

Business Administration

**MAJOR
MINOR**

CONCENTRATIONS IN:

- FINANCE
- GENERAL MANAGEMENT
- GLOBAL BUSINESS
- HOSPITALITY MANAGEMENT
- HUMAN RESOURCE MANAGEMENT
- MARKETING
- SMALL BUSINESS/ENTREPRENEURSHIP

Department of Management and Department of Marketing and Finance

Professors: Gaumer (Chair, Department of Marketing and Finance), Offstein, Rahman, Shah, Shin, Singh

Associate Professors: Ashraf, Chory, Dean, Mattare, McClellan, Monahan (Chair, Department of Management), Shore, Sigerstad, Ye

Assistant Professors: Huh, Levitt, Youssef

Lecturers: Kentrus, Wassell

- All concentrations may be completed at the Frostburg campus.
- The concentrations in General Management and Hospitality Management may be completed at the University System of Maryland at Hagerstown.

Program Requirements

	MAJOR	MINOR
Hours Required in College of Business Core:	33	18
Hours Required in Concentration:	27	0
Hours Required Outside the College of Business:	18-19	3
Total	78-79	21

Requirements for Major in Business Administration

1. College of Business Core: (33 hours)

- ACCT 211* Financial Accounting
- ACCT 212* Managerial Accounting
- BLAW 291* Legal Environment of Business
- FINA 370* Corporate Finance
- MGMT 110* Career and Professional Development I
- MGMT 251* Management of Organizations
- MGMT 310* Career and Professional Development II
- MGMT 355* Operations Management
- MGMT 356* Leadership & Human Behavior
- MGMT 405* Business Ethics and Social Responsibility
- MGMT 485* Business Policy and Strategy (*MGMT Capstone*)
- MKTG 361* Principles of Marketing

2. Courses Outside College of Business: (18-19 hours)

Communication Studies (3 hours)

- CMST 122* Introduction to Public Speaking

Computer Science (3 hours)

- COSC 220* Software Applications for Business (*Tech. Fluency*)

Economics (6 hours)

- ECON 201/211* Principles of Economics (Macro) (*GEP Group D*)

- ECON 202/212* Principles of Economics (Micro)

Mathematics (6-7 hours)

MATH 118* Applied Mathematics for Business
 or MATH 220* Calculus for Applications I
 or MATH 236* Calculus I (*Core Skill 3*)
 MATH 109/110* Elements of Applied Probability and Statistics
 (*Core Skill 3*)
 or MATH 380* Introduction to Probability and Statistics

3. Area of Concentration: (27 hours)

Majors must choose to concentrate in one of the following:

- Finance
- General Management
- Global Business
- Hospitality Management
- Human Resource Management
- Marketing
- Small Business/Entrepreneurship

*You must receive a grade of C or better for this course to count toward major.

Select five courses from among the following:

ACCT 420 Tax
 FINA 301 Introduction to Personal Financial Planning
 FINA 371 Insurance Planning and Risk Management
 FINA 377 Retirement Income Planning
 FINA 381 Principles of Real Estate
 FINA 405 Short-term Financial Management
 FINA 420 Entrepreneurial Finance
 FINA 451 Estate Planning and Advanced Topics in Financial Planning
 FINA 477 International Financial Management
 FINA 494 Internship in Finance

Requirements for Minor in Business Administration

1. College of Business Core: (18 hours)

ACCT 211 Financial Accounting
 BUAD 100 Introduction to Business
 or BLAW 291 Legal Environment of Business
 FINA 303 Principles of Finance
 or FINA 370 Corporate Finance
 or FINA 476 Financial Management
 MGMT 251 Management of Organizations
 MGMT 356 Leadership & Human Behavior
 or BMIS 455 Management Information Systems
 MKTG 361 Principles of Marketing

2. Courses Outside College of Business:

Economics (3 hours)

ECON 200 Basic Economics
 or ECON 201/211 Principles of Economics (Macro) (*GEP Group D*)

Requirements for Concentration in Finance

1. Core Courses (51-52 hours)

Required of all majors in Business Administration; listed above.

2. Required Courses in Concentration (12 hours)

FINA 375 Financial Institutions Management
 FINA 475 Securities Investment
 FINA 476 Financial Management
 FINA 479 Financial Policy (*Capstone*)

3. Elective Courses (15 hours)

humOr select three courses from above and two courses from among the following:

ACCT	311	Intermediate Accounting I
ACCT	312	Intermediate Accounting II
ACCT	330	Governmental and Nonprofit Accounting
ACCT	340	Financial Reporting Issues
ECON	306	Money and Banking
ECON	351	Intermediate Macro-Economics
ECON	352	Intermediate Micro-Economics
ECON	400	International Trade

Required of all majors in Business Administration; listed in catalog.

2. Required Courses in Concentration (15 hours)

ECON	400	International Trade
FINA	477	International Financial Management
INTR	330	International Business
MGMT	450	International Management
MKTG	460	Global Marketing

Requirements for Concentration in General Management

1. Core Courses (51-52 hours)

Required of all majors in Business Administration; listed above.

NOTE: MGMT 485 Business Policy and Strategy serves as concentration capstone

2. Required Courses in Concentration (9 hours)

MGMT	315	New Business Ventures
MGMT	357	Human Resources Management
MGMT	359	Quality Management

3. Elective Courses (18 hours)

Select from among:

BMIS	455	Management Information Systems
ECON	305	Managerial Economics
FINA	476	Financial Management
HMG	101	Analysis of the Hospitality Industry (3 credits @ UMES)
HMG	350	Marketing Hospitality and Leisure Services (3 credits @ UMES)
HMG	396	Special Topics in Hospitality Management (3, 6, 9, 12 credits)
HMG	401	Law and the Hospitality Industry (3 credits @ UMES)
MGMT	425	Entrepreneurial Business Plan
MGMT	450	International Management
MGMT	452	Staffing and Development
MGMT	456	Compensation Management
MGMT	457	Labor Relations
MGMT	490	Special Topics in Business Administration – Management
MGMT	494	Internship in Management (1 - 12 credits)
MGMT	499	Independent Study in Management
MKTG	366	Consumer Behavior

NOTE: A total of no more than 6 hours of credit in HMG 396 and/or MGMT 494 may count as elective hours.

Requirements for Concentration in Global Business

1. Core Courses (51-52 hours)

3. Electives (12 hours)

Select four from the following 3-credit courses:

CMST	350	Intercultural Communication
ECON	309	Comparative Economic Systems
ECON	401	International Finance
ECON	405	Economics of Developing Countries
FINA	494	Internship in Finance
	or	MGMT 494 Internship in Management
	or	MKTG 494 Internship in Marketing
GEOG	407	Political Geography
INTR	490	Special Topics in Global Business
SPAN	101	Basic Elements of Spanish I
	or	FREN 101 Basic Elements of French I
	or	MDFL 190 Selected Topics in Foreign Language and Literature
SPAN	102	Basic Elements of Spanish II
	or	FREN 102 Basic Elements of French II

An additional 3 credits of foreign language study, in the same language

Requirements for Concentration in Hospitality Management**1. Core Courses (51-52 hours)**

Required of all majors in Business Administration; listed above.

NOTE: MGMT 485 Business Policy and Strategy serves as concentration capstone.

2. Required Courses in Concentration (18-24 hours)

HMG	101	Analysis of the Hospitality Industry (3 credits online at UMES)
HMG	401	Law and the Hospitality Industry (3 credits online at UMES)

Choose from Option 1 or 2 (12-18 hours)

Option 1: Travel abroad plus internship option (18 credits)

MGMT	396	Special Topics in Hospitality Management (12 credits)
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Approved courses will be taken as part of study abroad curriculum at an approved university.

MGMT	494	Internship in Management (6 credits - may be two 3-credit internships)
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Internship must be done at a hotel, resort, or other approved hospitality management location.

Option 2: Local internship option (12 credits)

MGMT	494	Internship in Management (12 credits - may be multiple internships totaling 12 credits)
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Internship must be done at a hotel, resort, or other approved hospitality management location.

3. Elective Courses (Option 1: 3 hours; Option 2: 9 hours)

Select from among the following:

BMIS	455	Management Information Systems
GEOG	454	Geography of Tourism

GEOG	455	Tourism Planning
HMG	350	Marketing Hospitality and Leisure Services (online at UMES)
INTR	330	International Business
MGMT	315	New Business Ventures
MGMT	357	Human Resources Management
MGMT	359	Quality Management
MGMT	425	Entrepreneurial Business Plan
MGMT	450	International Management
MGMT	490	Special Topics in Business Administration – Management
MGMT	499	Independent Study in Management
RECR	448	Principles of Ecotourism

Requirements for Concentration in Human Resource Management**1. Core Courses (51-52 hours)**

Required of all majors in Business Administration; listed above.

NOTE: MGMT 485 Business Policy and Strategy serves as concentration capstone

2. Required Courses in Concentration (15 hours)

MGMT	357	Human Resources Management
MGMT	450	International Management
MGMT	452	Staffing and Development
MGMT	456	Compensation Management
MGMT	457	Labor Relations

3. Elective Courses (12 hours)

Select from among the following:

BMIS	455	Management Information Systems
CMST	300	Interpersonal Communication
CMST	335	Organizational Communication
ECON	301	Labor Economics
MGMT	315	New Business Ventures
MGMT	359	Quality Management
MGMT	425	Entrepreneurial Business Plan
MGMT	490	Special Topics in Business Administration – Management
MGMT	494	Internship (3 or 6 credits)
MGMT	499	Independent Study in Management

Requirements for Concentration in Marketing**1. Core Courses (51 - 52 hours)**

Required of all majors in Business Administration; listed above.

2. Required Courses in Concentration (12 hours)

MKTG	366	Consumer Behavior
MKTG	462	Marketing Research
MKTG	465	Marketing Strategies
MKTG	469	Marketing Plans Development (Capstone)

3. Elective Courses (15 hours)

Select five (including at least three MKTG) from among the following:

ART	207	Graphic Design
CMST	322	Presentational Communication
GEOG	410	Locational Analysis
MGMT	359	Quality Management
	or MGMT 315	New Business Ventures
MKTG	363	Advertising
MKTG	364	Branding Strategy
MKTG	365	Professional Selling and Relationship Management
MKTG	460	Global Marketing
MKTG	466	Services Marketing
MKTG	467	Digital and Social Media Marketing
MKTG	494	Internship in Marketing
RECR	384	Special Event Management

Requirements for Concentration in Small Business/Entrepreneurship

1. Core Courses (51- 52 hours)

Required of all majors in Business Administration; listed above.

NOTE: MGMT 485 Business Policy and Strategy serves as concentration capstone

2. Required Courses in Concentration (18 hours)

FINA	420	Entrepreneurial Finance
MGMT	315	New Business Ventures
MGMT	357	Human Resources Management
MGMT	359	Quality Management
MGMT	425	Entrepreneurial Business Plan
MKTG	366	Consumer Behavior

3. Elective Courses (9 hours)

Select from among the following:

CMST	300	Interpersonal Communication
	or CMST 322	Presentational Communication
	or CMST 335	Organizational Communication
ECON	305	Managerial Economics
HMGT	101	Analysis of the Hospitality Industry (3 credits @ UMES)
HMGT	350	Marketing Hospitality and Leisure Services (3 credits @ UMES)
HMGT	396	Special Topics in Hospitality Management (1 to 12 credits)
HMGT	401	Law and the Hospitality Industry (3 credits @ UMES)
INTR	330	International Business
MGMT	450	International Management
MGMT	490	Special Topics in Business Administration – Management
MGMT	494	Internship in Management (3 or 6 credits)
MGMT	499	Independent Study in Management

NOTE: A total of no more than 6 hours of credit in HMGT 396 and/or MGMT 494 may count as elective hours.