

A&S/Business Dual Major

Business Programs at the University of Pittsburgh

Undergraduates at the Pittsburgh campus of the University of Pittsburgh have two degree options for programs in business:

- Students enrolled in the **College of Business Administration** (CBA) earn a Bachelor of Science in Business Administration (BSBA) degree and major in Accounting, Finance, Marketing or General Management. About 1,900 students are enrolled in CBA's BSBA program.
- Students enrolled in the **School of Arts and Sciences** (A&S) may elect a 12-course business major as a second major. This A&S program, called the A&S/Business Dual Major, enrolls about 200 students. Students in the A&S/Business Dual Major earn a Bachelor of Arts or the Bachelor of Science degree from the School of Arts and Sciences.

We have prepared this guide to help A&S students (as well as students at other institutions) make a decision about applying for admission to the A&S/Business Dual Major Program. This guide also includes all key policies and requirements applicable to the A&S/Business Dual Major. If, after reading the brochure, you would like to know more about the A&S/Business Dual Major, please contact your A&S Advisor (412-624-6444) or Michael McDermott, the Dual Major Advisor, in the College of Business Administration (412-383-7447.)

If you want to earn a BSBA degree, please contact the College of Business Administration at 412-383-9600 for further information.

Important Names and Telephone Numbers

CBA Admissions	2100 Sennott Square
Lisa Cheroch Director	412-383-9612
Erin English Assistant Director	412-383-8840
Carmel Schoeb Admissions Assistant	412-383-9600
CBA Advising	2600 Sennott Square
Liz Adams Director	412-383-8830
Michael McDermott Academic Advisor and Dual Major Advisor	412-383-7447
CBA Advising Front Desk (to schedule appointments)	412-383-8811

Overview of the A&S/ Business Dual Major

The School of Arts and Sciences (A&S) and the College of Business Administration (CBA) offer this challenging program for students interested in a liberal arts education and a career in business management. The Dual Major allows you to complement the A&S major of your choice with a solid foundation in business. Some popular A&S major choices are economics, psychology and communications; however, many other majors, such as one of the foreign language majors, computer science, and English literature are also selected.

Participation in the Dual Major does not necessarily add to the number of credits (120) required for graduation. With careful planning, students can complete the Dual Major in four years. Many people, including the Dual Major Advisor in CBA and your A&S Advisor, are available to help you plan your curriculum to ensure that you graduate in a timely fashion.

The combination of this carefully designed curriculum and instructors drawn mostly from the Joseph M. Katz Graduate School of Business full-time faculty creates a business program of excellent quality. Pitt's graduate and undergraduate business programs are accredited by the AACSB International, the premier accrediting agency for degree programs in business. *U.S. News & World Report* has consistently ranked Pitt's College of Business Administration among the top 10% of AACSB-accredited programs.

As a dual major, you fulfill all A&S general education requirements, complete an A&S major, and also complete the twelve required business courses.

Your A&S skills requirements and general education courses provide the foundation for your liberal education. Your A&S major adds to this foundation a deeper understanding of one or several of the arts and sciences disciplines. The business courses provide an introduction to basic analytical tools and the primary business functions of marketing, finance, operations management, information systems and human resources management, as well as corporate-level policy formulation and implementation.

Dual majors do not specialize in a particular business area such as accounting, finance or marketing. Those students wishing to obtain specialization in an area of business should contact CBA to discuss other degree options, including the BSBA degree or the Joint Degree option in which students complete a BA or BS in A&S and a BSBA in CBA.

Business Major Requirements

As a student in the Dual Major program, you are responsible for fulfilling all of the graduation requirements for both your Bachelor of Arts or Bachelor of Science degree as well as the business major requirements. You are not, however, required to have a related area in an arts and sciences field. You may combine the business major with any A&S major. When you are accepted into the Dual Major, the A&S/Business Dual Major plan will be added to your academic record. You must also formally declare your A&S major by completing a Change of Academic Program form in the A&S Advising Center. You may declare your A&S major before or after being accepted into the Dual Major.

A&S Prerequisites to Business Courses

A&S prerequisites to business courses should be taken as soon as possible and before business classes are taken. Completion is preferred prior to admission. However, academically strong students may be offered admission prior to completing all of the prerequisites. The four prerequisite courses are:

ECON 0100 Introduction to Microeconomic Theory
Prerequisite: exemption from/completion of MATH 0031 (College Algebra)

ECON 0110 Introduction to Macroeconomic Theory
Prerequisite: exemption from/completion of MATH 0031 (College Algebra)

MATH 0120 Business Calculus or MATH 0220 Analytic Geometry and Calculus 1
Prerequisite: other math courses required to prepare for calculus (if necessary)

STAT 1100 Statistics and Probability for Business Management
Prerequisite: MATH 0120 or MATH 0220

During your first year, you should also be fulfilling general education requirements and exploring possibilities for your A&S major.

Required Business Courses

The sequence in which you take these courses will depend on specific course prerequisites and should be discussed with your A&S advisor and the CBA Dual Major advisor. If you wish to take a course and its prerequisite simultaneously, you must submit a written request explaining your circumstances to the CBA Associate Dean. All courses are required.

Sophomore Year

BUSACC 0030 Financial Accounting
Prerequisite: ECON 0100 Introduction to Microeconomic Theory or
ECON 0110 Introduction to Macroeconomic Theory
BUSQOM 0050 Quantitative Methods
Prerequisite: STAT 1100 Statistics and Probability for Business Management
BUSACC 0040 Managerial Accounting
Prerequisite: BUSACC 0030
BUSENV 0060 Managerial Ethics and Stakeholder Management
Prerequisite: one social science course

Junior Year

BUSECN 1010 Business Economics
Prerequisites: ECON 0100, ECON 0110, and MATH 0120
BUSORG 1020 Organizational Behavior
Prerequisite: PSY 0010 and 45 credits
BUSFIN 1030* Introduction to Finance
Prerequisite: STAT 1100, BUSACC 0030, and 60 earned credits
BUSMKT 1040* Introduction to Marketing
Prerequisite: 60 earned credits
BUSMIS 1060* Introduction to Information Systems
Prerequisite: 60 earned credits

Senior Year

BUSQOM 1070* Operations Management
Prerequisite: BUSQOM 0050 and 60 earned credits
BUSHRM 1050* Human Resources Management
Prerequisite/co-requisite: BUSORG 1020 and 60 earned credits
BUSPP 1080 Strategic Management
Prerequisites: 90 credits and completion of nearly all of the CBA core courses

*Courses marked with asterisk may be taken in your Junior or Senior year. See Appendix A for an example of a course path.

Dual Major GPA and Grade Requirements

To graduate as an A&S/Business Dual Major, you must have a 2.0 minimum grade point average in the four A&S prerequisites to business courses and the twelve required business courses. You must earn letter grades for all of the prerequisite and business courses; you may not opt for the Satisfactory/No Credit (S/NC) grade option in these courses.

A Few Technical Notes about the Dual Major

You need to earn 120 credits to graduate from the School of Arts and Sciences. Most of these credits must be earned in A&S; however, up to 18 credits from other colleges (including CBA) may be counted towards this 120 total. In fulfilling the A&S/Business Dual Major requirements, you will take 18 non-A&S credits, the maximum number of non-A&S credits that you can count for graduation from A&S. **It is very important that you realize that this program will consume your non-A&S credit allowance.** Any questions on this matter should be directed immediately to your advisor or the Dual Major Advisor in the College of Business Administration.

Below is a summary of how your business course credits are allocated between A&S and non-A&S credit:

Courses Counted as A&S Credit

BUSACC 0030 Financial Accounting
BUSACC 0040 Managerial Accounting
BUSQOM 0050 Quantitative Methods
BUSECN 1010 Business Economics

BUSORG 1020 Organizational Behavior
BUSHRM 1050 Human Resource Mgmt.

= 18 credits

Courses Counted as Non-A&S Credit

BUSENV 0060 Managerial Ethics and Stakeholder Management
BUSFIN 1030 Introduction to Finance
BUSMKT 1040 Introduction to Marketing
BUSMIS1060 Introduction to Information Systems
BUSQOM 1070 Operations Management
BUSPP 1080 Strategic Management

= 18 credits

You earn 14 A&S credits by completing the prerequisite courses, another 18 A&S credits for business courses counted as A&S credit, and 18 CBA credits for additional business courses for a total of 50 credits.

Internships

Most employers recommend that students gain work experience to be more competitive for available positions. We encourage all A&S/Business Dual Major students to explore internship opportunities. Students should visit the Office of Experiential Learning in B-4 Thaw Hall to learn how they may earn A&S credit for internships. Dual Majors can start their internship search on the web through Career Services at <http://www.placement.pitt.edu>.

Advising and Registration

A&S/Business Dual Majors who have not yet declared their A&S major are registered by their A&S advisor in Room 252, Thackeray Hall. These students are encouraged to consult with the CBA Dual Major Advisor, Room 2600, Sennott Square as needed. A&S students who have declared their majors are advised and registered by their departmental advisors, but are also free to consult with the CBA Dual Major Advisor for specialized advising.

Applying for Admission to the A&S/Business Dual Major Program

Freshman and sophomores enrolling in the A&S/Business Dual Major program should be able to complete all A&S/Business Dual Major graduation requirements within four years with proper planning. If you are interested in the Dual Major, mention this interest to your advisor *even if you are not yet sure you will apply to the program*.

Students should follow these simple guidelines:

- **A&S/Business Dual Major applications are reviewed three times per year. As space in the program is limited, it is important to meet the application deadline.**
- **The application deadlines are: October 1, February 1 and July 1.**
- **Students will not be admitted into the program until they have completed 24 credits; however, interested students may apply while they are finishing those 24 credits.**
- **Students should try to take as many of the prerequisites as possible during their first 24 credits, but may apply before having completed all of them**

Admissions criteria. Because space is limited, students are selected for the Dual Major on a competitive basis. CBA Admissions will carefully review your overall Pitt academic record, as well as your performance in the A&S prerequisites to business courses (ECON 0100, ECON 0110, MATH 0120 or MATH 0220, and STAT 1100). Strong performance is required overall and in these prerequisites. Generally, a student with a 3.00 cumulative GPA and grades of A's and B's in the prerequisite courses would be considered competitive for admission. Because of limited space in the program, however, admission is not guaranteed. If you have attended additional colleges, your academic records from those institutions will be considered as well.

Application Process for the A&S/Business Dual Major

Current A&S Students

1. Attach a current copy of your **Pitt transcript** (available from the Registrar's Office in G-3 Thackeray) to your application.
2. If you have received **transfer credits** from another institution, please attach a transcript to your application. If all transfer credits are not posted to your University of Pittsburgh transcript, we will also need a copy of your A&S Course Credits Accepted Form.
3. Bring or send all documents to the College of Business Administration, Office of Admissions, 2100 Sennott Square before July 1, October 1, or February 1.
4. We will notify you of our admissions decision by email within three weeks of the application deadline. If you are accepted into the Dual Major program, **you must:**
 - 1) Attend the mandatory A&S/Business Dual Major Orientation (information will be included for October and February admits in your acceptance letter; July admits, please contact our office upon your return to campus in August) and;
 - 2) Notify your advisor of your acceptance so that both you and your advisor can plan to incorporate business courses into your next registration.

Students Relocating from Regional Campuses

Pitt students at the regional campuses of Johnstown, Bradford, Greensburg, and Titusville who wish to relocate to A&S at the Pittsburgh campus should complete an Academic Program Change form which can be obtained from their Dean's Office.

While at a regional campus, you are encouraged to take all of the prerequisite courses for the business major, to fulfill general education requirements and begin work on your A&S major. If you plan to take some business courses, please consult CBA Admissions regarding their possible application to the Dual Major.

Transfer Students

If you are transferring from another college or university, you must complete the University of Pittsburgh transfer application, available from the Office of Admissions and Financial Aid, First Floor, Alumni Hall, by calling 412-624-PITT or visiting www.oafa.pitt.edu.

NOTE: When filling out the University of Pittsburgh application, indicate the A&S/Business Dual Major as your intended field of study.

You will be notified of our decision and the admissions decision simultaneously. If you are admitted to the University, but not to the Dual Major program, you may reapply to the Dual Major program after one term at Pitt. A minimum of half of your business course work must be taken at the University of Pittsburgh (main campus.) If you wish to have course work completed elsewhere count toward the Dual Major, please submit a written request to Lisa Cherok, Director, CBA Admissions, 2100 Sennott Square. Please include a syllabus of each course for which you are seeking transfer credit.

Frequently Asked Questions about the A&S/Business Dual Major Application

1. **When are the application deadlines?** July 1, October 1, and February 1. Given that space is limited in this program, it is important to apply by the deadline.
2. **May I apply as a freshman?** You may apply to the program during the second semester of your freshman year (by the February 1st deadline.) Depending on the strength of your record, we may offer admission at that time or defer a decision until your second semester grades become available.
3. **May I apply even if I have not completed all of the A&S prerequisites to business courses?** Yes.
4. **May I apply even if I have no idea what my A&S major will be?** Yes.
5. **Where do I get my Pitt transcript?** At the Registrar's Office, G-3 Thackeray Hall
6. **What is the purpose of the transcript?** It will provide the information needed by the A&S/Business Dual Major admissions committee including: 1) your courses and grades at Pitt to date; 2) your transfer credits accepted by A&S; and 3) courses for which you are currently registered.
7. **Where do I get a listing of approved transfer credits if this information is missing from my transcript?** This question applies ONLY to students who have transferred into Pitt (not

relocated from another Pitt campus) from other colleges/ universities. A photocopy of the Course Credits Accepted Form evaluated by A&S will be sufficient.

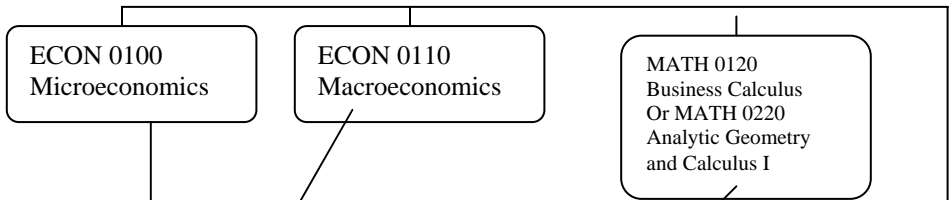
8. **How do I get a transcript from another college or university?** Contact the Registrar's Office at the college/university.
9. **When will I hear whether I have been admitted?** Within three weeks of the application deadline.
10. **What if it is very close to the application deadline and my transfer credits are missing from my transcript, or I need to obtain a transcript from another school?** Contact the A&S Student Records Office, Room 140, Thackeray Hall, 412-624-6776.
11. **What if I miss the application deadline, but the new term has not yet begun?** Contact the College of Business Administration at 412-383-9600.
12. **Should I apply to the A&S/Business Dual Major or transfer into the College of Business Administration?** Only you can answer this question. If you are genuinely interested in one of the A&S majors and want to supplement your college career with a broad exposure to a number of business courses, the Dual Major may be for you. If you want to specialize in a particular area of business, and have the opportunity to take more business courses while you are in college, you may wish to investigate CBA further. Students who are interested in accounting should, in almost all cases, consider the CBA accounting major as preparation for future certification exams (Certified Public Accounting and Certified Management Accounting.)

APPENDIX A

A&S/Business Dual Major Graduation Requirements and Prerequisites Checklist

FRESHMAN YEAR

EITHER
TERM



SOPHOMORE YEAR

1st TERM

BUSACC 0030
Financial Accounting

STAT 1100
Statistics and
Probability for
Business Mgmt

EITHER
TERM

BUSENV 0060
Managerial Ethics and
Stakeholder Management

2nd TERM

BUSACC 0040
Managerial Accounting

BUSQOM 0050
Quantitative Methods

JUNIOR YEAR

1st TERM

BUSORG 1020
Organizational Behavior

BUSECN 1010
Business Economics¹

JUNIOR or SENIOR YEAR

BUSHRM 1050 *
Human Resources Management

BUSQOM 1070 *
Operations Management

BUSFIN 1030 *
Introduction to Finance

BUSMIS 1060 *²
Introduction to Information
Systems

BUSSPP 1080 *
Strategic Management
(senior year only)

BUSMKT 1040 *
Introduction to Marketing

*These courses will be taken in the Junior or Senior Year. Exact timing depends on individual A&S majors and interests. Consult the CBA Dual Major Advisor for more details.

¹BUSECN 1010 is not required for Economics majors

²BUSMIS 1060 is not required for Computer Science majors

APPENDIX B

Dual Major Curriculum Acceleration

Students who begin the A&S/Business Dual Major in their Junior year, or transfer into the University of Pittsburgh often ask if they will complete their undergraduate careers in four years. **Students in this position must have made significant progress towards the completion of their A&S major (completion of nearly half of the required classes), the general education requirements – and the business prerequisite courses – for a four-year graduation date to be feasible.** For such students, overlapping of requirements is particularly important.

Students may not take any business courses (beginning with the BUS course abbreviation) until they have been admitted to the program. Second-term sophomores, juniors, or transfer students, in good academic standing, should contact the CBA immediately (without regard to the application deadlines) to determine if they are admissible to the program.

Juniors hoping to complete the business curriculum in four terms should follow a plan similar to the following; every effort should be made to take highlighted courses in the designated term. We strongly encourage students to modify this plan to accommodate summer courses.

Term 1

Financial Accounting (BUSACC 0030)

Prerequisite: Either ECON 0100 OR 0110

This course should be among the first business courses taken.

Managerial Ethics and Stakeholder Management (BUSENV 0060)

This course should be among the first business courses taken.

Quantitative Methods (BUSQOM 0050)

Prerequisite: STAT 1100.

Term 3

Introduction to Marketing (BUSMKT 1040)

Or: BUSHRM 1050, BUSFIN 1030, BUSMIS 1060

Introduction to Information Systems (BUSMIS 1060)

OR: BUSHRM 1050, BUSMKT 1040

Introduction to Finance (BUSFIN 1030)

Prerequisite: BUSACC0030 and STAT 1100

Or: BUSMKT 1040

Term 2

Managerial Accounting (BUSACC 0040)

Prerequisite: BUSACC 0030. Take the term after BUSACC 0030.

Business Economics (BUSECN 1010)

Prerequisite: ECON 0100 and 0110 and MATH 0120

Take before Term 3 courses.

Organizational Behavior (BUSORG 1020)

Take before Term 3 courses.

Term 4

Strategic Management (BUSMKT 1080)

Prerequisite: Most other business courses

Human Resource Management (BUSHRM 1050)

Prerequisite: BUSORG 1020

OR: BUSMIS 1060, BUSMKT 1040

Operations Management (BUSQOM 1070)

Prerequisite: BUSQOM 0050

The provisions of this document are subject to change at any time as deemed necessary by the University. This Student Handbook is intended to serve only as a general source of information about the University and the A&S/Business Dual Major and is in no way intended to state contractual terms.

**Application for Admission to the A&S/Business Dual Major
for University of Pittsburgh Students**

Name _____ PeopleSoft ID _____

Local address _____ Local telephone _____

_____ Pitt email address _____

Home address _____ Home telephone _____

Other A&S major (may be Undecided, Declared or Planned): _____

Have you previously applied to the Dual Major? _____ Term you applied: _____

When do you want to begin the Dual Major? Fall Spring Summer

When do you plan to graduate? _____ (month) _____ (year)
(We know this can be a tough question. Give us your best estimate!)

For what courses are you currently registered? Indicate department and course number.

TERM: _____ Course: 1) _____ 4) _____
2) _____ 5) _____
3) _____ 6) _____

Please attach the following documents (if applicable):

____ Current University of Pittsburgh transcript available from the Registrar's Office.

____ Transcripts from ALL colleges and universities you have ever attended.

A&S Students and students relocating from a regional campus should send or bring this application to:

College of Business Administration
Office of Admissions
2100 Sennott Square
Pittsburgh, PA 15260

Signature _____ Date _____