Contact Us

To Schedule Appointments:
pdx.edu/sba/academic-career-advising

School of Business Undergraduate Programs Office
615 SW Harrison St, KMC Room 220
Portland, OR 97201

Phone: 503-725-3712 (Press Option 4)
SBinfo@pdx.edu
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/unst)
3. School of Business requirements (outlined below)

To earn a bachelor’s degree in business, 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. Pre-business courses required before taking upper-division business courses (i.e. BA 301)
2. 300-level core courses
3. Business option/major requirements
4. School of Business electives (where applicable)
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 usually completed during your first degree but your advisor will need to verify this with degree requirements. Please ask your advisor to request a post-baccalaureate evaluation once you have supplied PSU with all your past transcripts. This will add any courses you have completed at another institution that can count toward your PSU business degree to your records at PSU. You do not need to complete PSU’s general education (University Studies) requirements. If any courses you completed at a different school are prerequisites for classes at PSU, please see your advisor for overrides EACH TERM.
- BA 101 and BA 205 are waived for post-baccalaureate students. Please see your advisor for overrides EACH TERM when you register for classes that have either of these courses as prerequisites.
- PSU residency requirement: 45 credits must be completed at PSU (36 credits if first degree was from PSU). PSU 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.
Business Core Requirements

Students may declare business as their major field of study at any time after admission to Portland State University. However, students must be admitted to the School of Business and have completed all required pre-requisite courses before they will be allowed to enroll in 200, 300 & 400 level business courses. Instructions for how to opt-in to the School of Business are online at http://www.pdx.edu/sba/opt-in. Prior to opting in, students must:

- Be formally admitted to Portland State University (visit http://www.pdx.edu/admissions)

In order to take BA301, students must have completed each of the prerequisite courses listed below with a grade of “C-” or better; P/NP grades are not accepted:

- BA 101 – Introduction to Business & World Affairs (4 credits)
- BA 205 – Business Communications Using Technology (4)
- BA 211 – Fundamentals of Financial Accounting (4)
- BA 213 – Decision Making with Accounting Information (4)
- EC 201, 202 – Principles of Economics (8) (Micro and Macro)
- STAT 241 – Applied Statistics for Business (4) *STAT243 can be substituted*
- COMM 220 – Public Speaking (4)
- WR 121 – English Composition (4) OR Freshman Inquiry (UNST 100 level, 5, 5, 5)

**NOTE:** Course numbers and titles may be different if taken at another school.

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 have opted-in to the School of Business to enroll in most 200, 300 and 400 level courses, including the list of classes below. BA 301 is a co-requisite for most core classes and a prerequisite for 385.

- BA 301 – Research and Analysis of Business Problems (4 credits)
- 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)
  - **Prerequisites:** BA 301, BA 302, BA 303, BA 311, BA 325, BA 339, and BA 385

BA 495 – Business Strategy is a business capstone course that teaches students how to analyze the internal and external environment of a firm and develop a strategy. Students provide consultation to local businesses and develop their understanding of ability to address business problems. 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. In addition to successful completion of the prerequisites, students must have completed more than 135 credits (senior standing) or have post-baccalaureate standing to register for BA 495. If taken for 6 credits, this class will also count for the University Studies Senior Capstone requirement.
School of Business 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. Do not take BA 306, 316, 326, 336, and 346 if you are a School of Business 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.

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
A minimum of 36-38 credits as follows:
- ACTG 335 – Accounting Information Systems (4)
- ACTG 360 – Management Accounting (4)
- ACTG 381, 382, 383 – Financial Accounting and Reporting (12)
- ACTG 281 is not required, but highly recommended before taking ACTG 381.
- ACTG 421 – Introduction to Taxation (4)
- ACTG 430 – Governmental and Not-for-Profit Accounting (2)
- ACTG 492 – Auditing Concepts and Practices (4)
- ACTG 495 – Integrated Accounting Issues (4)
- One upper-division accounting course to be chosen from ACTG 407, 422, 445, 460, 485, 493

ADVISING TIP: For students planning to sit for the CPA exam:
- ACTG 485 counts toward the accounting elective requirements for the post-bac certificate and undergraduate degree requirements, and is strongly encouraged for students who plan to take the CPA. However, ACTG 485 is considered "accounting related" for the purposes of CPA exam eligibility, it does NOT count toward the 36 required accounting credits.
- To prepare for the exam, we recommend the following electives: ACTG 422, 485 & 493.

Finance Option Requirements
A minimum of 28 credits as follows:
- ACTG 381 – Financial Accounting and Reporting I (4 credits)
- FIN 319 – Intermediate Financial Management (4)
- FIN 441 – Fundamentals of Derivative Securities (4)
- FIN 449 – Valuation (4)
- FIN 352 – Investments (4)
- FIN 456 – International Financial Management (4)
- FIN 465 – Finance Topics and Cases (4)

ADVISING TIP: It is recommended that students do NOT take ACTG 381 & FIN 319 in the same term.
Management & Leadership Option Requirements*
A minimum of 24 credits as follows:
- MGMT 351 – Human Resource Management (4 credits)
- MGMT 428 – Team Processes (4)
- MGMT 445 – Organizational Design and Change (4)
- MGMT 464 – Contemporary Leadership Issues (4)
- Electives (8)
  - One course from: 400 level MGMT or other approved course.
  - 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 credits)
- 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 (Mgmt 351 & Mgmt elective).

Marketing Option Requirements
A minimum of 28 credits as follows:
- MKTG 363 - Consumer Behavior and Customer Satisfaction (4 credits)
- MKTG 460 – Marketing Research (4)
- MKTG 464 – Marketing Strategy and Management (4)
- Track courses (below) or 300 & 400 level marketing electives -8 credits must be 400 level (16)
- Marketing Innovation and Technology Track:
  - MKTG 450 – Product Innovation and Management (4)
  - MKTG 461 – E-Marketing (4)
  - MKTG 463 – Service Innovation (4)
- Food and Consumer Package Goods Marketing Track:
  - MKTG 375 – Retailing (4)
  - MKTG 435 – Consumer Package Goods Marketing (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 credits)
- MKTG 363 – Consumer Behavior and Customer Satisfaction (4)
- MKTG 441 – Media Strategy (4)
- MKTG 442 – Creative Strategy (4)
- MKTG 443 – Advertising Campaigns (4)
- MKTG 460 – Marketing Research (4)
Supply and Logistics Management Option Requirements
A minimum of 24 credits as follows:
- GSCM 429 – Transportation and Logistics Management (4 credits)
- GSCM 439 – Purchasing and Supply Chain Management (4 credits)
- GSCM 479 – Integrated Supply and Logistics Management (4 credits)
- Three elective courses selected from this list:
  - GSCM 432 – Craft Beverages Operations Management (4 credits)
  - GSCM 450 – Project Management (4 credits)
  - GSCM 451 – Business Forecasting (4 credits)
  - GSCM 454 – Supply and Logistics Negotiations (4 credits)
  - GSCM 458 – Purchasing and Logistics within the Food Industry (4 credits)
  - GSCM 459 – Production Planning and Control (4 credits)
  - GSCM 410 - Selected Topics (3-4 credits)

Business Certificates – add to any major

Food Industry Leadership 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.

For certificate requirements, visit http://www.pdx.edu/sba/food-industry-management-certificate.
For more information on the Center for Retail Leadership, visit http://www.pdx.edu/insidepsu/food-industry-leadership-center.

International Business 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/international-business-studies.

Athletic & Outdoor Industry Certificate
From concept to consumer, the Athletic and Outdoor Industry certificate program explores the unique challenges and competitive issues within the athletic and outdoor industry. It is for students who want to go beyond product design and sports management to examine the larger competitive industry issues in marketing, retailing, distribution, and sales. If you are interested in working in athletic and outdoor (A&O) industry retail and product management - think Keen, REI, Columbia, Adidas, Nike, Gerber, and many others in the region - this program will give you an overview of the strategies and tactics necessary to succeed. You'll get hands-on practice and learn the business from local industry professionals.

For more information, visit http://www.pdx.edu/sba/athletic-and-outdoor-industry-certificate.
Entrepreneurship Certificate
You are in the right place at the right time to learn entrepreneurial thinking. Oregon is the sixth highest ranked state for Entrepreneurship (Nebraska-Lincoln 2012), three Portland Startups were named on the Forbes 2013 list of the Most Promising Companies. Portland was ranked number five as a city of women entrepreneurs by NerdWallet, and for young entrepreneurs (under30CEO). Start with MGMT 481, one of the four courses required for the Entrepreneurship Certificate for School of Business undergrads. Sign up today and check back with your advisor for more information on the certificate. Create, have fun, and learn the steps to implementing your visions.

For more information visit http://www.pdx.edu/sba/entrepreneurship-certificate.

Social Innovation & Social Entrepreneurship Certificate
Join an intergenerational, global cohort of change makers using new tools and approaches to tackle the world’s most challenging social and environmental problems. In less than a year, you will emerge with a set of skills designed to enable you to launch, lead, or manage a high-impact social change initiative. Online lectures and content enable you to take the courses from anywhere, while peer mentoring and personalized instructor feedback provides deep engagement. The Business of Social Innovation is a flexible, experiential, and transformative certificate open to undergraduates, graduates, and professionals of all ages and locations united by the same passion for positive change.

For more information visit http://www.pdx.edu/impactentrepreneurs/certificate.

Post-Baccalaureate Accounting Certificate
For students who have earned one of more baccalaureate degrees and who wish to complete the course work to prepare for the CPA Exam along with professional preparation for public or industry accounting.

For more information visit https://www.pdx.edu/sba/post-baccalaureate-accounting-certificate

Business Minor
Seven classes, all the basics. The Business Minor is for students pursuing a major outside of business. Classes are: BA 101, FIN 218, BA 306U, BA 316U, BA 326U, BA 336U, BA 346U.
For more information, visit http://www.pdx.edu/sba/business-minor.

Advertising Minor for Graphic Design or Communications Majors
The Advertising Management Minor provides critical marketing and advertising skills to students who plan careers in the graphic design or communications field. The six courses in the minor provide exposure to and understanding of advertising and marketing principles, including marketing's role in business, consumer behavior, identifying target markets, creative and media strategy development, and promotional campaign planning. Graphic Design students visit http://www.pdx.edu/sba/advertising-minor-for-graphic-design-majors. Communications students visit http://www.pdx.edu/sba/advertising-management-minor-for-communication-majors

School of Business 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

Career & Academic Services for Business Majors
As a business major you have a wealth of information and support available to you as you prepare for your chosen career. Please take some time during your first few terms here at PSU to become familiar with the various resources here to help you transition from student to business professional. Business students can get help with career planning, resume, cover letter, interview prep and many other things related to your future career directly from your assigned School of Business Career & Academic Advisor.

You have a Career & Academic Advisor in the School of Business from the moment you are admitted to PSU. This advisor will be your go to person for all academic and career related advising issues from orientation to graduation to job search. Advisors are assigned based on your PSU ID number. If the last two digits of your PSU student ID number end in:

00-05 your advisor is Haley Holmes, holmes.sba@pdx.edu, 503-725-4742
06-15 your advisor is Audrey Kirby, pond.sba@pdx.edu, 503-725-9834
16-26 your advisor is Regina Arellano, reginaa@pdx.edu, 503-725-3732
27-36 your advisor is Ashley Storey, storey.sba@pdx.edu, 503-725-3089
37-46 your advisor is Becky Einolf, einolf.sba@pdx.edu, 503-725-3699
47-57 your advisor is Khaitan Allen, allen.sba@pdx.edu, 503-725-5933
58-67 your advisor is, Alex Garfias, garfias.sba@pdx.edu, 503-725-2276
68-77 your advisor is Edgar Barrera, barrera.sba@pdx.edu, 503-725-6291
78-88 your advisor is Ilka Bailey, bailey.sba@pdx.edu, 503-725-2323
89-99 your advisor is Doug Siegler, siegler.sba@pdx.edu, 503-725-5052

Assistant Director of Student Success: Nathanial Garrod, ngarrod@pdx.edu, 503-725-3702

Diverse Student Support services: Connect with our Diversity Recruitment & Retention Specialists.
If your last name begins with:

A-M your contact is Eunice Makinde, emakinde@pdx.edu, 503-725-5740
N-Z your contact is Evan T. Green, evgreen@pdx.edu, 503-725-4734

Schedule an appointment with your advisor online here: pdx.edu/sba/academic-career-advising
Visit our career services page www.pdx.edu/sba/career-services for information about:
Job Search: Resumes, Interviews, Networking, and Career Tips
Internships: How to earn credit, internships for international students
School of Business Mentor Program: Apply in the final year of your program to be matched with a mentor
Student Organizations: Develop leadership skills and learn about careers in your major

Questions about internships or the job search? Contact your advisor!
Online Success Shorts offer a variety of online tutorials, www.pdx.edu/sba/success-shorts-for-students

New Student Orientation
The Office of Admissions, together with School of Business advisors, offer comprehensive orientation sessions every term for new freshmen and transfer students. Visit www.pdx.edu/undergraduate-admissions/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 in the Undergraduate Programs Office and is intended to assist students for five to ten minutes with most quick questions. Express Advising is provided by Business Peer Advisors who have firsthand experience going through the undergraduate business school and can offer valuable tips and suggestions. Bring a copy of your current DARS Report or print one out when you get to the office.

Express Advising Hours: https://www.pdx.edu/sba/express-advising

Individual Advising Appointments
One on one appointments are available with your assigned professional advisor for help selecting your classes, planning your major, preparing for your career search or discussing issues too complex to be handled during Express Advising. To make an appointment with one of our academic advisors, go to pdx.edu/sba/academic-career-advising.

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, you will be contacted about our “no-show” policy.

School of Business Admission
Admission to the School of Business is required in order to obtain a business degree. While there is no application deadline for the SB, students are encouraged to opt-in as soon as they have been formally admitted to the university in order to benefit from their admission privileges, including:

- Exclusive access to 200, 300 and 400-level business courses
- Access to SB scholarships, internships and job postings
- The ability to participate in the SB Mentor Program and Honors Track


Grades
Grade Point Average (GPA) is the primary factor in staying admitted to the School of Business. You must maintain a minimum GPA of 2.5 in all business classes and all graded classes taken at PSU. If either your PSU or your PSU business GPA falls below a 2.5, you will be placed on academic probation with the School of Business. If you are placed on probation and fail to restore both GPAs to at least 2.5, you will be academically disqualified from the School of Business after three terms, and must raise both GPAs to at least 2.5 in order to re-apply to the School of Business. Remember, you must be admitted to the School of Business to graduate with a business degree.

Differential Tuition
Students admitted to the Undergraduate School of Business Administration will be assessed differential tuition and fees, applied to all credits taken starting the term you Opt-In. These rates are released prior to the start of fall term each year. http://www.pdx.edu/financial-services/tuition-fees
Course Descriptions and Prerequisite Policy
Before enrolling in any business course, students should read the course description and complete any prerequisites that are listed. If a student completes a course before completing the prerequisite, credit for the prerequisite will not count toward the 82 required business credits. The instructor and/or School of Business staff has the authority to administratively drop any student who has not completed the required course prerequisites. Students must successfully complete the course with a C- or better. **It is your responsibility to complete all required prerequisites prior to proceeding with the next course in the sequence.** It is also your responsibility to drop any courses that you are not eligible to take. 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/academic-affairs/psu-bulletin](http://www.pdx.edu/academic-affairs/psu-bulletin).

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](http://www.pdx.edu/sba/study-abroad).

Graduation
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](http://www.pdx.edu/registration/applying-degree)

School of Business Student Groups can be found here: [http://www.pdx.edu/sba/student-organizations](http://www.pdx.edu/sba/student-organizations)
A Year by Year Roadmap can be found here: [http://www.pdx.edu/sba/academic-career-advising](http://www.pdx.edu/sba/academic-career-advising)
Math and Statistics Placement information can be found here: [http://www.pdx.edu/math/placement](http://www.pdx.edu/math/placement)

Waitlist Policy
Waitlists and class attendance are critical. Demand for many School of Business classes is high and classes fill quickly. You must attend the first session to determine if you'll be allowed to add the class. Even if you are registered, if you fail to attend class during the first week, your spot in the class may be given away to someone on the waitlist. Though your spot will be given away, you must still officially drop yourself in order to avoid payment and an “F” grade. It is your responsibility to manage your course schedule.

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.
OPT-IN to SBA at www.pdx.edu/sba/opt-in to be able to access 200, 300 or 400 level business classes.

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* STAT243 can be substituted.
** Students take BA 495 after completing all 300 level BA courses and after they complete 135 credits. It is recommended they take BA 495 in their final term in the SBA.

A minimum of 82 business credits must be completed to graduate with a business degree. 82 Credits of Business – Does not include STATS, EC, WR or COMM.