

PSU School of Business Administration

2011-2012 Undergraduate Business Program

SBA ADVISING GUIDE

What classes do I need?

Who can help me?

What do I need to register?

What's required for SBA admission?

Contact Us:

SBA Undergraduate Programs Office
PO Box 751
Portland, OR 97207
631 SW Harrison, SBA Room 240

Appointments: (503) 725-3712
(Press Option 4)

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info@sba.pdx.edu

www.pdx.edu/sba

Welcome to the PSU School of Business Administration (SBA)! We are glad to have you join us. This booklet is intended as an overview of recommendations and requirements necessary for successful completion of your business degree. For more information, visit the School of Business website at <http://www.pdx.edu/sba>.

General Requirements

Your business degree will consist of 3 components. You must complete the requirements for each:

1. Bachelor of Arts or Bachelor of Science requirements
(<http://www.pdx.edu/advising/bachelor-arts-bachelor-science-and-bachelor-music>)
2. University Studies program requirements (General Education)
(<http://www.pdx.edu/advising/university-studies>)
3. School of Business requirements (outlined below)

To earn a bachelor's degree in business from PSU, you must complete a minimum of 180 credits, including:

1. at least 72 upper division credits (300- or 400-level)
2. at least 82 business credits, 41 of which must be taken at PSU
3. at least 90 credits taken outside of business

Business Requirements

The business portion of your degree consists of 5 parts:

1. Eligibility requirements for SBA admission
2. 300-level core courses
3. Business option(s) requirements
4. SBA electives
5. Business strategy course (BA 495)

Post-baccalaureate Students

(Students who have already completed a four-year bachelor degree)

- You must meet the Bachelor of Arts or Science requirements. This was generally completed during your first degree. You do not need to complete PSU's general education (University Studies) requirements. Check with Degree Requirements in Neuberger Hall room 104 to verify your requirements to meet the Bachelor of Arts or Bachelor of Science.
- The following two courses are waived for post-baccalaureate students: BA 101 and BA 205. Please see your advisor for overrides **EACH TERM** when you register for classes that have either of these prerequisite courses.
- If you have completed courses at another institution that you want to count towards your PSU business degree, please contact our office. If these courses are prerequisites for classes at PSU, please see your advisor for overrides **EACH TERM**.
- PSU residency requirement: 45 total credits must be completed at PSU (36 credits if first degree was from PSU).
- PSU residency business credit requirement: 41 business credits must be completed at PSU.
- Students cannot earn a second degree in the same subject for which they earned their first degree, no matter where the first degree was completed. For example, students who have a degree in marketing cannot earn another degree in marketing.
- Students who received an accounting degree outside the United States may earn the accounting certificate. Students who received an accounting degree in the United States are not eligible to earn an accounting certificate.

Eligibility Requirements for SBA Admission

Students may declare business as their major field of study at any time after admission to Portland State University. However, students must become formally admitted to the School of Business before they will be allowed to enroll in upper-division (300 & 400 level) business courses or to graduate with a business degree. Instructions for how to apply to the School of Business are available online at <http://www.pdx.edu/sba/applying>.

Prior to applying, the applicant must:

1. Be formally admitted to Portland State University (for PSU application, visit <http://www.pdx.edu/admissions/undergraduate-admission>)
2. Have **completed** each of the pre-business courses listed below with a grade of "C-" or better; P/NP grades are not accepted:
 - BA 101 – Introduction to Business & World Affairs (4)
 - BA 205 – Business Communications Using Technology (4)
 - BA 211** – Fundamentals of Financial Accounting (4)
 - BA 213 – Decision Making with Accounting Information (4)
 - CS 106 – Computing Fundamentals II (4) *The prerequisite CS 105 is not required for business majors.*
 - EC 201, 202 – Principles of Economics (8) (Micro and Macro)
 - STAT 243 & 244 – Statistics I & II (8) *Students are recommended to take statistics sections for business majors, which have "BU" in the section number.*
 - COMM 220 – Public Speaking (3 or 4)
 - WR 121 – English Composition (3 or 4) *OR* Freshman Inquiry (UNST 100 level, 5, 5, 5)
3. A minimum GPA of 3.0 for **ALL THREE** of following categories:
 - *All transfer credits
 - *all PSU graded credits
 - *all PSU graded business credits (BA 101, BA 205, BA 211, and BA 213 from pre-business list if taken at PSU)

Admission to the SBA for students without PSU graded credits is based on their transfer GPA.

GPA exceptions – If students do not meet the minimum GPA requirements for admission to the School of Business Administration, they may be admitted if they meet **ALL THREE** of the following requirements:

- *Student's GPA at Portland State University is at least **2.50**
- *Student's GPA in PSU School of Business Administration coursework is at least **2.75** (BA 101, BA 205, BA 211, and BA 213 from pre-business list if taken at PSU)
- *Student's GPA for most recent 12 credits of graded coursework at PSU is at least **3.00**.
Students pursuing the Post Baccalaureate Accounting Certificate must have at least a GPA of 3.00 for the most recent 8 credits of graded coursework at PSU.

Portland State University School of Business Undergraduate Learning Goals

These are the learning goals for each undergraduate student that differentiates our business students:

- *Critical Thinking: Analyzing options, problem solving and making decisions
- *Long-term Perspective: Anticipating the long-term consequences of business decisions
- *Sustainability: Recognizing the environmental and social impacts of business decisions
- *Theory to Practice: Taking theoretical concepts and putting them into practice

**** NOTE:** Course numbers and titles may be different if you are transferring them from another school. Please see <http://www.pdx.edu/sba/transfer-students> or call (503) 725-3712 for more information.

300-Level Core Coursework

All business majors are required to pass all of the following 300-level core courses with a grade of "C-" or better. **Students must be admitted to the SBA in order to enroll in all 300 and 400 level courses, including the list of classes below.** Students can take the BA 300-level core courses in any order, although it is recommended that students take BA 301 and the BA course that corresponds with the major/option that he/she is choosing in the SBA.

- BA 301 – Research and Analysis of Business Problems (4)
- BA 302 – Organizational Behavior (4)
- BA 303 – Business Finance (4)
- BA 311 – Marketing Management (4)
- BA 325 – Competing with Information Technology (4)
- BA 339 – Operations and Quality Management (4)
- BA 385 – Business Environment (4)

Business Strategy Course

- BA 495 – Business Strategy (6 credits)

BA 495 – Business Strategy is an interdisciplinary business capstone course that teaches students how to analyze the internal and external environment of a firm and develop a business strategy and business plan. A grade of "C-" or better is required. This course should be taken during the student's last quarter prior to graduation, after all 300-level core courses have been completed. Prerequisites: BA 301, BA 302, BA 303, BA 311, BA 325, BA 339, and BA 385. In addition to successful completion of the prerequisites, students must have accumulated more than 135 credits (senior standing) or have post-baccalaureate standing to register for BA 495.

Note: This class, if taken for 6 credits (starting Fall 2011), will also count for the UNST 421: University Studies Senior Capstone class requirement. Students who have taken BA 495 as a four credit class (Summer 2011 or prior) will also need to take the University Studies Senior Capstone (UNST 421).

SBA Electives

A total of 82 credits in business must be completed in order to obtain a business degree. If a student has not earned at least 82 credits after completing their pre-business, core, option and business strategy courses, additional business courses must be taken. Business electives include any course with the prefix ACTG, FIN, ISQA, MKTG, MGMT, and USP (within the Real Estate Finance option). **Do not take BA 306, 316, 326, 336, and 346 if you are a SBA major.** These are for business minors only and will not count for business credit. Please note that all students must have the necessary prerequisites in order to take any elective business courses.

Portland State University's School of Business is accredited by AACSB (The Association to Advance Collegiate Schools of Business)

AACSB International accreditation represents the highest standard of achievement for business schools, worldwide. Institutions that earn accreditation confirm their commitment to quality and continuous improvement through a rigorous and comprehensive peer review. AACSB International accreditation is the hallmark of excellence in management education.

Business Option/Major Requirements

Business students must complete the requirements for one or more option/major area(s); a grade of "C-" or better must be earned in all required option/major courses. The requirements for each of the option/major areas are as follows:

Accounting Option Requirements

Non-business requirements as follows:

- Political Science (PS) 101- United States Government
- Political Science (PS) 102- United States Politics
- Philosophy (PHL) 308 or 309- Elementary Ethics or Business Ethics
- 3-4 credits in Anthropology (ANTH), Psychology (PSY), or Sociology (SOC)

A minimum of 36 credits as follows:

- ACTG 335 – Accounting Information Systems (4)
 - ACTG 360 – Management Accounting (4)
 - ACTG 381, 382, 383 – Financial Accounting and Reporting (12)
ACTG 199 is not required, but highly recommended before taking ACTG 381.
 - ACTG 421 – Introduction to Taxation (4)
 - ACTG 430 – Governmental and Not-for-Profit Accounting (1)
 - ACTG 492 – Auditing Concepts and Practices (4)
 - ACTG 495 – Integrated Accounting Issues (4)
 - 1 upper-division accounting course to be chosen from ACTG 422, 460, 485, 490, 493
- *Students planning on taking the CPA exam are encouraged to take all of the following electives: ACTG 422, 485, 490 & 493*

Finance Option Requirements

A minimum of 28 credits as follows:

- ACTG 381 – Financial Accounting and Reporting I (4)
- FIN 319 – Intermediate Financial Management (4)
- FIN 441 – Fundamentals of Derivative Securities (4)
- FIN 449 – Valuation (4)
- FIN 352 – Investments (4) (Formerly FIN 452)
- FIN 456 – International Financial Management (4)
- FIN 465 – Finance Topics and Cases (4)

*It is not recommended that students take ACTG 381 & FIN 319 in the same term.

Real Estate Finance Option Requirements

A minimum of 27 credits as follows:

- FIN 319 – Intermediate Financial Management (4)
- FIN 333 – Foundations of Real Estate Analysis (3)
- USP 423 – Real Estate Development (4)
- USP 438 – Real Estate Law (3)
- FIN 439 – Real Estate Valuation I (3)
- FIN/USP 360 – Real Estate Finance I – Formerly "FIN/USP 453" (3)
- FIN 460 – Real Estate Finance II – Formerly "FIN 440" (4)
- FIN 459 – Advanced Real Estate Valuation (3)

Management & Leadership Option Requirements (Formerly General Management)*

A minimum of 24 credits as follows:

- MGMT 351 – Human Resource Management (4)
- MGMT 445 – Organizational Design and Change (4)
- MGMT 448 – Team Processes (4)
- MGMT 464 – Contemporary Leadership Issues (4)
- Electives (8)
 1. One course from the following list: MKTG 376, ISQA 459, ISQA 450, MKTG 464, or any 400 level MGMT course.
 2. Four credits of upper-division Management course(s) (MGMT 300 or 400 level)

Human Resource Option Requirements *

A minimum of 20 credits as follows:

- MGMT 351 – Human Resource Management (4)
- MGMT 461 – Reward Systems and Performance Management (4)
- MGMT 471 – Staffing and Employee Selection (4)
- MGMT 493 – Human Resource Policies (4)
- Four credits of upper-division Management course(s) (MGMT 300 or 400 level)

* NOTE: Students who wish to complete a double option in Management & Leadership and Human Resource Management cannot apply more than eight common credits to each program. In addition, in order for students to be able to register for MGMT 461, 471 & 493, students must be declared as a Human Resource Management major with the university.

Marketing Option Requirements

A minimum of 28 credits as follows:

- MKTG 363 - Consumer Behavior and Customer Satisfaction (4)
- MKTG 460 – Marketing Research (4)
- MKTG 464 – Marketing Strategy and Management (4)
- Eight credits of upper-division marketing electives (MKTG 300 or 400 level)
- Eight credits from one track below:
 - Marketing Information and Technology Track:*
(It is suggested that students take BA 339 prior to taking these track courses.)
 - MKTG 450 – Product Innovation and Management (4)
 - MKTG 461 – E-Marketing (4)
 - MKTG 462 – Customer Information and Relationship Management (4)
 - MKTG 410 – Service Innovation (4)
 - Food and Consumer Package Goods Marketing Track:*
 - MKTG 435 – Consumer Package Goods Marketing (4)
 - MKTG 375 – Retailing (4)
 - Global Marketing Management Track:*
 - MKTG 376 – International Business and Trade Practices (4)
 - MKTG 466 – International Marketing (4)

Advertising Management Option Requirements*

A minimum of 24 credits as follows:

- MKTG 340 – Advertising (4)
- MKTG 363 – Consumer Behavior and Customer Satisfaction (4)
- MKTG 441 – Media Strategy (4)
- MKTG 442 – Creative Strategy (4)
- MKTG 443 – Advertising Campaigns (4) or National Student Advertising Competition (8)*
- MKTG 460 – Marketing Research (4)

*NOTE: Advertising Management students may contact the Undergraduate Programs Student Services Office at (503) 725-3712 for a referral to the professor in charge of the National Student Advertising Competition (NSAC).

Supply and Logistics Management Option Requirements

A minimum of 21-24 credits as follows:

- ISQA 429 – Transportation and Logistics Management (4)
- ISQA 439 – Purchasing and Supply Chain Management (4)
- ISQA 479 – Integrated Supply and Logistics Management (4)
- Three elective courses (at least one must be ISQA from below):
(It is suggested that students choose all three from the ISQA courses below.)
 - ISQA 430 – Industrial Transportation and Freight (4)
 - ISQA 449 – Process Control and Improvement (4)
 - ISQA 450- Project Management (4)
 - ISQA 451 – Business Forecasting (4)
 - ISQA 454 – Supply and Logistics Negotiations (4)
 - ISQA 458 – Purchasing and Logistics within the Food Industry (4)
 - ISQA 459 – Production Planning and Control (4)
 - ISQA 469 – Productivity Analysis (4)
 - ISQA 410 Selected Topics (3-4)
 - ACTG 360 – Management Accounting (4)
 - MGMT 351 – Human Resource Management (4)
 - MKTG 452 – Business-to-Business Marketing (3)

Other Business Programs:

Weekend Business Degree Program

The School of Business has designed a Weekend Business Degree Program tailored for the returning student who is working full-time. The program allows students to complete their junior and senior years of the business program on Wednesday evenings and Saturdays over a two-year period at the OIT/Harmony Center Campus in Clackamas. Students enrolled in the Weekend Business Degree Program will complete the full curriculum of standard business courses required for a Bachelor's Degree in business with an option in **Management & Leadership** through a combination of class lectures, web-based instruction, video, e-mail and chat rooms. Admission and major requirements for this program are identical to the traditional undergraduate program. For additional information, contact (503) 725-3089.

Food Industry Management Certificate

The Food Industry Management Certificate provides undergraduate students with an educational foundation in the field of food distribution, marketing, and management. Certificate requirements include the study of the overall competitive business marketplace of the food industry from a cross-industry perspective, consumer trends, trade relationships, supply and logistics issues, retailing and distribution, electronic commerce and an industry practicum. Combined with an undergraduate business degree, the Food Industry Management Certificate prepares students to work in a variety of fields within the highly specialized and growing field of food industry management.

Students are required to gain admission to the School of Business Administration through the regular admission process and must complete degree requirements specified for a business administration major. Students must also complete their option(s) requirements, and all certificate requirements.

For certificate requirements, visit <http://www.foodleadership.pdx.edu/undergraduate.php>. For more information on the Food Industry Leadership Center, visit <http://www.foodleadership.pdx.edu/>.

International Business Studies Certificate

The International Business Studies Certificate provides undergraduate students with an educational foundation in the field of international business. Certificate requirements include the study of cultural, economic, social, and political aspects affecting business operations. Students must gain admission to the School of Business Administration through the regular admission process and must complete degree requirements specified for a Business major. Students must also complete their option(s) requirements, and all international studies and foreign language requirements necessary for the certificate. For specific requirements, visit <http://www.pdx.edu/sba/undergraduate-certificate-international-business-studies>.

Study Abroad

The School of Business participates in several study abroad programs in France, Italy, Germany, Japan and more. For information, visit <http://www.pdx.edu/sba/study-abroad>.

Business Minor

Six classes, three terms, all the basics. The Business Minor is for students pursuing a major **outside** of Business. For more information, visit <http://www.pdx.edu/sba/business-minor>.

SBA Honors Track

The School of Business Honors Track is a series of academic, career and co-curricular activities designed to challenge and polish outstanding business majors. The program requires two years of participation and results in the honors designation on the diploma. Applications are accepted each summer. For more information and the application, visit <http://www.pdx.edu/sba/business-honors-track>.

Student Resources

SBA Admission

SBA Admission: Admission to the School of Business is **required** in order to obtain a business degree. While there is no application deadline for the SBA, students are encouraged to apply as soon as they have met all eligibility requirements in order to benefit from their admission privileges, including:

- Exclusive access to 300 and 400-level business courses
(Students must be admitted to the SBA to take 300 and 400 level business classes)
- Access to SBA scholarships, internships and job postings
- Full access to SBA Career Services, including individualized career counseling, help with resume and interviewing skills, and specialized career workshops
- The ability to participate in the SBA Mentor Program and Honors Track

Application Procedure: Instructions for how to create and submit an application are available on our website at <http://www.pdx.edu/sba/applying>.

Registration

Course Descriptions and Prerequisites: The business school strongly enforces prerequisites. Prerequisites for business courses are included in course descriptions published in the PSU Bulletin. To see the latest bulletin, visit <http://www.pdx.edu/registration/psu-bulletin>.

Open/Closed Lists: To find open course sections or determine how many students are on a wait list, visit our Open/Closed List online at <http://www.pdx.edu/sba/open-closed-list>.

Class Restrictions: Upper level business courses (300 and 400 level) are restricted to students who are admitted to the SBA. All students must have earned 135 credits or more (senior standing) to take BA 495.

Waitlists and Class Attendance Can Be Critical: Demand for many SBA classes is high and those classes fill quickly. Pay close attention to the directions for adding yourself to a waitlist via the web. In most cases, students are admitted to the class from the wait list in the order in which they registered, and only if there is available room in the class. If you are on the waitlist for a class, you **must attend the first week** to determine if you will be allowed to formally add the class. Only the instructor can make this determination. *Note: If you fail to attend the first week of class your spot in the class will be given away to someone on the waitlist, even if you are fully registered, unless given prior permission from the instructor. You will still be charged for the class unless you drop the course by the end of the first week of the term.*

Grades

Grade Point Average (GPA) is the primary factor in becoming and staying admitted to the SBA. Once you have been admitted to the SBA, you must maintain a minimum GPA of 2.5 in all business classes and all PSU classes. If either your PSU business or PSU GPA falls below a 2.5, you will be placed on academic probation. If you are placed on probation and fail to restore both GPAs to at least 2.5, you will be academically disqualified from the SBA after three terms, and must raise your GPAs to meet current admissions requirements to re-apply to the SBA. Remember, you must be admitted to the SBA to graduate with a business degree.

For directions on how to calculate your GPA, visit:

<http://www.pdx.edu/registration/calculating-grade-point-average>

Advising

New Student Orientation: The Office of Admissions, together with SBA advisors, offer comprehensive orientation sessions every term for new freshmen and transfer students. Call (503) 725-5555 or visit www.pdx.edu/orientation to sign up for an orientation.

DARS Report: The Degree Audit Reporting System Report (DARS) is an individualized comprehensive report that reflects a student's academic progress toward their degree. It utilizes all course work the student has taken, including both PSU and transfer work. Visit the following site for more information: <http://www.pdx.edu/sba/dars>.

Express Advising: Express Advising is available throughout the term and is intended to assist students for five to ten minutes with most quick questions. To see the current Express Advising schedule, visit the following website: <http://www.pdx.edu/sba/open-advising-0>. Be sure to bring a copy of your DARS Report.

Individual Advising Appointments: One on one appointments are also available for help selecting your classes, planning your major, or discussing issues too complex to be handled during Express Advising. To make an appointment with one of our academic advisors, call (503) 725-3712 or stop-by room SBA 240.

Advising Cancellation and No-Show Policy

Appointments with academic advisors are in high demand. It is your responsibility to show up for all appointments you make with university staff and cancel appointments you are no longer able to attend. If you fail to show up or cancel an appointment by 9am on the day of your appointment, then you will be contacted about our "no-show" policy. After two "no shows", you will no longer be able to schedule an appointment and you will be limited to seeing an advisor during Express Advising only.

Website: Visit our web site for program information and advising resources: <http://www.pdx.edu/sba>.

Listserv: Are you on the Undergraduate (UG) Listserv? If not, you should be. The listserv is sent out every week via email, and is the first place we go to communicate with students about schedule and program changes, academic opportunities and upcoming events. To begin receiving weekly e-mail updates, send your e-mail address to info@sba.pdx.edu and request to be added.

Graduation: Note: Undergraduate students must apply for a degree or certificate two quarters prior to their expected date of completion. The application information can be found online at: <http://www.pdx.edu/registration/applying-degree>

You have an advisor based on your PSU ID number. If the last two digits of your PSU student ID number end in:

00-19 your advisor is Haley Holmes, haleyh@sba.pdx.edu, (503) 725-4742.

20-39 your advisor is Saori Clark, saoric@sba.pdx.edu, (503) 725-2323.

40-59 your advisor is Becky Sanchez, beckys@sba.pdx.edu, (503) 725-4745.

60-79 your advisor is Bryan Jimenez, bryan@sba.pdx.edu, (503) 725-3089.

80-99 your advisor is Doug Siegler, dougs@sba.pdx.edu, (503) 725-5052.

To schedule an appointment with your advisor, please call (503)725-3712.

Useful PSU Phone Numbers

Public Safety Emergency: (503) 725-4404
Public Safety Non-Emergency: (503) 725-4407
PSU Directory: (503) 725-3000
Toll Free PSU Directory: (503) 547-8887
IT Help Desk: (503) 725-4357
Records and Registration: (503) 725-3412
Admissions: (503) 725-3511
Financial Aid: (503) 725-3461
Degree Requirements: (503) 725-3438
Cashier/Bursar: (503) 725-3670
Career Center: (503) 725-4613
PSU Directory: (503) 725-3000
Student Health and Counseling: (503) 725-2800
University Studies: (503) 725-5890
Disability Resource Center: (503) 725-4150
Learning Center: (503) 725-4448
Veterans Services: (503) 725-3876
Office of International Affairs: (503) 725-4094
World Languages: (503) 725-3522
Dean of Student Life: (503) 725-4422
UASC: (503) 725-4005
Writing Center: (503) 725-3570

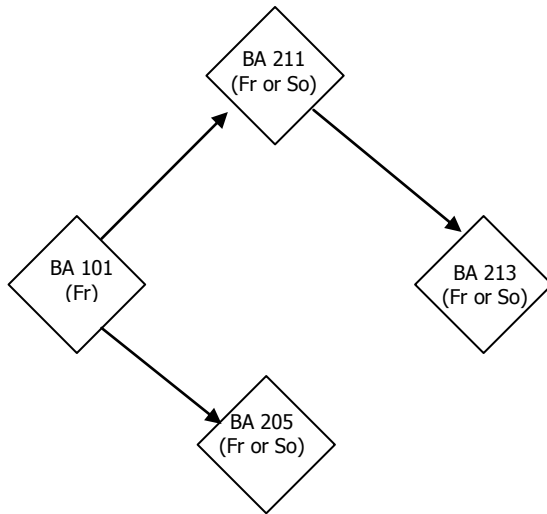
Useful SBA Phone Numbers

Undergraduate Programs Office (Academic Advising):
(503) 725-3712
Deans Office: (503) 725-3721
Graduate Programs: (503) 725-8001

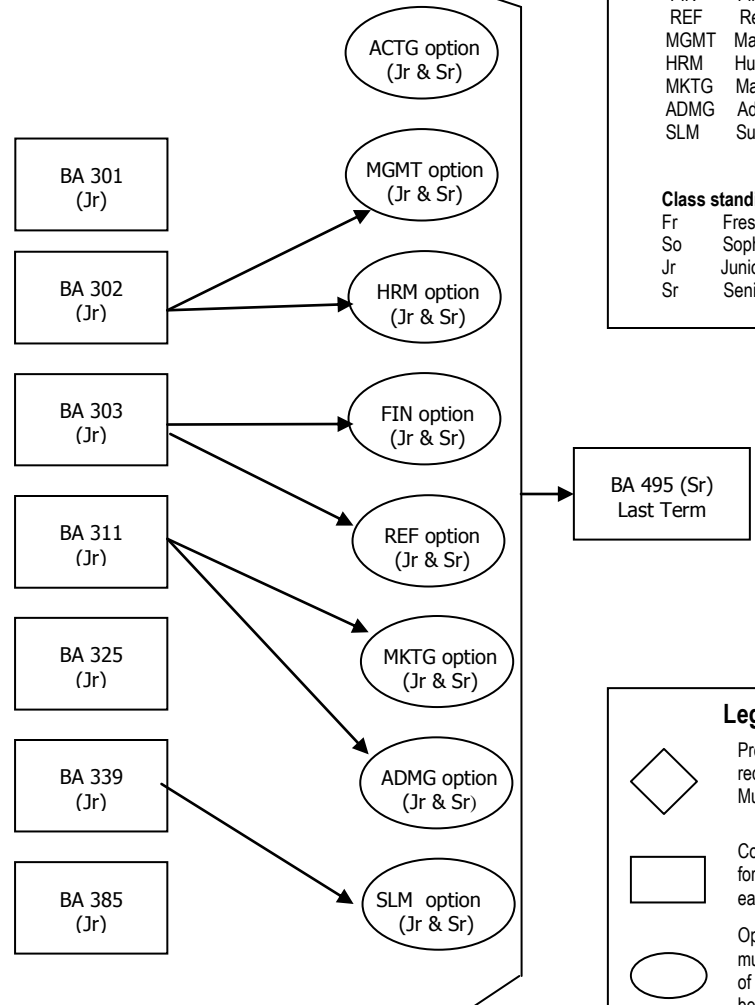
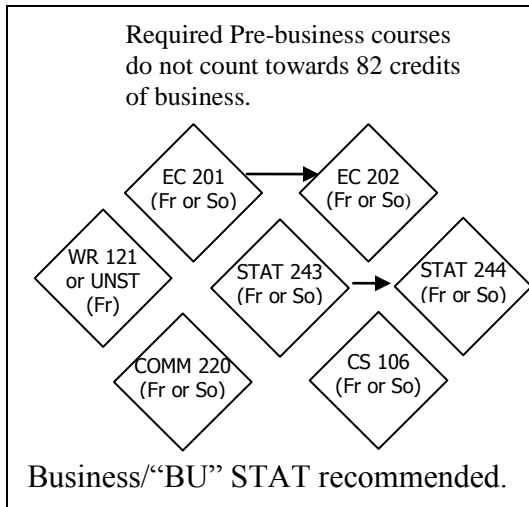
Notes:

2011-12 SBA Flowchart

A minimum of 82 business credits must be completed



Admission to SBA required prior to taking 300/400 level business courses.



Legend of Abbreviations

Option areas:
 ACTG Accounting
 FIN Finance
 REF Real Estate Finance
 MGMT Management & Leadership
 HRM Human Resource Management
 MKTG Marketing
 ADMG Advertising Management
 SLM Supply and Logistics Management

Class standing (based on credits earned):
 Fr Freshman year (0-44 credit hours)
 So Sophomore year (45-89 credit hours)
 Jr Junior year (90-134 credit hours)
 Sr Senior Year (135+ credit hours)

Legend of Symbols

◇ Pre-business courses required for SBA Admission. Must earn a C- or better.

▭ Core coursework. Required for ALL business majors. Must earn a C- or better.

○ Option areas. A student must choose a minimum of one. Must earn a C- or better.

→ Indicates the order of prerequisites. Taking courses out of order will result in a loss of credits.