

Pre Business Majors

Employers tell us that business graduates need more “polishing,” i.e., work on communications, time management, leadership, etiquette, proper apparel, and other personal and career building traits.

Why you should enter the PASSPORT to SUCCESS program:

Kick up your resume to a new level!

Benefits of the Passport:

- You will obtain important and critical knowledge, learn the necessary skills, and further develop attitudes and behaviors to be successful after you graduate and leave the HCB.
- By successfully completing the program (achieving at least 1,000 points), you will be awarded a Certificate of Professional Advancement by the Harrison College of Business.
- Information captured in your passport will be recorded on your official university transcript.
- In the competitive world of securing that first career job, the passport, will represent an important element of distinctiveness, giving you a “leg up” on the competition.
- Your passport and binder of documentation will be significant components to include in your interviews and other job search activities.

Getting Started as a Pre Business Major:

By beginning now in the Passport Program you will be learning and earning the valuable points needed to graduate with a college awarded certificate in “professional development.”

How do I get started?

1. Note the category of activities:

LEADERSHIP	Officer or committee chairperson of student business organization	President of student business organization	Officer of non-business student organization	HCB student government representative	
CULTURAL ARTS and COMMUNITY SERVICE	River Campus event	Volunteer community service			
CAREER DEVELOPMENT	Job Search Portfolio	St. Louis Interview Days participant	Career Leader Assessment	Interviewing workshop/seminar	Professional etiquette workshop or seminar – dining

	Resume workshop/seminar	Job or internship workshop or seminar	Career Linkages (CL001-CL004)	Professional etiquette workshop or seminar – meetings and time management	Professional etiquette workshop or seminar – dress
TEAM ACTIVITIES	Team member representing HCB in external venue	Member of winning Redhawk Rumble team	Redhawk Rumble team member		
EXPERIENTIAL LEARNING	Professional presentation to external audience	Attendance at HCB sponsored speaker	Internship	Networking event sponsored by external professional organization associated with the student's major	
INTERNATIONAL	HCB sponsored foreign travel				
PERSONAL DEVELOPMENT	Publication in professional business journal	Microsoft certification (Excel, Word, Access, PowerPoint)	Speaking, writing, and/or listening workshop/seminar		

2. Point System. Events are not equal in point value, but everything counts! For now, you just need to “GET INVOLVED” AND DOCUMENT YOUR INVOLVEMENT! For most events, there is a handout or other form of information. In addition, for most events you will also need one of the two forms on this Passport site: Certificate of Attendance or Certificate of Participation.
3. Upon entering the business major and officially receiving your passport you will be awarded points for your involvement in the activities listed above while you are a Pre-Business major.
4. LET’S GET GOING – NOW!
5. If you would like to see the “real” PASSPORT TO SUCCESS, go to Dempster 241 and ask to take a look at it. I believe you will be impressed.
6. Other questions? First, see the Q & A file on this site. If that does not answer your question, ask your professor or see the Associate Dean in Dempster 241B.

CLICK BACK ARROW FOR CERTIFICATES AND FAQ’S