

STUDENT & ACADEMIC SERVICES

PRE-BUSINESS GUIDE
2008 - 2009



STUDENT & ACADEMIC SERVICES

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EARNED EXCELLENCE



**THE BEST BUSINESS SCHOOLS IN THE WORLD
THE BEST ACCOUNTING PROGRAMS IN THE WORLD**

The KU School of Business is proud of its accreditation by the International Association to Advance Collegiate Schools of Business (AACSB). AACSB represents the highest standard of achievement for business schools, worldwide. Institutions that earn accreditation confirm their commitment to quality and continuous improvement.

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MAJORS AND CONCENTRATIONS

The School of Business offers a Bachelor of Science in Business degree with seven majors and four optional concentrations.

MAJORS:

- Accounting
- Business Administration
- Finance
- Information Systems
- Management & Leadership
- Marketing
- Supply Chain Management

CONCENTRATIONS:

- Entrepreneurship
- Human Relations Management
- International Business
- Informational Systems

ADMISSION REQUIREMENTS

MINIMUM REQUIREMENTS FOR COMPETITIVE ADMISSION

Students are eligible to apply to the School of Business during the semester they will complete the following **minimum application requirements**:

1. Complete 60 college credit hours;
2. Complete ACCT 200, ACCT 201, DSCI 301, IST 301, ECON 142 and ECON 144. Completing the following courses is **strongly recommended**: PSYC 104 and one Society and Culture (SC) course;
3. Achieve a minimum grade point average of **2.5** in (a) all course work, (b) all professional course work (business and economics), (c) all KU course work and (d) all KU professional course work;
4. File ACT or SAT score with KU (including transfer and international students). Those who entered the University without this score should take the exam at KU Testing Services.
5. Submit a professional resume.

Applicants satisfying the above minimum requirements are ranked by academic merit and then considered for admission to the School of Business based on their position in this ranking and the available number of admissions.

APPLICATION DEADLINES

Fall or Summer Admission	February 15
Spring Admission	September 15

Applications are available at the beginning of the Fall and Spring Semesters at <http://www.business.ku.edu/ugapplication>

PRE-ADMISSION REQUIREMENTS

Course	Prerequisite
_____ ACCT 200 Financial Accounting I (4)	ENGL 101 and MATH 101
_____ ACCT 201 Managerial Accounting I (3)	ACCT 200
_____ DSCI 301 Statistics (4)	MATH 116 or 122 <i>and</i> completion of or concurrent enrollment in IST 301
_____ IST 301 Intro to Information Systems (3)	MATH 101 <i>and</i> completion of or concurrent enrollment in ACCT 200
_____ ECON 142 Microeconomics (3)	MATH 101
_____ ECON 144 Macroeconomics (3)	MATH 101

ACCOUNTING MAJORS NOTE:

_____ ACCT 303: Introduction to the Accounting Profession (1)
Accounting majors are strongly encouraged to take this course before admission to the School of Business. **This is a Fall Semester only course.**
Pre- or Co-Requisite: ACCT 200.

**IMPORTANT: PRE-ADMISSION COURSES
MAY NOT BE TAKEN AS CREDIT/NO CREDIT.**

GENERAL EDUCATION REQUIREMENTS

ENGLISH: 2 Courses

- ___ ENGL 101 Composition (3)
- ___ ENGL 102 Critical Reading & Writing (3)

COMMUNICATIONS: 1 Course

- ___ COMS 130 – Speaker Audience Communication (3) **OR**
Any course numbered ENGL 200 or higher (3)*
(prerequisite: ENGL 101 & 102)

MATH: 3 Courses (The Math Department determines placement.)

- ___ College Algebra – MATH 101 (3) or MATH 104 (5)
- ___ Calculus I – MATH 115 (3) or MATH 121 (5)
- ___ Calculus II – MATH 116 (3), MATH 118 (5), or MATH 122 (5)

HUMANITIES: 3 Courses

One course must be taken from three different categories.*

- ___ Historical Studies (HT) (3)
- ___ Literature and the Arts (HL) (3)
- ___ Philosophy and Religion (HR) (3)
- ___ Western Civilization I (3)
- ___ Western Civilization II (3)

SOCIAL SCIENCES: 2 Courses

- ___ PSYC 104 Introduction to General Psychology (3)
- ___ Society & Culture (SC) (3)*

NATURAL SCIENCES: 2 Courses

Two courses must be taken from different categories (NB, NP or NE).*
(NM will not satisfy the Natural Science requirement.)

- ___ Natural Science with a lab (4-5)
- ___ Natural Science (3)

* Consult the Undergraduate Catalog or Timetable for all course listings.

REQUIREMENTS FOR ALL MAJORS

CORE COURSES (19 Hours)

MKTG 310	Marketing (3)
DSCI 310	Management Science & Operations Management (3)
FIN 310	Finance (3)
MGMT 310	Organizational Behavior (3)
BLAW 301	Legal Aspects of Business (3)
BE 301	Managerial Economics (4)

CAPSTONE (3 Hours)

MGMT 498	Business Policy & Strategy (3)
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MAJORS

In addition to the above, students must complete the core courses for their major. Program guides are available in 206 Summerfield or at www.business.ku.edu/Undergraduate-majorsanddegree

- Accounting 25 hours
- Business Administration 21 hours
- Finance 21 hours
- Information Systems 21 hours
- Management & Leadership 21 hours
- Marketing 21 hours
- Supply Chain Management 21 hours

BUSINESS CONCENTRATIONS (Optional)

Students may choose to complete a business concentration in one of the areas listed below:

- Entrepreneurship
- Human Resource Management
- Information Systems
- International Business



WORLD AREA STUDY (WAS)

Global business is a reality. To be successful, business students must gain a deeper understanding of foreign languages, cultures and customs. That's why the KU School of Business developed the World Area Study requirement (WAS). To satisfy the requirement, students must **complete one** of the following options.

OPTION 1: FOREIGN LANGUAGE – Complete through the fourth level (intermediate II) of a language or demonstrate proficiency in a language (as documented by the appropriate language department). **Accounting students must complete through the second level.** AEC Credit: International students who successfully complete the English proficiency requirement through the Applied English Center fulfill Option 1.

OPTION 2: REGION STUDY – Complete four approved courses in any one of the five regions of the world listed below. **Accounting students must complete two courses in any one region.** Approved courses for each region are listed at: www.business.ku.edu/Undergraduate-worldareastudy

- Africa
- Asia & Pacific
- Latin America
- Russia/Eastern Europe
- Western Europe

OPTION 3: LANGUAGE/REGION STUDY – Complete through the second/third level of a foreign language. Then, complete one/two courses of study in a related region (see chart at www.business.ku.edu).

1. Level I + Level II + Region Study + Region Study
2. Level I + Level II + Level III +Region Study



WORLD AREA STUDY (WAS), CON'T.

OPTION 4: STUDY ABROAD / INTERNATIONAL BUSINESS / LANGUAGE / REGION STUDY – Substitute up to two international business courses (IBUS) or a study abroad experience for one or two language/region study courses. The IBUS course(s) may be selected from any region. IBUS course(s) used to satisfy this requirement **may not** double-count towards the ABE requirement. The following combinations are allowed:

1. Region Study + Region Study + Region Study + Study Abroad
2. Region Study + Region Study + Region Study + IBUS
3. Region Study + Region Study + Study Abroad + IBUS
4. Region Study + Region Study + IBUS + IBUS
5. Level I + Level II + Level III + Study Abroad
6. Level I + Level II + Level III + IBUS
7. Level I + Level II + Study Abroad + IBUS
8. Level I + Level II + IBUS + IBUS
9. Level I + Level II + Area Study + Study Abroad
10. Level I + Level II + Area Study + IBUS

OPTION 5: CO-MAJOR – Complete an interdisciplinary program in the following areas as a co-major with the business degree: (1) European Studies, (2) International Studies, or (3) Russian & East European Studies.

OPTION 6: NON-BUSINESS CONCENTRATION OR “DOUBLE MAJOR” (Second Bachelor’s Degree) – Complete a bachelor’s degree in another school, or an **approved non-business concentration**. Approved non-business concentration requirements are listed at:
www.business.ku.edu/Undergraduate-worldareastudy



HONORS PROGRAMS

UNIVERSITY HONORS PROGRAM

Pre-business students who meet admission requirements for the University Honors Program are strongly encouraged to participate. Honors Program requirements fit easily into the normal four-year program.

See: www.honors.ku.edu.

DEAN'S CERTIFICATE IN INTERNATIONAL BUSINESS

This certificate is awarded by the School of Business to students who achieve a superior level of expertise in international business. Dean's Certificate requirements and forms may be obtained from Student & Academic Services.

NOTE: Students who complete the Dean's Certificate in International Business may automatically obtain the KU Global Awareness Program (GAP) Certificate. See www2.ku.edu/~oip/gap/ for more information.



The Business Career Fair is a premier opportunity for recruiters to get face-to-face with top-tier KU Business students. The event attracts more than 100 companies each year to meet our students.

OPPORTUNITIES & RESOURCES

STUDENT & ACADEMIC SERVICES

206 Summerfield, (785) 864-7500

This office provides academic advising, academic policy information, the dean's stamp, credit evaluation, petitions and other academic services.

BUSINESS CAREER SERVICES CENTER (BCSC)

125 Summerfield, (785) 864-5591

The BCSC helps students gain career-relevant employment through an external student marketing effort and comprehensive internal preparation. Services include on-campus recruiting, a career fair, workshops, resume review, salary information, assessments, job shadowing, mentoring, internship coordination, a career resource library, company information and individual career consultation with professional career advisors.

STUDENT STUDY CENTER / HELP ROOMS

103 Summerfield

This Center offers a quiet study area for students and is conveniently located next to the help rooms and Koch Commons. Free help rooms staffed by top graduate teaching assistants are available for several business courses.

WAGNON ROOM

418 Summerfield, (785) 864-3874

This computer lab is primarily for business students.

KOCH COMMONS

108 Summerfield, (785) 864-7368

This first floor student lounge offers a food stop, vending machines, newspapers, a television and information on student groups.

SCHOLARSHIPS

The School awards scholarships to current business students annually. A limited number of scholarships are available for incoming first-year students. High school students interested in majoring in business should contact the KU Office of Admissions & Scholarships.

STUDENT CLUBS AND ORGANIZATIONS

Clubs and organizations covering a broad range of interests and academic areas allow students to become involved with the School, campus and community. For more information, visit www.business.ku.edu or stop by 206 Summerfield.

OPPORTUNITIES & RESOURCES, CON'T.

LEADERSHIP CHALLENGE

The School of Business/School of Engineering Leadership Challenge is a corporate sponsored seminar focused on leadership early in a student's academic career. It is primarily targeted to sophomore and junior level students. The Challenge recognizes the value and need for industry leadership and creates an environment that helps students understand the importance of ownership and responsibility in the career development process. Engineering and Business students may apply to attend this annual spring event and 25 students from each school are selected through a competitive application process.

STUDY ABROAD

Students are encouraged to incorporate study abroad into their programs. Student & Academic Services can help students plan to best meet KU requirements while they are abroad. For information, contact the Office of Study Abroad, 109 Lippincott, (785) 864-3742, www.ku.edu/~osa.

Italy Program, 124 Summerfield, (785) 864-7576

The School of Business is the administrative institution for the Consortium of Universities for International Business Studies, whose campus is in Paderno del Grappa, Italy. The Italy Program offers students a meaningful international experience and allows them to stay on schedule for graduation. For more information, visit www.business.ku.edu/italy



ACADEMIC POLICY

ORIENTATION & ADVISING

Students recently admitted to the School of Business are required to attend the **Business New Admit Orientation** before enrolling. All students admitted to the School of Business **must meet with a business advisor at least once per semester** before main enrollment.

PREREQUISITES

The School of Business takes course prerequisites very seriously. Students must check course prerequisites prior to enrollment. The Enroll & Pay System does not currently check for prerequisites for all courses at the time of enrollment.

COMMUNICATIONS COURSE EXEMPTION

Students with either (a) two high school courses (totaling one full credit) in speech or debate with a grade of B or higher in both OR (b) successful completion of the Oral Communication Exemption Examination are exempt from the requirement of one communications course.

TRANSFER INFORMATION

A maximum of 64 community college hours may apply towards graduation from KU. Additional transfer credits “add on” to the minimum total credit hours required for graduation.

A **Transfer Credit Guide** showing how classes from another school transfer to KU is available at www.admissions.ku.edu/CredTran/. You must submit official transcripts to the Office of Admissions and Scholarships **BEFORE** a final decision can be made. Consult a School of Business advisor with questions.

Before enrolling in a non-KU course, students may submit a **Tentative Evaluation of Credit Form** to Student & Academic Services for pre-approval.

Students may only transfer courses with a grade of “C” or better. Transfer grades of “D” will not be accepted by the School of Business as of fall 2008.

FIRST TERM OF ADMISSION

Once admitted to the School of Business, students must complete their first full term (fall or spring) to retain admission. Those who do not must reapply.

30 HOUR RESIDENCY REQUIREMENT

Students are required to take 30 hours of business credits **after** being admitted to the School.

GRADUATION REQUIREMENTS

1. Complete a minimum of 124 hours overall, of which:
 - a. 45 hours must be Junior/Senior level (numbered 300+);
 - b. 30 hours must be taken in residence (professional courses completed at KU once admitted to the School of Business).
2. Meet the following GPA requirements:
 - a. 2.2 in all coursework completed;
 - b. 2.2 in all professional course work (business and economics);
 - c. 2.2 in all course work completed at KU;
 - d. 2.2 in all professional course work completed at KU.
3. 2.5 GPA in the major.
4. Complete 30 hours of business credits after being admitted to the School.
5. Complete an official graduation check with a business advisor and the online application for degree through Enroll & Pay at least one semester prior to the semester in which a student plans to graduate.



KU SCHOOL OF BUSINESS PRE-BUSINESS – SAMPLE SCHEDULE

FIRST YEAR

1st Semester

ENGL 101	3
MATH 101	3
Natural Science w/o lab	3
Humanities or WAS	3-5
Culture & Society (SC)	3
	15-17

2nd Semester

ENGL 102	3
MATH 115	3
ECON 142	3
Humanities or WAS	3-5
PSYC 104	3
	15-17

SECOND YEAR

1st Semester

MATH 116	3
ACCT 200	4
IST 301	3
Natural Science w/lab	4-5
Humanities or WAS	3
	17-18

2nd Semester**

ACCT 201	3
DSCI 301	4
ECON 144	3
WAS	3
COMS 130	3
	16

**Apply for admission to the School of Business.

NOTE: *This is only a suggested schedule. Students must meet with their advisor each semester before enrolling to discuss their schedule options.*

Advising opportunities available to pre-business students:

- **University Advising Center**, 864-2834, 126 Strong
- **Student & Academic Services**, 864-7500, 206 Summerfield



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The University of Kansas



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