

A&S/Business Dual Major Handbook

Options to Study Business at the University of Pittsburgh

Undergraduates at the Pittsburgh campus of the University of Pittsburgh have several options for studying business.

- Students enrolled in the **College of Business Administration** earn a Bachelor of Science in Business Administration (BSBA) degree and a major specialization in Accounting, Business Information Systems, Finance, Global Management, Human Resources Management, Marketing, or Supply Chain Management. The BSBA program requires a minimum of 120 credits to graduate. To learn more, visit www.cba.pitt.edu.
- Students can earn a BSBA degree and business major specialization from the College of Business Administration alongside a degree and major from the Dietrich School of Arts & Sciences through the **Double Degree Program**. Double degree students are enrolled in both schools simultaneously and fulfill the graduation requirements of both. Students must complete a minimum of 150 credits and graduate with degrees from both schools. To learn more, visit www.cba.pitt.edu. Click on Double Degrees under Academics.
- Students who want to develop some background in business as part of their undergraduate degree program have the option to take courses through the **Business Service** department. BUSERV courses are open to students who are not enrolled in the College of Business Administration. Several BUSERV courses are offered each fall and spring semester. Offerings include the following:
 - BUSERV 1910 Introduction to Business
 - BUSERV 1915 Introduction to Management
 - BUSERV 1920 Financial Accounting
 - BUSERV 1925 Cost Accounting
 - BUSERV 1940 Marketing Fundamentals
 - BUSERV 1955 Principles of Selling
 - BUSERV 1985 Small Business Management
- Students enrolled in the Dietrich School of Arts & Sciences can add a 12-course business foundation to their Dietrich school degree and major through the **A&S/Business Dual Major**. Dual Major students do not complete a business major specialization. Their business coursework is generally focused. Students earn a BA or BS degree from the Dietrich School based on the major they select. This program requires a minimum 120 credits to graduate. To learn more about the Dual Major, read on.

Please note: For the most comprehensive business education, students are encouraged to enroll in either the BSBA degree program through the College of Business Administration or the Double Degree Program. Both programs include business major specializations that are critical in the marketplace, as well as key curricular and extracurricular opportunities. Through the Double Degree Program, students can pair a full degree and major in the liberal arts with a full business degree and major.

Overview of the A&S/Business Dual Major

This document includes key policies and requirements applicable to the A&S/Business Dual Major, as well as admissions information and the application (on the last page).

The Dietrich School of Arts and Sciences (A&S) and the College of Business Administration (Pitt Business) offer this program for students interested in complimenting their Dietrich School major and degree with a foundation in business. Some popular Dietrich School major choices are economics, psychology and communications; however, many other majors, such as one of the foreign language majors, political science, biological sciences and English writing 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. We suggest you discuss your interest in the Dual Major with your Dietrich School academic advisor. Your advisor can help you plan your curriculum so that you graduate in a timely fashion.

As a dual major, you will fulfill all Dietrich School general education requirements, complete a Dietrich School major, complete four business prerequisite courses in the Dietrich School, and complete twelve required business courses.

Your Dietrich School skills requirements and general education courses provide the foundation for your liberal education. Your Dietrich School 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 consider pursuing a BSBA degree in the College of Business Administration or the 150-credit Double Degree Program in which students complete both a Dietrich School degree and a BSBA degree from the College of Business Administration. Students enrolled in the A&S/Business Dual Major program are not eligible to earn Pitt Business certificates.

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

Students wishing to apply to the Dual Major should follow these guidelines:

- **To be eligible to apply, students need to be enrolled in the Dietrich School of Arts & Sciences.**
- **A&S/Business Dual Major applications are reviewed two times per year. As space in the program is limited, application deadlines are strictly enforced.**
- **The application deadlines are October 1 and February 1.**
- **Direct freshman admission is not available for the Dual Major Program. Students may apply by February 1 of their freshman year for entry the following fall as sophomores.**
- **Students should try to take as many of the prerequisites as possible during their first 24-30 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. Admission is not guaranteed. Pitt Business Admissions will carefully review your overall Pitt academic record, as well as your performance in the business prerequisite courses (ECON 0100, ECON 0110, MATH 0120 or MATH 0220, and STAT 1100). Strong performance is required overall and in these prerequisites. Your prerequisite average will be calculated without including the effect of course repeats. The original grade earned in the prerequisites will be counted. Also, if you have attended additional colleges, your academic records from those institutions will be considered, as will your performance in any business courses taken at Pitt or other institutions.

A minimum cumulative Pitt GPA of 3.30 is recommended in order to apply. However, admission is competitive and space is limited.

Application Process for the A&S/Business Dual Major

1. Complete the application found at the end of this handbook. Attach a current copy of your **Pitt academic record** (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 copy of the transcript to your application.
3. Bring or send all documents to the College of Business Administration, Office of Admissions, 2100 Sennott Square by 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 should notify your advisor of your acceptance so that both you and your advisor can plan to incorporate business courses into your next registration.

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

1. **When are the application deadlines?** October 1 and February 1. Given limited capacity in the program, it is important to apply by the deadline. Applications should be submitted to Pitt Business Admissions in 2100 Sennott Square.
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.)
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 academic record?** At the Registrar's Office, G-3 Thackeray Hall.
6. **What is the purpose of the academic record?** 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 the Dietrich School; and 3) courses for which you are currently registered.
7. **How do I get a transcript from another college or university?** Contact the Registrar's Office at the college/university.

8. **When will I hear whether I have been admitted?** Within three weeks of the application deadline.
9. **What if I miss the application deadline?** Due to course availability, application deadlines are strictly enforced. Students that miss an application deadline will need to wait until the next admissions cycle to apply to the Dual Major.
10. **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 Dietrich School 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 Pitt Business further. Students who are interested in accounting should consider the BSBA with an accounting major as preparation for future certification exams such as the CPA.
11. **What if I have questions about admission to the A&S/Business Dual Major?** You are welcome to contact Pitt Business Admissions at 412-383-9600 or admissions@business.pitt.edu

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 Dietrich School major.

Required Business Courses

The sequence in which you take these courses will depend on specific course prerequisites and should be discussed with your Dietrich School advisor. 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 Managerial Economics

Prerequisites: ECON 0100, ECON 0110, and MATH 0120

BUSORG 1020 Organizational Behavior

Prerequisite: none

BUSFIN 1030* Introduction to Finance

Prerequisite: STAT 1100, BUSACC 0030

BUSMKT 1040* Introduction to Marketing

Prerequisite: none

BUSBIS 1060* Introduction to Information Systems

Prerequisite: 60 credits

Senior Year

BUSQOM 1070* Operations Management

Prerequisite: BUSQOM 0050

BUSHRM 1050* Human Resources Management

Prerequisite/co-requisite: BUSORG 1020

BUSSPP 1080 Strategic Management

Prerequisites: 90 credits and completion of nearly all of the Pitt Business 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 Pitt Business) 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 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 Managerial 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
USBIS1060 Introduction to Information Systems
BUSQOM 1070 Operations Management
BUSSPP 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 Pitt Business credits for additional business courses for a total of 50 credits.

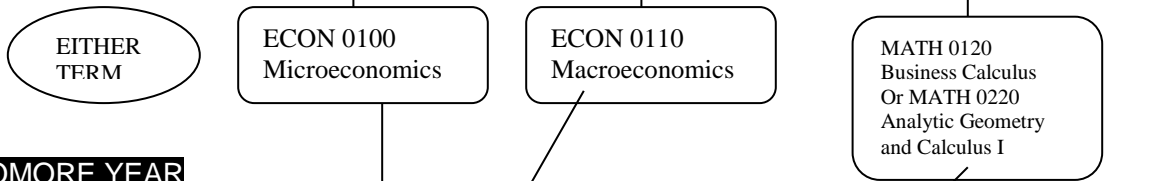
Internships

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. Dual Majors can utilize the Pitt Career Center in 200 WPU and start their internship search online with Handshake at www.careers.pitt.edu.

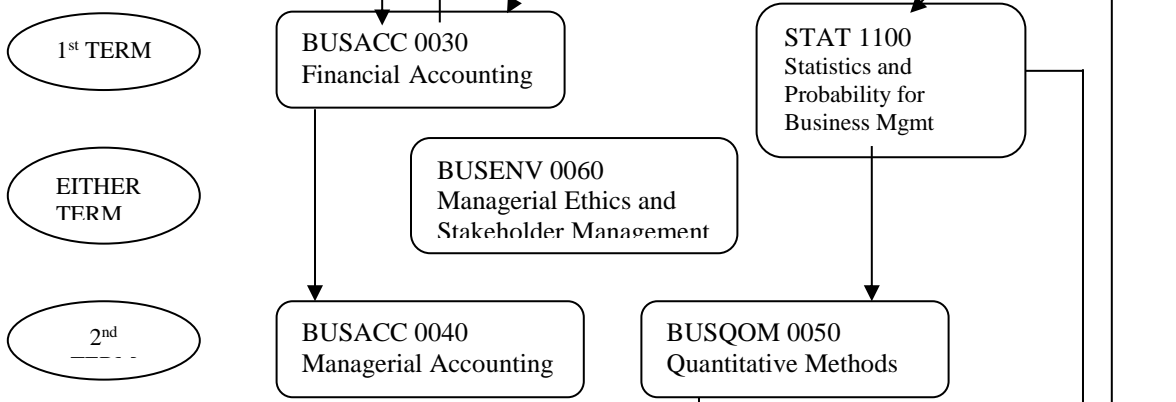
APPENDIX A

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

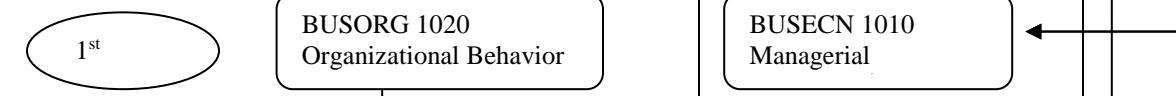
FRESHMAN YEAR



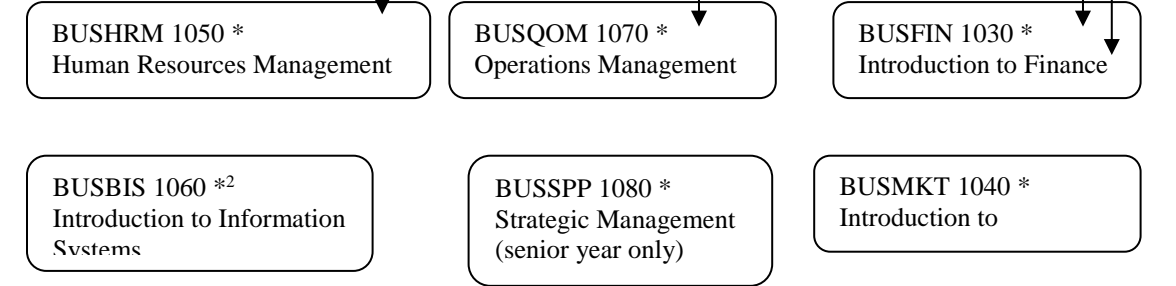
SOPHOMORE YEAR



JUNIOR YEAR



JUNIOR or SENIOR YEAR



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

¹BUSECN 1010 is not required for Economics majors

²BUSBIS 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 Dietrich School 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.

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, BUSBIS 1060

Introduction to Information Systems (BUSBIS 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.

Managerial 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: BUSBIS 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 academic record 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 _____

APPLICATION DEADLINES:

- To start in the **Fall** term, apply by **February 1**.
- To start in the **Spring** term, apply by **October 1**.
- To start in the **Summer** term, apply by **February 1**.

Application deadlines are strictly enforced.