

Business Administration

The **Business Administration** major offers career-minded students the opportunity to gain a broad understanding of the primary areas of business. After graduation, Business Administration majors go on to find challenging managerial careers in private businesses, government, and nonprofit organizations.

The Business Administration major is designed to introduce students to areas that are critical to an understanding of how businesses operate: economics, finance, accounting, management, marketing, and information management. In addition, each student in the Business Administration major has the opportunity to take upper-level courses in all of these fields. Students supplement classroom teaching with practical experience by working in various settings through completion of a Cooperative Education placement in Business Administration. Thus, students gain both the breadth and depth of knowledge necessary to future success in a variety of careers.

Accreditation

Neumann University's Business Administration Program is accredited by the Association of Collegiate Business Schools and Programs, 7007 College Boulevard, Suite 420, Overland Park, KS 66211; Telephone: 913-339-9356, Fax: 913-339-6226; or www.acbsp.org.

Program Outcomes

Upon completion of this program, the graduate will earn a Bachelor of Science degree with a major in Business Administration and will be able to:

- Understand the technical, interpersonal, and conceptual skills which are necessary to be an effective manager in a variety of organizational settings.
- Understand the importance of a strategic focus for success in today's turbulent business, economic, and social climates.
- Experience, as an individual and part of a group, situations which are representative of management problems through the use of case studies, exercises, role playing, and computer simulation.
- Perform entry-level management jobs in a variety of organizational settings.
- Have gained practical work experience through participation in the Cooperative Education program.

Admission Criteria

Candidates for admission to the Business Administration major are required to:

- Have a minimum 2.25 cumulative GPA.
- Complete at least 30 credits, including major and allied requirements listed in the first year as suggested in the Four-Year Curriculum Plan for Business Administration.
- Achieve a grade of "C" or higher for any general business, major, and allied requirements taken prior to admission to the major.
- Arrange an interview with the Dean or a faculty member of the Division of Business and Information Management.

Progression Criteria/Degree Requirements

Progression in the Business Administration major leading to a Bachelor of Science degree requires students to:

- Maintain a minimum 2.00 cumulative GPA.

- Achieve a grade of “C” or higher for all general business, major, and allied requirements.
- Complete a minimum of 125 credits.

Division Repeat Policy

- Major, business, and allied requirements can only be repeated once.
- Failure to earn a grade of “C” or better for repeated major requirements will result in dismissal from the major.
- Failure to earn a grade of “C” or better for repeated general business or allied requirements will result in dismissal from the Division.

Cooperative Education Requirement

Students are required to complete a minimum of three (3) credits in Cooperative Education in those areas which are related to management. **Students with practical experience in management may apply to the Division of Business and Information Management for a waiver of this requirement. If waived, these credits must be taken as General Electives.**

Course Requirements

General Business Requirements

ACT 103	Principles of Accounting I.....	3
ACT 104	Principles of Accounting II.....	3
BUS 200	Principles of Management.....	3
BUS 201	Business Statistics I.....	3
BUS 202	Business Statistics II.....	3
BUS 309	Legal Aspects of Business.....	3
BUS 321	International Business and Trade.....	3
CIM 220	Introduction to Management Information Systems.....	3
ECON 201	Macroeconomics.....	3
ECON 202	Microeconomics.....	3
FIN 301	Principles of Financial Management.....	3
MGT 415	Production and Operations Management.....	3
MGT 460	Seminar in Management Policy.....	3
MKT 200	Principles of Marketing.....	3
	Total.....	42

Major Requirements

MGT 342	Organizational Behavior.....	3
MGT 405	Human Resource Management.....	3
MGT 394-396, 494-496	Cooperative Education.....	3
	Choose two additional MGT/MKT/ACT Electives.....	6
	Total.....	15

Allied Requirements

BUS 350	Business Communications.....	3
CIM 102	Introduction to Software Applications.....	3
MATH 103*	College Algebra.....	3
PHIL 302	Business Ethics.....	3
	Total.....	12

* Also satisfies the MATH CORE requirement.

Business Administration

Suggested Four-Year Curriculum

FALL

Freshman

CIM 102 Intro. to Software Applications.....3	
CORE	3
ENG 101 Effective Writing/Computers ...3	
INT 101 Freshman Experience.....1	
MATH 103 College Algebra	3
SCIENCE CORE	3/1
Total.....	17

Sophomore

ACT 103 Principles of Accounting I.....3	
BUS 200 Principles of Management	3
BUS 201 Business Statistics I.....3	
ECON 201 Macroeconomics	3
ENG LIT CORE	3
Total.....	15

Junior

BUS 309 Legal Aspects of Business	3
BUS 321 Int'l Business and Trade	3
CORE	6
INT 202 Exploring Diversity or CORE ...3	
PHIL 102 Ethics.....3	
Total.....	18

Senior

General Elective.....3	
MGT 394-396, 494-496 Cooperative Education.....3	
MGT 405 Human Resource Mgmt.3	
MGT 415 Prod. & Oper. Mgmt.3	
PHIL 302 Business Ethics	3
Total.....	15

SPRING

CORE	6
ENG 102 Research and Writing	3
General Elective.....3	
PHIL 103 Introduction to Philosophy.....3	
Total.....	15

ACT 104 Principles of Accounting II.....3	
BUS 202 Business Statistics II	3
CIM 220 Intro. to Mgmt. Info. Systems	3
ECON 202 Microeconomics.....3	
INT 202 Exploring Diversity or CORE	3
MKT 200 Principles of Marketing.....3	
Total.....	18

BUS 350 Business Communications	3
CORE	3
FIN 301 Principles of Financial Mgmt.3	
MGT 342 Organizational Behavior	3
MGT Elective.....3	
Total.....	15

General Electives	6
MGT 460 Seminar/Mgmt. Policy	3
MGT Elective.....3	
Total.....	12

TOTAL CREDITS UPON GRADUATION.....125

Accelerated Evening Business Administration Degree Completion Program

Overview

The **Accelerated Evening Business Administration Degree Completion Program** is a collaborative effort between the Division of Business and Information Management and the Division of Continuing Adult and Professional Studies. The program is specifically designed for working adults who are interested in earning the Bachelor of Science degree in Business Administration.

To be admitted to this program, students must be at least 21 years of age and should have completed either an Associate's Degree or the equivalent number of transfer credits from one or more regionally accredited, degree-granting institutions. Individuals who have never attended college, or who have earned minimum academic credits at the collegiate level, must first contact the Division of Continuing Adult and Professional Studies as the first step toward earning the Bachelor of Science degree in Business Administration. Following matriculation into the Division of Continuing Adult and Professional Studies, the student begins a sequence of required accelerated courses that, upon successful completion, lead to the awarding of an Associate of Arts degree in Liberal Studies. Additional information about specific curricular requirements for the Associate of Arts degree can be found in the *Liberal Studies Degree Program Options* section of this catalog. During the last semester of the Associate of Arts Degree Program, the student must apply to the Division of Business and Information Management for acceptance into the Business Administration major to begin studies toward earning the Bachelor of Science degree in Business Administration. Additional information can be obtained by contacting either the Division of Business and Information Management office at 610-558-5594 or the Division of Continuing Adult and Professional Studies office at 610-361-5440.

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Accelerated Class Format

The Accelerated Evening Business Administration Degree Completion Program allows students to earn a Bachelor's Degree in an accelerated format. The majority of classes are offered in 7½-week sessions.

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- Understand the importance of a strategic focus for success in today’s turbulent business, economic, and social climate.
- Perform entry-level management jobs in a variety of organizational settings.
- Have gained practical work experience through participation in the Cooperative Education Program (where applicable).

Admission Criteria

Candidates for admission to the Accelerated Evening Business Administration Degree Completion Program are required to:

- Be at least 21 years of age.
- Have earned either an Associate’s Degree or have completed the equivalent number of transfer credits from one or more regionally accredited, degree-granting institutions.
- Have a minimum 2.25 cumulative GPA.
- Achieve a grade of “C” or higher for any general business, major, and allied requirements taken prior to admission to the major.
- Arrange an interview with the Dean or a faculty member of the Division of Business and Information Management.

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