLAS

Hybrid
A course that meets mostly online but does have some on-campus classroom meetings as listed on the schedule. Students can expect to meet no more than 15 hours on campus. These courses have a D in the section number and may carry a distance education fee. HYBR

Online
A course that does not meet on-campus that lists instructors without meeting days and times. Students work at their own pace via D2L and meet deadlines established in the course syllabus. These courses have a D in the section number and may carry a distance education fee. ONLINE/ONLINE

Remote
A course in which all instruction is delivered online. Days and times are listed without a location since the course is not held on campus. Students should be available to meet for instruction via Zoom, D2L, or other method as determined by the instructor. REMOTE/REMOTE

Web-Assisted
A course with a blend of both classroom and online instruction. These courses have days, times, and listed classroom locations. Students can expect to meet at least 15 hours or more on campus during the semester. WAST

CREDIT OPTIONS

College Level Examination Program (CLEP)
Students may earn college credit by examination for acceptable scores on the CLEP. Students earn semester hours of credit toward graduation based on these computer-based tests, but they do not affect a student’s GPA. Passing scores for MATH 1010 are equal to or greater than 45. All other subject exams have a passing score equal to or greater than 50. Students must wait three months before retaking a test.

Registration is required, and students must show a government-issued photo ID such as a valid driver’s license. Visit Testing Services in the Keathley University Center (room 107) or by calling 615-898-2863. The costs per test are as follows: $89 CLEP fee, a $30 MTSU fee, and an additional $10 fee if an essay is required for an English CLEP. View the MTSU catalog for a complete list of available CLEP exams.

The following list contains courses required for most business majors.

<table>
<thead>
<tr>
<th>CLEP Examination</th>
<th>Credit</th>
<th>MTSU Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculus</td>
<td>4</td>
<td>MATH 1910</td>
</tr>
<tr>
<td>Financial Accounting, Principles of Accounting I</td>
<td>3</td>
<td>ACTG 2110</td>
</tr>
<tr>
<td>Introductory Business Law</td>
<td>3</td>
<td>BLAW 3430</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>3</td>
<td>ECON 2410</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>3</td>
<td>ECON 2420</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>3</td>
<td>MGMT 3610</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>3</td>
<td>MKT 3820</td>
</tr>
</tbody>
</table>
Credit by Special Examination (Undergraduate) or “Challenge Exam”
Any student enrolled in the University who receives departmental approval is eligible to receive credit by special examination for certain MTSU courses.

- Students seeking credit by examination should, on forms provided by the Admissions Office, request approval from the chair of the department or director of the school in which the course is offered.
- A nonrefundable fee of $20.00 is charged for each semester hour of credit at the Admissions Office.
- The form for approval to post credit by special examination must be received in the Admissions Office no later than two weeks prior to the first day of final exams for a specified semester.
- No student can repeat a special examination in a given course within one year.
- The student will receive credit, as P (Pass) on the student’s transcript, upon passing the examination with a minimum equivalent grade of C.
- Credit by special examination cannot be used in the determination of the 25 percent credit earned through instruction offered by MTSU.

The following are courses available for Credit by Special Examination in the Jones College (see the department chair to inquire about any courses not listed):

ACTG 2120—Principles of Accounting II
Please contact the Department of Accounting at 615-898-2558 (BAS N425A) to make an appointment to take the exam and for suggestions on how to prepare for the exam. Review of any current text covering the appropriate topics.

ACTG 3110 and 3120—Intermediate Accounting I & II
Please contact the Department of Accounting at 615-898-2558 (BAS N425A) to make an appointment to take the exam and for suggestions on how to prepare for the exam. Review of any current text covering the appropriate topics.

ACTG 3310—Cost Accounting
Please contact the Department of Accounting at 615-898-2558 (BAS N425A) to make an appointment to take the exam and for suggestions on how to prepare for the exam. Review of any current text covering the appropriate topics.

INFS 2200—Introduction to Microcomputing
The exam is hands-on, covering advanced MS Excel skills. Please contact Carlos Coronel at 615-898-2359 (BAS S137), carlos.coronel@mtsu.edu, for information on how to schedule the exam. Major topics covered on the exam include Microsoft Excel, financial, date & time, logical, math, lookup, formulas, aggregate functions, pivot tables, and pivot charts. Talk with the instructor for additional insights and suggested texts.

INFS 3100—Principles of Management Information Systems
The exam is multiple-choice, true/false, and fill-in-the-blank. Please contact Dr. Jong-Sung Lee at 615-898-5938 (BAS N354), jongsung.lee@mtsu.edu, to make an appointment to take the exam. Major topics covered on the exam include information systems technology, applications, and development and management. Review your class notes and textbook to prepare for the exam. A suggested text to review is MIS9, 9th edition, by Hossein Bidgoli.

Prior Learning Assessment (PLA)
Commonly referred to as credit for work experience, credit is only granted after successful completion of PRST 3010 Prior Learning Assessment and is only available to students who qualify for a specific BS degree plan within the Jones College of Business. If interested, discuss with a Jones College advisor.
Validation Exams
The Jones College permits a lower-division transfer course to satisfy a specific upper-division business course requirement after a student successfully passes an MTSU comprehensive examination for the course under consideration.

- The department chair grants approval to take a comprehensive exam based on a review of the educational background of the student.
- Students must attain a proficiency level of 70 percent or higher to pass such an exam. When a student passes the exam, the department chair will recommend a course substitution using the lower-division transfer course or courses to meet an upper-division course requirement.
- Students may attempt the test two times provided at least four months have passed since the last test was attempted.

Exams are available for the following courses:

**BLAW 3400—Legal Environment of Business**
The exam is 100 multiple-choice questions. Major topics covered on the exam include government regulation of business, law and the legal system, employment discrimination, and torts. The exam is offered Monday through Thursday from 8:00 AM to 3:00 PM in BAS N425. A study sheet is available online or in the Accounting Department.

**BCED 3510—Business Communication**
The exam may include multiple-choice and essay questions or writing performance assignments. Please contact the Marketing department at 615-898-2902 (BAS N429) for date exam is given each semester. Review your class notes and textbook to prepare for the exam.

**BCED 4510—Business Report Writing**
The exam may include multiple-choice, true/false, and essay questions or writing performance assignments. Please contact the Marketing department at 615-898-2902 (BAS N429) for date exam is given each year. Review your class notes and textbook to prepare for the exam.

**FIN 3010—Principles of Corporate Finance**
Please contact the Economics and Finance Department at 615-898-2520 (BAS N331) to make an appointment to take the exam. Review your class notes and textbook to prepare for the exam.

**INFS 3100—Principles of Management Information Systems**
The exam is multiple-choice, true/false, and fill-in-the-blank. Please contact Dr. Jong-Sung Lee at 615-898-5938 (BAS N354), jongsung.lee@mtsu.edu, to make an appointment to take the exam. Major topics covered on the exam include information systems technology, applications, and development and management. Review your class notes and textbook to prepare for the exam. A suggested text to review is MIS9, 9th edition, by Hossein Bidgoli.

**MGMT 3610—Principles of Management**
The exam may include definition, short answer, and identification questions. Please contact the Management Department at 615-898-2736 (BAS N121) for a review sheet and to make an appointment to take the exam. Review key terms and concepts in any recent principles of management text.

**MGMT 3620—Supply Chain Operations**
The exam may include definition, short answer, problem-solving, and identification questions. Please contact the Management Department at 615-898-2736 (BAS N121) to make an appointment to take the exam. Review key terms and concepts in any recent production and operations/supply chain systems text.

**MKT 3820—Principles of Marketing**
The exam may include definition, identification, and short answer questions. Please contact the Marketing Department at 615-898-2902 (BAS N429) for a review sheet and to make an appointment to take the exam. Review terms and concepts in any recent principles of marketing text.
PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Beta Gamma Sigma
Election to membership in ΒΓΣ is the highest scholastic honor that a student in a school of business can achieve. Membership is restricted to students of high scholarship in institutions with programs accredited by AACSB International—Association to Advance Collegiate Schools of Business. Beta Gamma Sigma has three purposes:

1. to encourage and reward scholarship
2. to promote the advancement of education in business
3. to foster integrity in the conduct of business operations

Beta Gamma Sigma is open to business majors. To be eligible for membership, a student must rank in the top 7% of the junior class, top 10% of the graduating senior class, or top 20% of the graduating master’s class. Students elected to membership are publicly recognized at an initiation ceremony during the spring semester. Graduating ΒΓΣ members are invited to wear an “honor cord” as part of their academic regalia at graduation.

Career Development Center
The Career Development Center assists students in the Jones College of Business with all aspects of the career decision-making and job search processes. Career advisors work with students to target a career related to their major through individual guidance then supports the entire proactive job search process from seeking supervised internships to securing full-time, entry-level positions. Career Fairs, workshops, and job and internship postings are now on Handshake.

Competitions, Connections, and Programs
The Jones College of Business and its departments offer many special events, networking groups, competitions, and programs. These include but are not limited to:

- Accounting Connections
- Blue Raider Finance Network
- Business Plan Competition
- Department/Major Specific Career Fairs and Networking Events
- Global Entrepreneurship Week
- HackMT
- Jones College of Business Leadership Summit
- Non-Profit & Social Innovation Student Summit
- Volunteer and Internship Fairs
- TVA Investment Challenge

Consult your academic advisor, faculty advisor, professors, and departments for more information.

Dale Carnegie
A required course for all BBA students, BUS 3000 Dale Carnegie Seminar, develops the soft skills employers desire in job candidates. It is an important addition to any Jones College student’s resume. This course helps students:

- develop self-confidence and the skills to lead others
- strengthen their ability to relate to and motivate others
- enhances their ability to communicate effectively, reduces stress, and promotes a positive self-image

The Jones College partnership with Dale Carnegie Training is unique in the US and exclusive in Tennessee.
Honors College (University)
The Business Honors Program is part of the campus-wide University Honors College, leading to a business degree with University Honors. Benefits include:

- meeting the special needs of high-ability students who intend to pursue careers or graduate studies in business
- small classes offered at convenient hours and excellence of instruction
- personal contact between Honors students and Honors faculty

Honors work is an educational adventure for students who are eager to grow intellectually, think, react, interact, and develop their potential abilities as fully as possible.

Eligible students may take honors courses or choose to complete the requirements to graduate from the Honors College by completing a series of required courses. For more information, consult with an Honors College Advisor in the Paul W. Martin Sr. Honors Building, Room 205, or 615-898-2152.

IGNITE
IGNITE is a professional development program open to all Jones College of Business majors designed to:

- increase awareness of career preparation issues
- develop knowledge and skills to navigate the process of landing a professional entry level job
- instill confidence to compete for jobs in a chosen field

Multiple events occur in the fall and spring semesters in career development, business engagement, leadership and involvement, and workshops. Students may earn a certificate of completion.

Internships
Students may inquire about internships and approval by speaking with the listed contact person. The coordinator must approve the internship before the actual position begins, especially if course credit is the goal.

<table>
<thead>
<tr>
<th>Major</th>
<th>Internship Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Dr. Jeannie Harrington  (<a href="mailto:Jeannie.Harrington@mtsu.edu">Jeannie.Harrington@mtsu.edu</a>)</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>Dr. Tim Greer (<a href="mailto:Tim.Greer@mtsu.edu">Tim.Greer@mtsu.edu</a>)</td>
</tr>
<tr>
<td>Economics, Finance, or Risk Management &amp; Insurance</td>
<td>Dr. Keith Gamble (<a href="mailto:Keith.Gamble@mtsu.edu">Keith.Gamble@mtsu.edu</a>)</td>
</tr>
<tr>
<td>Business Administration, Management or Business Innovation &amp; Entrepreneurship</td>
<td>Kristen Shanine (<a href="mailto:Kristen.Shanine@mtsu.edu">Kristen.Shanine@mtsu.edu</a>)</td>
</tr>
<tr>
<td>Marketing</td>
<td>Laura Buckner (<a href="mailto:Laura.Buckner@mtsu.edu">Laura.Buckner@mtsu.edu</a>)</td>
</tr>
</tbody>
</table>

Study Abroad
Study abroad participation allows students to experience another culture firsthand, expand their worldviews, and enhance future employment opportunities. To encourage an international educational experience, Jones College provides $1000 Study Abroad Scholarships to eligible Jones College majors. Application materials and information are available on the Jones College website. Students must meet with the Education Abroad Office and be formally admitted to the Jones College before completing the scholarship application.

Student Organizations
Membership in several professional and honorary business organizations is available to students. Please see the Jones College of Business website.
RESOURCES

BUS 1000: Introduction to Jones College – 1 credit hour elective
BUS 1000 familiarizes students with the Jones College of Business and its majors. It emphasizes major exploration, career planning, and academic student success. Students who take BUS 1000 become acquainted with major requirements and expectations within the Jones College, identify career options consistent with interests, skills, and personality, and engage with Jones College members.

DegreeWorks
DegreeWorks is a degree audit system that uses “real-time” reporting so students and advisors can monitor progress toward degree completion. DegreeWorks, found in PipelineMT, provides clear visual indicators showing whether course requirements have been met or are currently in progress. Courses and other graduation requirements not yet completed are listed to help students plan class schedules for an upcoming registration.

Grammarly
As a student taking a Jones College of Business classes, you are able to use Grammarly Premium for free. Grammarly is the world’s most accurate grammar, style, spelling, and plagiarism checker.

LinkedIn Learning with Lynda.com Content
MTSU students have free access to this online training video library. Tutorials are available for everything from accounting and Excel to writing and web design. Visit your PipelineMT account under the Resources page to learn how to access your account.

Mid-Term Grades
Mid-Term grades, also called the academic progress report, gives you an indication of your progress mid-way through the semester and are reported for every undergraduate course. The emailed academic progress report reflects feedback from a professor, including an estimated grade or comment. Details related to the report are accessed in PipelineMT > Registration & Student Records > Academic Records > Academic Progress Report.

Tutoring
The Jones College of Business offers free tutoring for the following undergraduate courses: ACTG 2110, 2120, 2125; BIA 2610, 3621 (lab), 4010; ECON 2410, 2420, 3510, 3520, 4620; FIN 3010; INFS 2400, 2600, 3200, 3400, 4790, 4950.

Many other subjects have tutoring. Tutoring via MTSU’s Tutoring Spot will take place remotely via Zoom until further notice. Enter the course subject and number in the Course ID box. Zoom links for access to tutoring become available during the actual day of tutoring.

Smarthinking, 24/7 access to online tutoring is also accessible on the Tutoring Spot website.

University Writing Center
The University Writing Center helps writers of various experiences, backgrounds, and skill levels develop responsible informed writing practices. The UWC offers online appointments via live chats and a document drop.
STUDENT AID

MT One Stop
Stop by the MT One Stop for any of the following issues:

- Admission Re-enrollment Applications
- Tuition and Billing
- Financial Aid and Scholarships
- Transcripts
- Payment Plans
- Transcripts

College and Departmental Scholarships
The Jones College of Business and its individual departments award scholarships during the annual Wink E. Midgett Awards Ceremony. The Jones College of Business website lists available opportunities.

Course Program of Study (CPoS)
There is an important emphasis on federal financial aid rules that could cause scholarships, loans, and grants to be reduced if students enroll in the wrong classes. Only courses required for degree completion can be used to determine aid eligibility for federal financial aid programs such as grants, work-study, and loans.

Important steps to remember:

- Meet with your advisor and plan your schedule for each semester.
- Keep up with changes to your major and minor and inform your advisor of these updates.
- Check PipelineMT to ensure your majors and minors are correctly declared.
- Dropping or not attending classes can negatively impact your eligibility for current and or future aid.
- View required courses in your degree program by using DegreeWorks in your PipelineMT account.
- To view if your courses are eligible or ineligible go to PipelineMT > Registration & Student Records > Academic Records > Coursework Toward Program of Study > Select the current term.

Emergency Aid

MTSU Student Micro-Grants
These funds are awarded as grants and do not have to be repaid. These grants are available up to $250 and are open to undergraduate and international students. Advisors can answer questions about eligibility. Occasionally, the Jones College may be able to provide additional aid beyond $250. Applications are available online. Students may be awarded the micro-grant only once during their tenure at MTSU.

The Career Closet
Keathley University Center (KUC) – Room 327
The Career Closet provides MTSU students with gently used professional attire. Professional attire is important for interviews, internships, and professional presentations. Students may acquire one (1) full outfit each school year. Student workers and/or Career Center staff are available to assist you in finding professional attire that meets your needs.

Student Food Pantry at MTSU
Student Services and Admissions Center (SSAC) – 2nd Floor
Any currently enrolled student with a valid MTSU ID can access the pantry Monday through Friday, 9 AM to 4:30 PM.

Emergency Loans
Students needing a small emergency loan may inquire about options at the MT One Stop and the Financial Aid Office.
FREQUENTLY ASKED QUESTIONS

What is my major? Where can I find this?
You can find your major in your PipelineMT account:
→ Log in to PipelineMT
→ Registration and Student Records
→ DegreeWorks

How do I read my Upper Division (UD) form?
Your Upper Division form is your course map to graduation, is divided into 4-year blocks: FRESHMAN, SOPHOMORE, JUNIOR, and SENIOR. Each grade box represents a course that is required to be completed. As you pass courses, fill in the grade boxes. The remaining blank boxes represent courses you will need to complete. As you meet with your advisor, you will be ready to discuss the courses needed for the upcoming semester.

What is a business elective?
A business elective is a course containing a business prefix (ACTG, BCED, BIA, BLAW, BUS, ECON, ENTR, FIN, INFS, LEAD, MGMT, and MKT). Popular choices at the freshman and sophomore level include BCED 1400, ENTR 2900, FIN 2010 and INFS 2200. Students may choose to save the business elective until their junior/senior year for an alternate minor, an internship, approved study abroad, or a possible major change.

Do I have a minor? If so, what is it?
All BBA majors have a built-in minor listed on the back of the Upper Division form. The Business Administration major includes the Economics/Finance minor. All other BBA degrees include the Business Administration minor. The Jones College of Business offers many other minors. Please speak with your advisor if you are interested.

What year am I?
• 0-29.99 semester hours: Freshman
• 30-59 semester hours: Sophomore
• 60-89 semester hours: Junior
• 90+ semester hours: Senior
Look in PipelineMT at your Academic Records to find out how many credits you have completed.

What happens if I do not meet Jones College Admission?
Jones College Admission is not competitive so courses can be repeated to achieve candidacy. It is important that you meet with an advisor to discuss your options. We want you to be successful, and that may mean exploring other major options.

Why won’t PipelineMT allow me to sign up for major classes?
It most likely means you do not meet Jones College Admission requirements, or you did not fill out the Application to Major in Jones College of Business form. Contact your advisor for details.

When am I going to graduate?
A great discussion question for both you and your academic advisor. Review DegreeWorks before a scheduled advising appointment to get the best idea of how many courses remain in your program after the current term.

Do you offer an online program?
If you are looking for online major, please speak with your academic advisor.
**Academic Advisor** – a person who is an expert in a college’s degree requirements, university policies and procedures who helps students achieve a timely graduation

**BAS N** – North side of the Business and Aerospace Building; Locations for the advising center, deans, departments, and professors

**BAS S** – South side of the Business and Aerospace Building; Classroom locations

**BBA and BS** – Bachelor of Business Administration and Bachelor of Science

**Business Elective** – a course taught in the Jones College of Business with one of the following prefixes: ACTG, BCED, BIA, BLAW, BUS, ECON, ENTR, FIN, INFS, LEAD, MGMT, MKT

**Business Core** – common courses for Jones College majors; listed as CORE on the Upper Division form

**Catalog Year** – the year a student enters the University; corresponds with a catalog and listed curriculum requirements

**Credit Hour** – one hour of class a week

**EXL** – a course that incorporates experiential learning; learning by doing; associated with the [EXL Scholars Program](#)

**Faculty Advisor** – a person who teaches subjects in a student’s major field of students who acts as a mentor

**Freshman** – a student who has earned between 0-29.99 credit hours

**Intent to Graduate** – a form that must be completed by the student and handed in two semester before graduation

**Junior** – a student who has earned between 30-49.99 credit hours

**Lower Division** – 1000 and 2000 level courses

**MT Engage** – a course using integrative thinking and reflection; associated with the [MT Engage Program](#)

**Pre-Business Courses** – Macroeconomics, Microeconomics, Accounting Principles I, and Statistical Methods

**Prefix** – the three or four-digit letter combination before the course number; also called a rubric or subject

**Prerequisite** – a course that is required to be taken before another course

**Priority Registration** – the two weeks in April and November when currently enrolled students register for the following term or terms

**Purge** – the day classes are dropped from student schedules for non-payment and/or confirmation of attendance

**Sophomore** – a student who has earned between 30-49.99 credit hours

**Senior** – a student who has earned 90+ credit hours

**Supplemental Instruction (SI)** – a peer-assisted, group study and discussion method available to students in SI courses. BIA 2610 and several US HIST courses offer this option.

**Upper Division** – 3000 and 4000 level courses

**Upper Division Form** – official advising sheet that contains courses, the admission policy, and graduation requirements
Major Requirements
ACTG 3110 Intermediate Accounting I
ACTG 3120 Intermediate Accounting II
ACTG 3310 Cost Accounting
ACTG 4510 Accounting Systems
ACTG 4550 Introduction to Federal Tax

ACTG 4620 External Auditing (recommended for CPA) or
ACTG 4640 Internal Auditing
ACTG 4650 Financial Accounting Standards
ACTG Elective

Accounting Elective Options
ACTG 4110 Advanced Financial Accounting
ACTG 4310 Accounting for Decision Making
ACTG 4610 Governmental Accounting and Reporting

ACTG 4620 External Auditing or 4640 Internal Auditing
ACTG 4680 Forensic Accountancy and Fraud Auditing
ACTG 4840 Study Abroad

Internship
ACTG 4420 Accounting Internship is a business elective or general elective. This course does not fulfill the required Accounting elective in the major.

Notes
- A departmental readiness exam is required upon enrolling in ACTG 3110.
- Accounting majors must have a C or higher in all ACTG courses.
- Students are limited to a maximum of three attempts in each upper division (3000-4000 level) ACTG course. The grade of W is included in the attempt count.
- D/F/W ACTG grades must be repeated at MTSU.

Accounting is
the practice of and knowledge about methods for recording transactions, keeping financial records and performing internal audits. It can also include reporting and analyzing financial information, reporting those findings to management and advising on taxation matters. [https://www.efficientlearning.com/accounting-career-guide/](https://www.efficientlearning.com/accounting-career-guide/)

Careers
Public Accountant  Government Accountant  External Auditor
Management Accountant  Internal Auditor  Financial Analyst

CPA questions:
[Dr. Paula Thomas, Dr. Tammy Bahmanziari, or Ms. Monica Davis](mailto:Dr.Paula.Thomas@mtsu.edu)
### FRESHMAN YEAR

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>Hrs</th>
<th>PREREQUISITES</th>
<th>NOTES</th>
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</thead>
<tbody>
<tr>
<td>COMM: ENGL 1010 Expository Writing</td>
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<tr>
<td>COMM: ENGL 1020 Research &amp; Argumentative Writing</td>
<td>3</td>
<td>ENGL 1010 with minimum C-</td>
<td>Min. C-</td>
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<td>2 years high school algebra &amp; MATH ACT &gt;25 or MATH 1710</td>
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### SOPHOMORE YEAR

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<td>ENGL 1010 &amp; 1020 with min. C-</td>
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<td>INFS 2200 Intro to Microcomputing</td>
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<td>CORE: ACTG 2110 Principles of Accounting I</td>
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<td>ENGL 1010, sophomore standing &amp; college level mathematics course</td>
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<td>CORE: ACTG 2125 Principles of Accounting II</td>
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<td>ACTG 2110</td>
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<td>CORE: BIA 2610 Statistical Methods</td>
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### JUNIOR YEAR

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<td>CORE: BIA 3620 Intro Business Analytics</td>
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<td>BIA 2610, junior standing</td>
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<td>CORE: INFS 3100 Principles of Management Information Systems</td>
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<tr>
<td>CORE: MGMT 3610 Principles of Management</td>
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<td>CORE: MKT 3820 Principles of Marketing</td>
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<td>CORE: BLAW 3400 Legal Environment of Business</td>
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<tr>
<td>CORE: FIN 3010 Principles of Corporate Finance</td>
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<td>MAJ: ACTG 3110 Intermediate Accounting I</td>
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<td>MAJ: ACTG 4510 Accounting Systems</td>
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<td>ACTG 2120 or 2125 with min. C, INFS 2200, junior standing</td>
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### SENIOR YEAR

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<td>MAJ: ACTG Elective</td>
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<td>Junior standing, depends on specific course chosen</td>
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<td>CORE: BUS 3000 Dale Carnegie</td>
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<tr>
<td>BLAW 3430 Commercial Law</td>
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<tr>
<td>MAJ: ACTG 4550 Intro to Federal Income Tax</td>
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<td>ACTG 3110 with min. C, junior standing</td>
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<td>MAJ: ACTG 4650 Financial Accounting Standards</td>
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<td>CORE: BUAD 4980 Strategic Management</td>
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<td>Senior standing; BLA 3400, FIN 3010, INFS 3100, MGMT 3610 &amp; MKT 3820; Taken in last semester</td>
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Major Requirements

ACTG 3020, 3110, or 3310
MGMT 3630, 3810, or 4680
MGMT 3640, 3705, 3710, 3715, 3720, 3725, 3730, 3750, or 4700
MKT 3930 or MGMT 3890

BLAW 3430, 3460, 4470, 4490, 4500
MGMT 4710, MKT 4510, or ECON 4440
MKT Upper Division Elective
MKT Upper Division Elective

Marketing (MKT) Elective Options

- A Marketing Upper Division Elective is any 3-credit course with an MKT prefix at the 3000 or 4000 levels, except MKT 3010 and MKT 4990.
- Students must meet prerequisites. Some MKT courses are restricted to Marketing majors. MKT 3820 is a prerequisite for most MKT courses.

International Courses

Each student in the Business Administration major is required to take one of the following three courses. A few Jones College faculty offer this course as a summer study abroad opportunity. Please meet with your advisor to discuss study abroad options and how to pick out major courses to maximize your study of international topics.

MGMT 4710 International Business, MKT 4510 International Marketing, or ECON 4440 International Economics

Business Administration

a major for students who wish to pursue a general business career but do not wish to select a specific business area. The student will leave the program equipped with managerial, communication, and decision-making skills.

Careers

Account Representative
Banker
Escrow Closer
Entrepreneur
Financial Planner
Facilities Coordinator
Loan Officer
Not-for-Profit Manager
Recruiting Manager
Retail Manager
Sales Manager
# BBA BUSINESS ADMINISTRATION
**Economics & Finance Minor**

## FRESHMAN YEAR

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<td>CORE: MGMT 3610 Principles of Management</td>
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<tr>
<td>CORE: MGMT 3620 Supply Chain Operations</td>
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<td>Business Elective</td>
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<tr>
<td>CORE: FIN 3010 Principles of Corporate Finance</td>
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<td>CORE: BLAW 3400 Legal Environment of Business</td>
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<td>CORE: BUS 3000 Dale Carnegie</td>
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<td>CORE: MKT 3820 Principles of Marketing</td>
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## SENIOR YEAR

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<td>MAJ: BLAW 3430/3460/4470/4490/4500*</td>
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<td>CORE: BUAD 4980 Strategic Management</td>
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BUSINESS INNOVATION AND ENTREPRENEURSHIP

Major Requirements
ENTR 2900 Entrepreneurship
ENTR/MGMT 3600 Innovation Acceleration (Check Course Rotation)
ENTR 3650 New Venture Creation
ENTR 4620 Business Plan Development (Check Course Rotation)
ENTR/ FIN 3040 Entrepreneurial Financial Management

MKT 3200 Marketing for Entrepreneurs
MGMT 4950 Management Internship
ENTR/MGMT 4920 Small Business Management
ENTR 4100 Family Business/ENTR 4255 Social Entrepreneurship /MGMT 3730 Management of Innovation (pick one)
ENTR/MGMT/MKT Upper Division Elective (pick one)

ENTR/MGMT/MKT Elective Options
Students choose either one 3-credit 3000 or 4000 level course with the ENTR (Entrepreneurship), MGMT (Management) or MKT (Marketing) prefix.

Some MGMT and MKT electives that complement this major include:

MGMT 3890 Managerial Decision Making
MGMT 4000 Not-for-Profit Management
MGMT 4200 Leadership

MKT 3825 Measuring Marketing Performance
MKT 3900 Social Media Marketing
MKT 3930 Market Research

Many more elective options exist. Please consult your advisor or Dr. Aaron for the course that best compliments your business venture.

Entrepreneurship is
for students who want to launch or grow a business and for those who are interested in entrepreneurial work in corporations. This major prepares for these challenges and focuses on the development and management of this venture. Students learn key aspects of Entrepreneurship including organizing ideas, requirements, and capabilities necessary for starting and operating a new venture. The required internship provides valuable hands-on experience.

Careers
Business Owner Manager Sales Specialist
Founder Product Designer
CEO Product Manufacturer
# BBA Business Innovation and Entrepreneurship

## Business Administration Minor

### Freshman Year

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Hrs</th>
<th>Prerequisites</th>
<th>Notes</th>
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<tr>
<td>COMM: ENGL 1010 Expository Writing</td>
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<td>CORE: ECON 2420 Microeconomics</td>
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### Sophomore Year

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<td>ENGL 1010 &amp; 1020 with min. C-</td>
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<td>ACTG 2110</td>
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<td>CORE: BIA 2610 Statistical Methods</td>
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### Junior Year

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<tr>
<td>CORE: BIA 3620 Intro Business Analytics</td>
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<td>CORE: FIN 3010 Principles of Corporate Finance</td>
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<td>CORE: MGMT 3610 Principles of Management</td>
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<td>CORE: BUS 3000 Dale Carnegie</td>
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<td>CORE: MGMT 3620 Supply Chain Operations</td>
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<td>MAJ: ENTR/MGMT 3600 Innovation Acceleration</td>
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<td>CORE: INFS 3100 Principles of Management Information Systems</td>
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<tr>
<td>CORE: MKT 3820 Principles of Marketing</td>
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<tr>
<td>MAJ: ENTR 3650 New Venture Creation</td>
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### Senior Year

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<td>MAJ: MKT 3200 Marketing for Entrepreneurs</td>
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<td>MAJ: ENTR/FIN 3040 Entrepreneurial Financial Management</td>
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<td>MAJ: ENTR 4620 Business Plan Development</td>
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<td>MAJ: ENTR/MGMT 4920 Small Business Management</td>
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BBA ECONOMICS

BAS N329
615-898-2520
Department Chair: Dr. Keith Gamble
Courses Taught: ECON and FIN

Major Requirements
ECON 3510 Intermediate Macroeconomic Theory
ECON 3520 Intermediate Microeconomic Theory
ECON 4440 International Economics
ECON 4620 Econometrics and Forecasting
ECON Elective
ECON Upper Division Elective
ECON Elective
ECON Upper Division Elective
ECON Elective
ECON Upper Division Elective

ECON Upper Division Elective Options
An ECON Upper Division elective is any 3-credit course with an ECON prefix at the 3000 or 4000 levels. ECON UD elective options are:

Financial Economics
ECON 3210 The Financial System and the Economy
ECON 3430 Public Finance
ECON 4260 Financial Markets and Institutions
ECON 4570 Managerial Economics

Labor Relations
ECON 4420 Labor and Human Resource Economics
ECON 4490 Industrial Relations Legislations
ECON 4510 Unions and Collective Bargaining

Public Finance
ECON 3430 Public Finance
ECON 4310 Problems in Government Finance
ECON 4400 Economics of Antitrust and Regulation
ECON 4500 Urban and Regional Economics

More ECON UD Electives
ECON 4100 ECON 4650 ECON 4720
ECON 4470 ECON 4660 ECON 4780
ECON 4480 ECON 4680 ECON 4890
ECON 4600 ECON 4700 ECON 4990

Economics
studies how society allocates scarce resources. It is comprised of two parts: microeconomics and macroeconomics. Microeconomics studies individual firms and consumers and models their decisions in various types of markets and other institutional settings. Macroeconomics examines national income, growth, unemployment, and prices that result from the interaction of microeconomic agents.

Careers
Attorney Federal Reserve Officer Public Government Services
Demographer Financial Economist Researcher
Economic Development Planner Industry Analyst Trade Specialist
Economist Policy Advisor University Professor
Economic Forecaster Private Business Sector
## FRESHMAN YEAR

<table>
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<tr>
<th>REQUIRED COURSES</th>
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<tr>
<td>COMM: ENGL 1010 Expository Writing</td>
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<tr>
<td>COMM: ENGL 1020 Research &amp; Argumentative Writing</td>
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<td>ENGL 1010 with minimum C-</td>
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<td>MATH: MATH 1630 College Mathematics for M/S/L Sciences</td>
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<td>2 yrs. high school algebra &amp; MATH ACT &gt;25 or MATH 1710</td>
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<td>CORE: ECON 2420 Microeconomics</td>
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## SOPHOMORE YEAR

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<td>CORE: ACTG 2120 Principles of Accounting II</td>
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## JUNIOR YEAR

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<td>CORE: INFO 3100 Principles of Management Information Systems</td>
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<td>CORE: BUS 3000 Dale Carnegie</td>
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<td>CORE: FIN 3010 Principles of Corporate Finance</td>
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<td>CORE: MKT 3820 Principles of Marketing</td>
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## SENIOR YEAR

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<td>CORE/MAJ: ECON 4620 Econometrics &amp; Forecasting</td>
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<tr>
<td>CORE: BUAD 4980 Strategic Management</td>
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<td>Senior standing; BLAW 3400, FIN 3010, INFO 3100, MGMT 3610 &amp; MKT 3820; Taken in last semester</td>
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BS ECONOMICS

BAS N329
615-898-2520
Department Chair: Dr. Keith Gamble
Courses Taught: ECON and FIN

Major Requirements
ECON 3210 The Financial System and the Economy
ECON 3510 Intermediate Macroeconomic Theory
ECON 3520 Intermediate Microeconomic Theory
ECON 4440 International Economics

ECON Upper Division Elective ECON Elective
ECON Elective
ECON Elective

ECON Elective Options
An ECON Upper Division elective is any 3-credit course with an ECON prefix at the 3000 or 4000 levels. Please refer to the BBA information sheet for ECON elective options.

Bachelor of Science in Economics
is a degree awarded in the College of Liberal Arts. Faculty and advising are housed in the Jones College of Business. It shares the required ECON courses of its BBA counterpart without requiring its business core. Any student electing the BS alternative should consult with the department chair to develop an acceptable degree program. Students who plan to pursue a Masters and Ph.D. in Economics are highly encouraged to speak with economics faculty early in their educational career.

Required Minor
Students in this program must choose a minor from any of the MTSU’s undergraduate colleges.

Popular choices include but are not limited to:

Business Administration Finance Political Science
Computer Science Management Psychology
Information Systems Mathematics Sociology
International Relations Philosophy Statistics

MA – Master of Art in Economics
Students who wish to pursue the MA are strongly encouraged to take MATH 1730, MATH 1910, MATH 1920, and MATH 2010 as electives or minor courses within the BS degree.
## FRESHMAN YEAR

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<td>CORE: ECON 2420 Microeconomics</td>
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## SOPHOMORE YEAR

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## JUNIOR YEAR

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23
FINANCE

BAS N329
615-898-2520
Department Chair: Dr. Keith Gamble
Courses Taught: FIN and ECON

Major Requirements
FIN 3110 Financial Modeling   FIN 4110 Cases in Finance   FIN Upper Division Elective
FIN 3810 Investments          FIN Elective                  FIN Upper Division Elective
FIN 3950 Corporate Finance    FIN Upper Division Elective      FIN Upper Division Elective

FIN Course Sequencing
The Finance major contains a course sequence that starts during the first semester of junior year. Students are strongly encouraged to complete courses using the A1 & A2 terms.

FIN 3010 > FIN 3110 > FIN 3810 & FIN 3950 > FIN 4110 & 4015

FIN Upper Division Elective Options
A FIN Upper Division elective is any 3-credit course with a FIN prefix at the 3000 or 4000 levels. FIN 3000 cannot be used as a FIN elective. FIN UD electives options are:

Corporate Finance
FIN 4020 Treasury Management
FIN 4260 Financial Markets and Institutions
FIN 4910 Options, Futures, and Other Derivatives

Investments
FIN 4810 Portfolio Theory and Management
FIN 4900 TVA Investment Challenge
FIN 4910 Options, Futures, and Other Derivatives

Financial Institutions
FIN 3210 The Financial System and the Economy
FIN 4440 Real Estate Finance
FIN 4260 Financial Markets and Institutions
FIN 4360 Management of Financial Institutions

More FIN UD Electives
FIN 3030   FIN 3660   FIN 4470   FIN 4950
FIN 3050   FIN 3750   FIN 4550   FIN 4990
FIN 3090   FIN 4310   FIN 4730   FIN 4890

Finance is
a field that focuses on the financial sectors of modern economies. Students are provided the analytical foundations and an introduction to financial processes and institutions.

Careers
Commercial Banker   Corporate Investor   Financial Planner   Stockbroker
Corporate Financial Relations Specialist   Investment Banker   Securities Analyst   Trust Officer
Analyst   Credit Analyst   Securities Broker   Valuation Analyst

Credit Manager
# BBA Finance

## Business Administration Minor

### Freshman Year

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<th>Required Courses</th>
<th>Hrs</th>
<th>Prerequisites</th>
<th>Notes</th>
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<tr>
<td>COMM: ENGL 1020 Research &amp; Argumentative Writing</td>
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<td>ENGL 1010 with minimum C-</td>
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<td>MATH: MATH 1630/1810/1910</td>
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<td>See undergraduate catalog</td>
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<td>COMM: COMM 2200 Fundamentals of Communication</td>
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<tr>
<td>CORE: ECON 2420 Microeconomics</td>
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### Sophomore Year

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<td>CORE: ACTG 2110 Principles of Accounting I</td>
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<tr>
<td>CORE: ACTG 2120 Principles of Accounting II</td>
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<td>ACTG 2110</td>
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<td>CORE: BIA 2610 Statistical Methods</td>
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### Junior Year

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<td>CORE: BLAW 3400 Legal Environment of Business</td>
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<td>CORE: BUS 3000 Dale Carnegie</td>
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<td>CORE: INFS 3100 Principles of Management Information Systems</td>
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<td>CORE: MGMT 3610 Principles of Management</td>
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<td>CORE: FIN 3010 Principles of Corporate Finance</td>
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<td>MAJ: FIN Elective</td>
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<td>Junior standing</td>
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<tr>
<td>CORE: MKT 3820 Principles of Marketing</td>
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<tr>
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### Senior Year

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<td>MAJ: FIN 3810 Investments</td>
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<td>FIN 3010 with minimum C &amp; 3110</td>
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<tr>
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<td>FIN 4015 Financial Statement Analysis</td>
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<td>MAJ: FIN 4110 Cases in Finance</td>
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<td>FIN 3010, FIN 3110, FIN 3810, &amp; FIN 3950 all with min, C</td>
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<td>MAJ: FIN Upper Division Elective</td>
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<tr>
<td>CORE: BUAD 4980 Strategic Management</td>
<td>3</td>
<td>Senior standing; BLAW 3400, FIN 3010, INFS 3100, MGMT 3610 &amp; MKT 3820; Taken in last semester</td>
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Major Requirements
FIN 3030 Principles of Real Estate
FIN 3110 Financial Modeling
FIN 3810 Investments
FIN 4430 Real Property Valuation \textit{(fall only)}
FIN 4440 Real Estate Finance \textit{(fall only)}
FIN 4510 Real Estate Brokerage and Management \textit{(fall only)}
FIN 4550 Real Estate Investment Analysis \textit{(spring only)}
FIN 4470 Real Property Law for Commerce and Agriculture or ECON 4500 Urban and Regional Economics \textit{(spring only)}
FIN Elective

FIN Elective Options
The FIN elective is any 3-credit course with a FIN prefix. FIN 3000 cannot be used as a FIN elective.
FIN electives that complement this major include but are not limited to the following:
FIN 3050 Principles of Risk Management and Insurance
FIN 3090 Financial Planning
FIN 3750 Commercial Insurance
FIN 4390 Employee Benefits
FIN 4710 Insurance in Estate Planning
FIN 4890 Internship in Finance

Real Estate is
a field that focuses on the principles of real property ownership utilization and transfer, mortgage financing, brokerage, management, valuation, subdividing, and legislation.

Careers
Appraiser
Broker
Contractor
Corporate Asset Manager
Direct Equity Investor
Home Inspector
Land Developer
Mortgage Lender
Property Manager
Title Analyst Insurance Broker
# BBA Finance – Real Estate Concentration

## Business Administration Minor

### Freshman Year

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<td>COMM: ENGL 1020 Research &amp; Argumentative Writing</td>
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<td>MATH: MATH 1630/1810/1910</td>
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<td>See undergraduate catalog</td>
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<td>COMM: COMM 2200 Fundamentals of Communication</td>
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<td><strong>Natural Sci: (2 Subjects)</strong> ASTR 1030/31; BIOL 1030/31, 1110/11, 2010/11; CHEM 1010/11, 1030/31, 1110/11; GEOL 1030/31, 1040/41; PGEO 1030; PHYS 1110, 2010/11, 2110/11; PSCI 1030/31, 1130/11</td>
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<td><strong>SOC/BEH/Core: ECON 2410 Macroeconomics</strong></td>
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<tr>
<td><strong>Core: ECON 2420 Microeconomics</strong></td>
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### Sophomore Year

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<td><strong>Core:</strong> ACTG 2110 Principles of Accounting I</td>
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<td>ENGL 1010, soph. standing &amp; college level math course</td>
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<td><strong>Core:</strong> ACTG 2120 Principles of Accounting II</td>
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<td>ACTG 2110</td>
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<tr>
<td><strong>Core:</strong> BIA 2610 Statistical Methods</td>
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### Junior Year

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<tr>
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<td><strong>Core:</strong> BLAW 3400 Legal Environment of Business</td>
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<tr>
<td><strong>Core:</strong> BUS 3000 Dale Carnegie</td>
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<tr>
<td><strong>Core:</strong> INFS 3100 Principles of Management Information Systems</td>
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<tr>
<td><strong>Core:</strong> MKT 3820 Principles of Marketing</td>
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<td>Junior standing</td>
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<td><strong>Core:</strong> FIN 3010 Principles of Corporate Finance</td>
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<td>Junior standing</td>
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<tr>
<td><strong>Core:</strong> MGMT 3610 Principles of Management</td>
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<tr>
<td><strong>Maj:</strong> FIN 3030 Principles of Real Estate</td>
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<td><strong>Maj:</strong> FIN 3110 Financial Modeling</td>
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### Senior Year

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<tr>
<td><strong>Core:</strong> BCED 3510 Business Communication</td>
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<td><strong>Maj:</strong> FIN 4470 Real Property Law for Commerce or ECON 4500 Urban and Regional Economics</td>
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<tr>
<td><strong>Maj:</strong> FIN 4440 Real Estate Finance</td>
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<td><strong>Maj:</strong> FIN 4430 Real Property Valuation</td>
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<td><strong>Core:</strong> BUAD 4980 Strategic Management</td>
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<td>Senior standing; BLAW 3400, FIN 3010, INFS 3100, MGMT 3610 &amp; MKT 3820; Taken in last semester</td>
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INFORMATION SYSTEMS

BAS N333
615-898-2362
Department Chair: Dr. Timothy Greer
Courses Taught: INFS and BIA

Major Requirements
INFS 2400 Web Development
INFS 2600 Introduction to Software Development and Programming
INFS 3400 Object Oriented Programming with C#.NET
INFS 3800 Information Systems Analysis and Design
INFS 4300 Security Assurance for Information Systems Audit

INFS 4790 Database Design and Development
INFS 4900 Business Data Communications
INFS 4950 Advanced Web-Enabled Application Development
INFS Elective
INFS Elective

INFS Elective Options
INFS 3200 Business Application Development
INFS 3450 Web Application Development
INFS/BIA 3470 Python for Business Applications
INFS 3500 Knowledge Management Systems
INFS/BIA 4100 Location Analytics
INFS 4310 Introduction to Digital Forensics

INFS 4420 Information Systems Internship
INFS 4740 Information Technology Management
INFS 4830 Database Programming
INFS 4840 Study Abroad
INFS 3990/4990 Independent Study in Information Systems

Information Systems is where business and technology meet. Students in this major are exposed to opportunities ranging from analytics to creating and managing web applications to designing and implementing network environments.

Careers
Application Developer
Business Analyst
Data Analyst
Database Administrator

Database Analyst
Information Systems Auditor
Network Administrator
Network Manager

Project Analyst
Project Manager
Systems Analyst
Web Developer
**FRESHMAN YEAR**

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<td>CORE: ECON 2420 Microeconomics</td>
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**SOPHOMORE YEAR**

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<tr>
<td>MAJ: INFS 2600 Introduction to Software Development &amp; Programming</td>
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<td>ENGL 1010, soph. standing &amp; college level math course</td>
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**JUNIOR YEAR**

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<td>CORE: BLAW 3400 Legal Environment of Business</td>
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<td>CORE: INFS 3100 Principles of Management Information Systems</td>
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<tr>
<td>CORE: MGMT 3610 Principles of Management</td>
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<tr>
<td>MAJ: INFS 3400 Object Oriented Programming with C#.NET</td>
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<td>CORE: MKT 3820 Principles of Marketing</td>
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<td>CORE: FIN 3010 Principles of Corporate Finance</td>
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<tr>
<td>MAJ: INFS 4900 Business Data Communications</td>
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<td>MAJ: INFS 3800 Information Systems Analysis and Design</td>
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**SENIOR YEAR**

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<tr>
<td>CORE: MGMT 3620 Supply Chain Operations</td>
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<td>CORE: BUS 3000 Dale Carnegie</td>
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<td>Junior standing; Depends on course chosen</td>
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<td>MAJ: INFS 4790 Database Design and Development</td>
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<td>Junior standing; INFS 2600; INFS major only</td>
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<td>MAJ: INFS Elective</td>
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**Major Requirements**

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<tr>
<td>MGMT 3640</td>
<td>Managing Key Performance Indicators</td>
<td>MGMT 4680</td>
<td>Organization Behavior</td>
<td>MGMT Upper Division Elective</td>
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<td>MGMT 3810</td>
<td>Human Resources Management</td>
<td>MGMT 4710</td>
<td>International Business</td>
<td>MGMT Upper Division Elective</td>
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<td>Business Ethics</td>
<td>MGMT Upper Division Elective</td>
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**MGMT Elective Options**

A MGMT Upper Division elective is any 3-credit course with a MGMT prefix at the 3000 or 4000 levels.

Students interested in supply chain and logistics electives should consider the major in Management with the Supply Chain concentration. MGMT elective options are:

**General Management/Not-for-Profit/Leadership**

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<tr>
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<tr>
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<td>Organization Theory</td>
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<td>Leadership Development for Women</td>
<td>MGMT 4200</td>
<td>Leadership in Organizations</td>
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<td>MGMT 3800</td>
<td>Managing Change and Conflict in Organizations</td>
<td>MGMT 4200</td>
<td>Leadership in Organizations</td>
<td>MGMT 4730</td>
<td>Global Comparative Management</td>
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<tr>
<td>MGMT 3890</td>
<td>Managerial Decision Making</td>
<td>MGMT 4820</td>
<td>Management Research</td>
<td>MGMT 4840</td>
<td>Study Abroad</td>
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<tr>
<td>MGMT 4000</td>
<td>Not-for-Profit Management</td>
<td>MGMT 4840</td>
<td>Study Abroad</td>
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<td>Small Business Management</td>
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<tr>
<td>MGMT 4030</td>
<td>Not-for-Profit Strategic Decision Making and Program Evaluation</td>
<td>MGMT 4950</td>
<td>Management Internship</td>
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**Human Resources Management (HRM)**

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<tr>
<td>MGMT 4490</td>
<td>Industrial Relations Legislation</td>
<td>MGMT 4650</td>
<td>Human Resource Development</td>
<td>MGMT 4660</td>
<td>Compensation Systems</td>
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<tr>
<td>MGMT 4500</td>
<td>Employment Discrimination Law</td>
<td>MGMT 4660</td>
<td>Compensation Systems</td>
<td>MGMT 4690</td>
<td>Problems in HRM</td>
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<tr>
<td>MGMT 4510</td>
<td>Unions and Collective Bargaining</td>
<td>MGMT 4830</td>
<td>Performance Appraisal</td>
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<td>Small Business Management</td>
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<td>MGMT 4620</td>
<td>International HRM</td>
<td>MGMT 4950</td>
<td>Management Internship</td>
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<tr>
<td>MGMT 4640</td>
<td>Human Resource Planning and Staffing</td>
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</table>

**Management is**

organizing work efforts for-profit and not-for-profit organizations. Managers lead people and teams to meet the organization’s goals. They develop strategies, make decisions, build consensus, organize and evaluate work, and manage change.

**Careers**

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<tr>
<th>Position</th>
<th>Full Title</th>
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<tbody>
<tr>
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<td>Employee Benefits Professional</td>
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<tr>
<td>Compensation Specialist</td>
<td>Employment Recruiter</td>
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<td>Human Resources Manager</td>
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<td>Non-Profit Manager</td>
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30
# BBA MANAGEMENT
## Business Administration Minor

### FRESHMAN YEAR

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<tr>
<th>REQUIRED COURSES</th>
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<td>COMM: COMM 2200 Fundamentals of Communication</td>
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<td>NATURAL SCI: (2 SUBJECTS)</td>
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<tr>
<td>CORE: ECON 2410 Macroeconomics</td>
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<td>CORE: ACTG 2110 Principles of Accounting I</td>
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<td>ENGL 1010, soph. standing &amp; college level math course</td>
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<td>CORE: ACTG 2120 Principles of Accounting II</td>
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<td>CORE: INF 3100 Principles of Management Information Systems</td>
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<td>CORE: MGMT 3610 Principles of Management</td>
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<td>CORE: MGMT 3620 Supply Chain Operations</td>
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<td>Junior standing</td>
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<td>CORE: MKT 3820 Principles of Marketing</td>
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<td>MAJ: MGMT 3810 Human Resources Management</td>
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<td>MAJ: MGMT 4710 International Business</td>
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<td>MGMT 3610</td>
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<td>ACTG 3020 Managerial Accounting</td>
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</table>
Major Requirements
MGMT 3640 Managing Key Performance Indicators       MGMT 3940 Business Ethics
MGMT 3750 International Supply Chain Management     MGMT 4680 Organization Behavior
MGMT 3810 Human Resources Management                MGMT 4710 International Business

Choose three classes (9 hours) from the following:

MGMT 3705 Continuous Improvement/Problem Solving    MGMT 3725 Lean Project Management Principles
MGMT 3715 International Sourcing                    MGMT 3730 Management of Innovation
MGMT 3720 Supply Chain Distribution                 MGMT 4700 Applications in Supply Chain Management

Notes
Students are encouraged to use MGMT 4950 Internship as a business elective or general elective in their degree plan

Supply Chain Management is
is simply the Management of the Chain of Supplies from suppliers to customers. SCM activities include Planning, Sourcing, Making, Delivering, and Returning. Everything you wear, eat or drink, sit on or in, read, throw, shoot, kick, and buy or sell comes to you courtesy of Supply Chains.

Careers
Capacity Planning Analyst             Materials Manager             Quality Assurance Professional
Inventory Controller                Operations Systems Analyst     Quality Control Analyst
Logistics Manager                   Production Scheduler

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### FRESHMAN YEAR

<table>
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<td>CORE: ECON 2420 Microeconomics</td>
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<td>MAJ: MGMT 3810 Human Resources Management</td>
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<tr>
<td>MAJ: MGMT 3750 International Supply Chain Management</td>
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<td>MAJ: Choose 3 from MGMT 3705 Continuous Improvement/Problem Solving, 3715 International Sourcing, 3720 Supply Chain Distribution, 3725 Lean Project Management Principles, 3730 Management of Innovation, 4700 Applications in Supply Chain Management</td>
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</table>
MARKETING
BAS N429
615-898-2902
Interim Department Chair: Dr. Robert Blair
Courses Taught: BCED and MKT

Major Requirements
MKT 3910 Consumer Behavior
MKT 3930 Marketing Research
MKT 4890 Marketing Management

MKT Upper Division Elective
MKT Upper Division Elective
MKT Upper Division Elective

MKT Elective Options
A MKT Upper Division elective is any 3-credit course with a MKT prefix at the 3000 or 4000 levels. Students interested in sales should major in Marketing with the Professional Selling concentration. MKT electives include but are not limited to:

General Marketing Strategy
MKT 3825 Measuring Market Performance
MKT 3830 Retailing and E-Commerce
MKT 3840 Professional Selling

MKT 3850 Promotion
MKT 3855 Product Management
MKT 3950 Business-to-Business Marketing

MKT 3960 Marketing Channels Management
MKT 4510 International Marketing
MKT 4870 Services Marketing
MKT 4950 Internship

Sports, Entertainment, Event Promotion
MKT 3825 Measuring Market Performance
MKT 3865 Sports Marketing
MKT 3920 Entertainment Marketing
MKT 3900 Social Media Marketing

MKT 4170 Applied Promotion and Social Media Marketing Strategies
MKT 4510 International Marketing
MKT 4640 Entertainment Branding
MKT 4800 Sales Management

MKT 4950 Internship
BCED 4300 Professional Meeting, Event, Exhibition, and Convention Management

Digital Marketing
MKT 3825 Measuring Market Performance
MKT 3850 Promotion
MKT 3900 Social Media Marketing

MKT 3830 Retailing and E-Commerce
MKT 4170 Applied Promotion and Social Media Marketing Strategies

MKT 3950 Business-to-Business Marketing
MKT 4510 International Marketing
MKT 4870 Services Marketing
MKT 4950 Internship

Marketing is the business of promoting and selling products or services, including marketing research and promotion.

Careers
Advertising Account Manager
Consumer Behavior Specialist
Entertainment Marketer

Market Researcher
Market Strategist
Promotions Strategist

Retail Buyer
Retail Manager
Sports Marketer
# BBA MARKETING
## Business Administration Minor

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### SOPHOMORE YEAR

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### SENIOR YEAR

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MARKETING – PROFESSIONAL SELLING

BAS N429
615-898-2902
Interim Department Chair: Dr. Robert Blair
Courses Taught: BCED and MKT

Major Requirements
MKT 3840 Professional Selling
MKT 3910 Consumer Behavior
MKT 3930 Marketing Research
MKT 3950 Business-to-Business Marketing
MKT 4800 Sales Management
MKT 4850 Advanced Selling
MKT 4890 Marketing Management

Choose two classes (6 hours) from the following
MKT 3825 Measuring Marketing Performance
MKT 3855 Product Management
MKT 3900 Social Media Marketing
MKT 4510 International Marketing
MKT 4870 Services Marketing
MKT 4950 Marketing Internship
FIN 3030 Principles of Real Estate or FIN 3050 Principles of Risk Management and Insurance

Professional Selling is
a concentration in the Marketing major that prepares students for careers in sales. Courses in this program help
develop the skills in areas of excellent oral and written communication, relationship development, self-confidence,
and critical thinking and, problem-solving.

Careers
Account Manager Sales Manager Manufacturing Sales Representative
Advertising Sales Agents Sales Representative
Insurance Sales Agents Wholesale Sales Representative

Office of Professional Sales – BAS N 431
Mrs. Laura Buckner, Interim Director, laura.buckner@mtsu.edu, 615-898-2370
Mel Adams State Farm Agent Professional Sales Lab BAS S123
### Freshman Year

<table>
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### Junior Year

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<td>CORE: INFS 3100 Principles of Management Information Systems</td>
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<td>CORE: MGMT 3610 Principles of Management</td>
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<td>All MKT courses require MKT 3820; 3855: BIA 2610; 4950: Senior standing &amp; a 2.50 minimum overall GPA</td>
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Major Requirements
FIN 3050 Principles of Risk Management and Insurance
FIN 3110 Financial Modeling
FIN 3750 Commercial Insurance

Choose three classes (9 hours) from the following:
FIN 3030 Principles of Real Estate
FIN 3090 Financial Planning
FIN 3660 Life Insurance and Health Insurance
FIN 3810 Investments
FIN 3950 Corporate Finance
FIN 4390 Employee Benefits

FIN 4730 Insurance Company Operations
FIN 4750 Enterprise Risk Management

Risk Management is
the practice of identifying and analyzing loss exposures and taking steps to minimize the financial impact of the risks they impose. [https://www.irmi.com/term/insurance-definitions/risk-management](https://www.irmi.com/term/insurance-definitions/risk-management)

Insurance is
a risk-transfer mechanism that ensures full or partial financial compensations for the loss or damage caused by events beyond the insured party's control. [http://www.businessdictionary.com/definition/insurance.html](http://www.businessdictionary.com/definition/insurance.html)

Careers
Actuarial Analyst
Agent
Broker
Claims Adjuster

Compliance Auditor
Data Mining Analyst
Loss Control Specialist
Quality Assurance Specialist

Service Representative
Underwriter

Professional Designations
Students in this program are strongly encouraged to work towards achieving professional designations:

Chartered Property and Casualty Underwriter (CPCU)
Chartered Life Underwriter (CLU)

Chartered Financial Consultant (ChFC)
Certified Financial Planner (CFP)
### FRESHMAN YEAR

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BUSINESS MINORS FOR BUSINESS MAJORS

Limit one business minor per student. All listed minors require a 2.0 minimum GPA for graduation.

Instructions:

- All business majors must have one business minor.
- Courses in the major cannot be used in the minor; however, business core courses may be used. +Designates common business core required for all BBA majors.
- Business students who choose a business minor other than the built-in minor should consult with an advisor.

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Department: Accounting, BAS N425A, 898-2558</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>ACTG 3110</td>
<td>Intermediate Accounting I</td>
</tr>
<tr>
<td>ACTG 2110+</td>
<td></td>
</tr>
<tr>
<td>ACTG 2120+</td>
<td></td>
</tr>
<tr>
<td>ACTG Upper Division</td>
<td></td>
</tr>
<tr>
<td>ACTG Upper Division</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

**Note:** At least 9 MTSU UD hrs. Credit not allowed for both ACTG 3000 & ACTG 2110 & 2120/2125; nor for both ACTG 3310 & 3020.

<table>
<thead>
<tr>
<th>Business Administration</th>
<th>Department: Management, BAS N121A, 898-2736</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>INFS 3100+</td>
<td>Prin. of MIS</td>
</tr>
<tr>
<td>ACTG 2110+ &amp; 2120+</td>
<td>Prin. of Acc. I &amp; II</td>
</tr>
<tr>
<td>FIN 3010+</td>
<td>Prin. of Corp. Finance</td>
</tr>
<tr>
<td>BLAW 3400+</td>
<td>Legal Environ. of Bus.</td>
</tr>
<tr>
<td>MGMT 3610+</td>
<td>Prin. of Management</td>
</tr>
<tr>
<td>MKT 3820+</td>
<td>Prin. of Marketing</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

**Note:** At least 3 upper division hours at MTSU.

<table>
<thead>
<tr>
<th>Business Analytics</th>
<th>Department: Information Systems &amp; Analytics, BAS N333A, 898-2362</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>INFS 2600</td>
<td>Intro to Software Development &amp; Prog</td>
</tr>
<tr>
<td>INFS 3100+</td>
<td>Prin. of MIS</td>
</tr>
<tr>
<td>BIA 3620+</td>
<td></td>
</tr>
<tr>
<td>BIA</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

**Note:** At least 9 hours at MSTU. 3 hours must be upper division. BIA elective options include BIA 3620, BIA 3470, 4010, and 4100.

<table>
<thead>
<tr>
<th>Business Law</th>
<th>Department: Accounting, BAS N425A, 898-2558</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>BLAW 3400+</td>
<td>Legal Environment of Business</td>
</tr>
<tr>
<td>BLAW 3430</td>
<td>Commercial Law</td>
</tr>
<tr>
<td>BLAW</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

**Note:** Must take at least 9 upper division hours at MTSU.

<table>
<thead>
<tr>
<th>Economics</th>
<th>Department: Economics &amp; Finance, BAS N329A, 898-2520</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>ECON 2410+</td>
<td>Principles of Econ., Macroeconomics</td>
</tr>
<tr>
<td>ECON 2420+</td>
<td>Principles of Econ, Microeconomics</td>
</tr>
<tr>
<td>ECON Upper Division</td>
<td></td>
</tr>
<tr>
<td>ECON Upper Division</td>
<td></td>
</tr>
<tr>
<td>ECON Upper Division</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

**Note:** Must take at least 3 upper division hours at MTSU.

<table>
<thead>
<tr>
<th>Economics/Finance</th>
<th>Department: Economics &amp; Finance, BAS N329A, 898-2520</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>ECON 2410+</td>
<td>Principles of Econ., Macroeconomics</td>
</tr>
<tr>
<td>ECON 2420+</td>
<td>Principles of Econ, Microeconomics</td>
</tr>
<tr>
<td>ECON Upper Division</td>
<td></td>
</tr>
<tr>
<td>FIN 2010 or FIN UD</td>
<td></td>
</tr>
<tr>
<td>FIN 3010+</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

**Note:** At least 3 upper division hours at MTSU. Minor not available to BS ECON majors. May not use both FIN 3000 and 3010.

<table>
<thead>
<tr>
<th>Entrepreneurship</th>
<th>Department: Management, BAS N121A, 898-2736</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>ENTR 2900</td>
<td>Entrepreneurship</td>
</tr>
<tr>
<td>MKT 3200</td>
<td>MKT for Entrepreneurs</td>
</tr>
<tr>
<td>FIN 3040</td>
<td>FIN for Entrepreneurs</td>
</tr>
<tr>
<td>ENTR 4920</td>
<td>Small Business MGMT</td>
</tr>
<tr>
<td>ENTR or Approved Elective</td>
<td>See Dept. or Advising Center</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

**Note:** At least 9 hours at MSTU. 3 hours must be upper division.

<table>
<thead>
<tr>
<th>Finance</th>
<th>Department: Economics &amp; Finance, BAS N329A, 898-2520</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>FIN 3010+</td>
<td>Survey of Finance or Principles of Finance</td>
</tr>
<tr>
<td>FIN</td>
<td></td>
</tr>
<tr>
<td>FIN Upper Division</td>
<td></td>
</tr>
<tr>
<td>FIN Upper Division</td>
<td></td>
</tr>
<tr>
<td>FIN Upper Division</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

**Note:** At least 3 upper division hours at MTSU.
### Information Systems
**Department:** Information Systems & Analytics, BAS N333A, 888-2362

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>INF5 2600</td>
<td>Intro to Software Development &amp; Programming</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>INF5 3100 +</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>INF5</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>INF5</td>
<td></td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** At least 9 hours at MSTU. 3 hours must be upper division. See ISA Department or advising center for the list of approved INF5 electives.

### Leadership Studies
**Department:** Management, BAS N121A, 898-2736

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEAD 3010</td>
<td>Lead. Theories &amp; Pract.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EXL 3020</td>
<td>LEAD Practicum</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>LEAD 4001</td>
<td>Sem. in LEAD Studies</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>MGMT 3940</td>
<td>Business Ethics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MGMT 4200 or UH/UNIV 4010</td>
<td>Leadership in Organizations, MTSU Institute of Leadership Excellence</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MGMT 3610 +, 3800, 3890, or 4680</td>
<td>Prin. of Management, Managing Change &amp; Conflict, Managerial Decision Making, Org. Behavior</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** At least 3 upper division hours at MTSU.

### Not-for-Profit Management
**Department:** Management, BAS N121A, 898-2736

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 3610 +</td>
<td>Prin. of Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MGMT 4000</td>
<td>Not-for-Profit MGMT</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MGMT 4030 or 3640</td>
<td>NP Dec. Making &amp; Eval. or Managing Key Perf.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ACTG 2110 + or FIN 3010+</td>
<td>Prin. ACTG I or Prin. of Corp. FIN</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>LEAD 3010 or MGMT 4200</td>
<td>Lead. Theories &amp; Pract. or Lead. in Org.</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** At least 3 upper division hours at MTSU.

### Real Estate
**Department:** Economics & Finance, BAS N329A, 898-2520

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 3030</td>
<td>Prin. of Real Estate</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FIN 3010 +</td>
<td>Survey of FIN or Prin. of Corp. FIN</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FIN 4440</td>
<td>Real Estate Finance</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FIN 4510 or 4550</td>
<td>Brokerage &amp; Mgmt or Investment Analysis</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FIN Real Estate</td>
<td></td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** At least 3 upper division hours at MTSU.

### Risk Management & Insurance
**Department:** Economics & Finance, BAS N329A, 898-2520

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 3050</td>
<td>Prin. of Risk MGMT &amp; Insurance</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FIN 4730</td>
<td>Insurance Co. Operations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECON 2420 +</td>
<td>Principles of Econ, Microeconomics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Pick two:</td>
<td>BLAW 3460 or CCM 4010; FIN 3660, 3750, 4390, 4750, 4850 or 4880</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** At least 3 upper division hours at MTSU.

### Management
**Department:** Management, BAS N121A, 898-2736

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 3610 +</td>
<td>Prin. of Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MGMT 3620</td>
<td>Supply Chain Ops.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MGMT Upper Division</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MGMT Upper Division</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MGMT Upper Division</td>
<td></td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** At least 6 hours at MTSU.

### Marketing
**Department:** Marketing, BAS N429, 898-2902

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT 3820 +</td>
<td>Prin. of Marketing</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MKT Upper Division</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MKT Upper Division</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MKT Upper Division</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MKT Upper Division</td>
<td></td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** At least 9 hours at MSTU. MKT 3010 and 4950 cannot be used.
<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use your created MTSU Zoom account using SSO (Single Sign On).</td>
<td>Restart/Reboot your computer before the start of your meeting, at least within the prior 24 hours.</td>
<td>Once you are in the meeting, mute yourself. It's common Zoom etiquette to be muted unless you are actively speaking.</td>
<td>Instructors &amp; classmates can see you. Look your best &amp; still get ready in the morning. No laying on your bed or Zooming &amp; driving.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Zoom chat feature lets you make comments &amp; ask questions w/o interrupting but keep in mind ALL comments are public &amp; recorded.</td>
<td>Use the Raise Hand button at the center of the bottom of your screen. Once you are called on, unmute yourself &amp; begin speaking.</td>
<td>Avoid having more than 1 device within earshot as it may cause an echo effect for everyone in the session. Headsets will help you to stay echo free.</td>
<td>Put your phone on &quot;DND&quot;, close out email &amp; other applications on your computers. Eliminate distractions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9</th>
<th>10</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make sure your camera is eye level. Eye contact is key during Zoom meetings. We don't want to just see your forehead.</td>
<td>Use the &quot;active speaker&quot; video layout to make it easy to focus on who is talking so you don't have to scan the screen.</td>
<td>Take advantage of MTSU created Zoom backgrounds if you are in a high traffic area or just don't want everyone to see your bedroom.</td>
</tr>
</tbody>
</table>
JONES COLLEGE OF BUSINESS IS A PROFESSIONAL SCHOOL

Students Will Demonstrate Professionalism

- Solid Work Ethic
  - Preparation
  - Punctuality
  - Participation
  - Productivity

- Respectful and Courteous Interaction

- Ethical Conduct

- Business-Appropriate Behavior
  - Dress
  - Diction
  - Demeanor

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