



THE COLLEGE OF NEW JERSEY
SCHOOL OF BUSINESS

Advising Newsletter Fall 2018



Spring 2019 Registration Window: November 6th – 16th

“Planning is bringing the future into the present
so that you can do something about it now.”

— Alan Lakein, author

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Registration Preparation

1. **Review your Academic Requirements Report** on PAWS along with a hard copy of your major check sheet. Check off all of your completed requirements, indicate your current classes, and leave your remaining required courses blank. Don't forget to take note of how many units you've completed and are in progress. **Remember, 32 units (or 32.5 for Accounting majors) is your goal line.** You must earn this amount (*at a minimum*) to earn your degree! Be sure not to double count repeat courses.
2. **Start mapping out your spring semester** (and summer, if applicable), taking into account ALL of your required coursework's remaining prerequisites and available course offerings. Remember, some courses are only offered in either the fall or spring semesters, and they may be prerequisites for additional courses (especially for Accounting & Economics majors). The suggested four year sequence can help with this, but be sure your game plan is specific to you!
3. **Meet with your advisor.** Be prepared with a list of potential courses and questions. It is your responsibility to reach out to your advisor. Common questions may cover topics such as major/minor exploration, academic progress, internship opportunities, studying abroad, course planning, etc.

“Working with an advisor has been incredibly helpful for me because it has allowed me to gain insight about courses prior to taking them so that I can make an informed decision about what classes I take.”
- Karina Veloso '19

“My relationship with my academic advisor contributed significantly to my academic success during my freshman year. My advisor's extensive knowledge of the business school's curriculum, and devotion to each student, helped me to develop an ideal course sequence as I decided on a major. In addition, she encouraged me to apply for a CEO Peer Mentor position which has provided me with an incredible experience that would not have been possible without her.”
- Matt Koller '21

Frequently Asked Questions



Can I take a course Pass/Ungraded?

Yes, if the course is being completed for free elective credit, you may request the Graded/Ungraded Option. If the course is being applied towards a major, minor, or Liberal Learning requirement it CANNOT be taken as ungraded. Students must complete and submit the Request/Rescind for Ungraded Option form to R&R by the deadline (listed on the Academic Calendar). Students must have earned a minimum of 8 units at TCNJ and be in good academic standing. The final grade is not computed in the cumulative GPA. Only the grade CD is credited toward graduation requirements. The Ungraded Option Courses do not apply to the minimum number of units needed to be on the Dean's list or to graduate with honors.

If I repeat a course, will it remove the lower grade from my GPA?

Yes, but the course MUST be completed at TCNJ. Also, you may need to complete/submit a Repeat of Course Notification form to R&R. You may only receive credit for the same course ONCE. Students should be very careful when viewing their "Completed & In Progress Coursework/Unit Total" on their Academic Requirements Report in PAWS. This pulls in completed *and* in progress coursework (meaning a repeat course could potentially be counted twice in this total but will ultimately only be counted once). Once the lower grade has been removed from the GPA, it will also be removed from the credit total (if the grade was above an "F").

Can I double major in Accounting and Finance?

No. College policy allows up to THREE course units to be applied between two majors, and these two majors have far more requirements in common. The only business major that can be combined with another business major is the BA in Economics. However, you *could* major in one and minor in the other!

I want to study abroad. What do I need to do?

Attend the Study Abroad Fair and/or a Study Abroad 101 session with the Center for Global Engagement. Application deadlines for the following semester are fairly early in the semester. You'll also want to map out remaining coursework and be very cognizant of prerequisite courses. Look up the courses being offered at the study abroad location(s) of your interest. The CGE office will have you complete a course approval form. You'll want to submit descriptions/syllabi to each respective department chair for his/her review if it's a major/minor requirement. LL requirements may be reviewed by R&R.

What's a typical course load in the fall/spring semesters?

Most students complete 4 units in a fall/spring semester. You may add up to 4.5 units without needing permission. If you want to go up to 5 units, you'll need to submit the credit overload request form and receive approval. You must be at least a sophomore and have a min. GPA of 3.3. Junior and senior Accounting majors do not have a GPA requirement. It's important to remember that if you are taking a course at another institution during the same semester you're completing coursework at TCNJ, the 4.5 unit limit (or 5, if approved) is STILL in effect. For example, if I'm taking 4 units at TCNJ and at the end of the semester, I submit a transcript for a 3-credit course taken at Mercer County Community College that was completed in the same semester, I will not be able to transfer over the course – as I will have exceeded the max term limit.

I'm completing an internship. How do I get credit for it?

First, do you actually need the credit to graduate? Keep in mind that internships may only be applied as free elective credit, not as a specific course requirement. If you'll be reaching 32 units (or 32.5 for Accounting majors) without the internship credit, you may want to simply complete the internship for the experience. Regardless, the internship should be added to your resume. Some companies may *require* that you complete the internship for credit. A lot of students ask if they can earn credit even if the internship is paid. The answer is YES! A lot of internships are paid. Keep in mind that if you want a summer internship to count for credit, you will need to pay summer tuition for the credit. Also, an internship cannot be backdated for credit. If a student wants to complete an internship for credit, s/he must be registered for the internship when they begin the internship. See the [School of Business Internships page](#) for a ton more info on the step-by-step registration process for internships.

Liberal Learning: Making Choices

Dr. Christopher “Kit” Murphy, Associate Provost for Curriculum & Liberal Learning



Soon, you'll be choosing your courses for Spring 2019, so now is a good time to think a bit about how to choose your Liberal Learning courses. First of all, don't assume that you are choosing a Liberal Learning course when you pick a course that fits your schedule and meets a Liberal Learning requirement. That's not making a choice - that's just a prerequisite for being able to take a class that meets a Liberal Learning requirement. Making a *real* choice means selecting, from among all of the courses that fit your schedule and meet the requirement, the course that gives you the biggest benefit. How can Liberal Learning courses benefit you? Here are some possibilities with examples:

- ***Gain skills and knowledge that support your major or career.***
If you are interested in working in the music business, you might take MUS 345 Electronic Music, which introduces students to electronic music studio techniques and fulfills the LVPA requirement.
- ***Understand your family history or cultural background.***
There are HIS courses (which meet SCHP), ART courses (which meet LVPA) that focus on specific areas of the world, one of which may be the original home of you, your family, or your ancestors. In addition, ARA, CHI, FRE, GER, ITL, JPN, RUS and SPA 171 are courses taught in English that focus on these countries or cultures and meet the Global Requirement.
- ***Explore a minor.***
For example, you could take AAV 111 Drawing to see if you want to minor in Art and at the same time fulfill LVPA.
- ***Gain new perspectives or broaden your horizons.***
Courses that satisfy Race & Ethnicity or Gender, as well as REL courses (which satisfy WVK) can give you insight into the perspectives and experiences of persons with backgrounds different from yours. Seeing the world through someone else's eyes forever changes how you view the world.

These are just a couple of examples. What other benefits might a Liberal Learning course provide? What else might be important to you in choosing your Liberal Learning courses?

Now, when you find a course that fits your schedule and meets a Liberal Learning requirement you need, don't just add it to your shopping cart and stop your search. Instead, find some other courses and then think about which course will benefit you the most. When you make your final choice, write down your reasoning for choosing that course, and discuss your rationale with your advisor when you meet. Thinking about the why of your Liberal Learning courses, and not just the what, will help you increase benefit of your TCNJ education!



School of Business – Change of Major Application Process

Those students interested in pursuing a degree outside the School of Business should contact the prospective major's department chair or assistant dean. These guidelines only pertain to the School of Business degree programs.

The Change of Major deadline for the Fall 2018 semester has passed. The Spring 2019 deadline is Thursday, February 28th.

Students may apply for Major Status if they...

- Have completed the foundation course(s) with the minimum grade requirement(s) of their prospective major

Students may apply for Pre-Major Status if they...

- Are currently completing the foundation course(s) required of the prospective major
- Are currently completing any/ALL prerequisite courses for the foundation course(s) required of their prospective major; you must complete any/all foundation course(s) the semester after acceptance into the Pre-Major

If a student is accepted into the Pre-Major, s/he will be switched to Major Status after earning the min. required grade(s) for the prospective major's foundation course(s). For complete details and requirements/stipulations, please make sure you read through the [Change of Major Guidelines](#). Below is a list of the foundations course(s) required for each of the majors.

Foundation Course(s)/Entrance Requirements for Each Major

Accounting Major – Minimum grade of “B” in ACC 201 + Essay

Economics Major – Minimum grade of “C” in ECO 101 and ECO 102

Finance Major – Minimum grade of “B” in FIN 201 + Essay

Interdisciplinary Business Major – Minimum grade of “C+” in BUS 200 + Essay

Management Major – Minimum grade of “C” in MGT 201 + Essay

Marketing Major – Minimum grade of “C+” in MKT 201 AND minimum grade of “C” in one of the following: MAT 125/127 or STA 115/215

For prerequisite information on these foundation courses, see the [Change of Major Guidelines](#).



Application Checklist >>>

You must complete and upload the following items into the online application:

- **Change of Major Form**
- **Essay**
(Required for Accounting, Finance, Management, & Interdisciplinary Business)

School of Business – Department Chairs		
Accounting & Information Systems	Dr. Bea Chiang	BB 212, bchiang@tcnj.edu
Economics	Dr. Subarna Samanta	BB 127, ssamanta@tcnj.edu
Finance	Dr. Seung Hee Choi	BB 317, choi@tcnj.edu
Management	Dr. Joao Neves	BB 216, neves@tcnj.edu
Marketing & Interdisciplinary Business	Dr. John McCarty	BB 130, mccarty@tcnj.edu

Spring 2019 Course Offering Highlights

- **BUS 100: Business Colloquium**; Reminder to all freshman business majors (except Accounting) – You must sign up for this course for the Spring 2019 semester! This course will focus on your professional development and career preparation, covering topics such as strengthening your elevator pitch, resume writing, major/career exploration, navigating HandShake, professionalism, and mock interviews.
- **BUS 325: Employment Law** with Professor Nancy Lasher (Prerequisite: Sophomore class standing or higher)
A study of the various federal and state laws and regulations affecting employment relationships in a rapidly changing economy. Equal opportunity, age discrimination, and disability discrimination are points of focus.
- **BUS 300: Business Law** with Professor Maria Domingo (Prerequisite: BUS 200)
The purpose of this course is to study several types of law, which accountants and other business people may work with on a daily basis. Topics covered include agency, contracts, suretyship, bankruptcy, secured transactions, federal securities regulation, and business structures. The role of ethics in the business environment is an underlying theme throughout the course.
- **BUS 360: Issues in International Business Law** with Professor Susanna Monseau
An introduction to the legal issues involved in global business, focusing on the effective management of legal risk. This course will provide students with a basic understanding of the international legal framework and international business law concepts, such as corporate, employment and contract law principles.
- **BUS/MGT 385: Business Ethics and Corporate Social Responsibility** with Professor Kevin Michels (Prerequisite: Junior class standing or higher) This course will study the moral challenges of business. We will examine the corporation, the demands and limits of the marketplace, and the leading accounts of ethical behavior. These concepts will be applied to real-world ethical cases faced by business organizations, their leaders, employees, and stakeholders. Students will be asked to reflect on their assumptions about business and its role in society, and how values can shape career choices and the trajectory of a business enterprise.
- **ECO 120: European Economic History** with Professor Richard Baker
The economic development of Europe is traced from the medieval period to modern times. Particular emphasis is given to the growth of economic institutions that preceded those of modern Europe. The growth of these institutions is further developed to demonstrate their influence upon that of the United States.
- **ECO 210: History of Economics Thought** with Professor Michele Naples
The development of economic analysis from the classical school until today. The ideas of Smith, Ricardo, Marx, Marshall, Keynes, Pigou, and Sraffa are analyzed. A research paper is required.
- **ECO 320: Health Economics** with Professor Donka Brodersen (Prerequisite: ECO 101)
An examination of the health care system in the U.S. with particular emphasis on understanding the economic forces acting upon health care markets. Economic reasoning and tools of microeconomics are applied to the study of health and medical care and implications for individual health behavior and public health policies are examined. Topics include overview of the U.S. health care system, demand for health and medical services, health insurance, organization of health care providers, government's role, international health care system comparison, and pharmaceutical industry. A research paper is required.
- **ECO 350: Economics of Environmental Quality** with Professor Trevor O'Grady (Prerequisite: ECO 101 or 102)
An examination of production and consumption from the perspectives of ecology and applied economic theory. Resource utilization, externalities, pollution-control methods and their theoretical and practical consequences for the U.S.; developed and less-developed economies will be analyzed in terms of the economic goals of efficiency, equity, and growth. A research component is required.

Spring 2019 Course Offering Highlights

- **FIN 315: Real Estate Finance Fundamentals** with Professor Seung Hee Choi (Prerequisite: FIN 201)

This class will provide an introduction to the fundamental concepts, principles and analytical tools regarding real estate markets, real estate assets, real estate investments, and the public policy associated with real estate issues. One of key objectives of this course is to recognize the unique features of real estate that distinguish it from mainstream securities investments and corporate finance. Students are expected to prepare discounted cash flow financial analyses for the projected holding periods utilizing Net Present Value and Internal Rate of Return methodologies to calculate measures of return of real estate investment with considering all cash outflows and inflows.

(This course has previously been offered as FIN 370: Special Topics. If you have already completed this as a special topics course, you should not take this.)

- **FIN 350: Management of Financial Institutions** with Professor Susan Hume (Prerequisite: FIN 201)

Analyzes the financial institutions industry with particular emphasis on banking. Topics include balance sheet structure, liquidity, capital adequacy, risk management, cost of funds, bond portfolio construction and valuation, derivatives, and lending.

- **FIN 370: Special Topics in Financial Reporting** with Professor Patrick Singkamanand (Prerequisite: FIN 201)

This course covers the basic elements of financial reporting which include budgeting, forecasting, resource allocation, key metrics bench marking, and operation support. Emphasis will be placed on development of Excel skills.

- **FIN 391: Independent Study - Student Investment Fund** with Professors Herbert Mayo, Nonna Sorokina, and Seung Hee Choi (0.5 unit; Prerequisite: FIN 310)

The mission of TCNJ's Student Investment Fund is to encourage investment learning through management of real capital by students focused on long term strategy. Students interested in taking this course should contact Dr. Mayo.

- **FIN 391: Independent Study - Private Placement/Hedge Funds** with Professor Thomas Patrick (0.5 unit; Prerequisite: FIN 201)

Learn the techniques used by professionals in the fields of private equity and hedge funds in this new half course to be offered on Wednesday afternoons, 4-5 pm during the second quarter.

- **FIN 410: Portfolio Management** with Professor Herbert Mayo (Prerequisite: FIN 310)
Strongly recommend for students who intend to take CFA exam

Continuation of FIN 310 with emphasis on security valuation under uncertainty, efficient financial markets, options, commodity and financial futures, portfolio construction, and planning.

- **IST 340: Web Design & Development** with Professor Lynn Braender (Prerequisite: IST 201)

Business systems are increasingly being developed for the web. These systems support communications, customer services, internal and external operations, data collection, and other business processes. The Web Design and Development course provides students with a foundational knowledge in contemporary web technologies in a business environment. Students will learn how to create websites that meet the professional standards set by the World Wide Web Consortium (W3C) and the Web Accessibility Initiative (WAI). When building these sites, students will utilize internal and external style sheets, tables, forms, navigation, and client-side scripting. Students will also learn techniques for collecting, storing, and manipulating data generated by a web form to support business processes and decisions.

- **MKT 370: Special Topics – Marketing & Public Policy** with Professor Karen Becker (Prerequisite: MKT 201)



OCT 17- NOV 17
ROSCOE WEST LOBBY

PEER ADVISING COACHES

- Assist with navigating PAWS
- Provide guidance in reviewing departmental websites
- Help prepare you for departmental advising appointments
- Aid in understanding TCNJ policies and procedures when it comes to classes

HOURS

Monday - 11 AM - 3 PM
Tuesday - 10 AM - 1 PM
Wednesday - 10 AM - 2 PM and 3 PM - 5 PM
Thursday - 11 AM - 2 PM

PAC@tcnj.edu
Email us if you have any questions.