



BACHELOR OF SCIENCE: BUSINESS ADMINISTRATION
48 CREDIT HOURS DEGREE COMPLETION

Major – Business Administration – 48 hours
Up to 12 credit hours can be transferred against the classes listed below¹

BAX 400	Global Business Management	3
OM 201	Diversity in the Workplace	3
OM 303	Group & Organizational Behavior	3
OM 323	Statistics for Managers.....	3
OM 343	Managerial Economics	3
OM 351	Business Law	3
OM 353	Ethics in Business	3
OM 403	Marketing in a Global Economy.....	3
OM 413	Managerial Accounting	3
OM 421	Managerial Finance	3
OM 433	Operations Management	3
OM 438	Strategic Planning.....	3
OM 443	Business Research.....	3
OL 310	Contemporary Leadership.....	3
OL 320	Marketing & Public Relations	3
HR 320	Training & Staff Development	3

All courses meet one evening a week in a cohort model. Students stay with the same cohort throughout the program, meeting on the same night of the week from 6-10 pm. This allows YOU to have greater control of your calendar and your priorities.

- Five locations to choose from:**
- Columbia City
 - Fort Wayne
 - Huntington
 - Online
 - Wabash

Students need to have completed 60 semester hours with an average GPA of 2.0, either through an Associate’s degree or from prior college work to enter the Bachelor completion program. 128 total credits are required for graduation, with a required core of 9 hours English, 6 hours Bible/ethics, 6 hours history, 3 hours social science, 3 hours fine arts, 1 hour physical wellness, 6-8 hours of science, computer applications, and Understanding the Christian Faith (MIX285).

Contact the EXCEL office **today** to find out when the next Business Administration Cohort is starting in your area and *take your place...*
800-600-4888 or <http://www.huntington.edu/excel/schedules.htm>

¹ Following Huntington University’s standard transfer policies. Courses may be substituted by Huntington University
February 2009

Course Descriptions for Courses in Major

BAX 400 Global Business Management (3 credits) - This course is an in-depth study of the cultural, economic, political, sociological and technological differences that exist between various global regions and countries of the world which have an influence on the growth and success of the multinational company. The course covers the planning, the organizing, the staffing and the managerial control process of the multinational corporation.

OM 201 Diversity in the Workplace (3 credits) - This course is designed, through lecture and discussion, to examine the various elements that create differences within society and the workplace. Also to be examined will be the current legalities regarding diversity in the workplace and how to interface with employers that will enable them to work effectively in a diverse world.

OM 303 Group and Organizational Behavior (3 credits) - A study of group formation, development and performance as it affects organizational effectiveness. Emphasis includes exposure to decision making and resolving conflicts in groups. Students develop strategies for efficient and productive group management and determine which tasks are best handled by groups as opposed to individuals. Students are also exposed to inter-group dynamics and management strategies.

OM 323 Statistics for Managers (3 credits) - An introduction to research and its tools with specific emphasis upon helping the student complete business research and understand managerial decision-making. Content will include statistical methods, database development, research methods and analysis of a problem or opportunity suitable for a business research topic.

OM 343 Managerial Economics (3 credits) - Students are exposed to the principles of economics as they need to be understood and utilized by managers and supervisors in all fields. The internationalization of our economy and possible actions affecting economy in all organizations will be included.

OM 351 Business Law (3 credits) - Legal rights and obligations arising out of common business transactions. Fundamental principles of the law of contracts, negotiable instruments, agency bailment, sales and partnerships are examined.

OM 353 Ethics in Business (3 credits) - This course surveys ethical issues confronting business in the context of personal worldview. Students are asked to examine personal values and formulate strategies to improve management accountability, respect for human rights and how to lead a responsible lifestyle in today's world.

OM 403 Marketing in a Global Economy (3 credits) - Through assigned readings, lectures and class discussions, students will be exposed to basic marketing theory and terminology and be given the opportunity to apply this newly acquired knowledge to real-world cases exploring domestic and international marketing opportunities and problems. This exploration is designed to provide students with the skills necessary to identify and evaluate critical marketing data and, based on that data, develop workable and successful programs to solve problems and capitalize on opportunities.

OM 413 Managerial Accounting (3 credits) - An overview of the acquisition, analysis and reporting of financial information including a study of income statements, balance sheets, cash flow budgets, changes in financial position and ratio analysis. Emphasis is on reading and understanding accounting documents rather than on their preparation.

OM 421 Managerial Finance (3 credits) - Students explore the financial tools available for planning and analysis, as well as how those tools are utilized to manage cash flows and financial resources and to evaluate future investment opportunities. Three primary topics in corporate finance will be developed. These topics include the importance of short-term finance for current operations, the use of capital budgeting tools for investment analysis and the foundation of long-term finance for defining the organization's cost of capital and optimal capital structure.

OM 433 Operations Management (3 credits) - This course analyzes the performance of managerial activities required in selecting, designing, operating and controlling productive manufacturing and service systems. Special emphasis is given to the discussion of managerial tools needed to assess system efficiency and effectiveness.

OM 438 Strategic Planning (3 credits) - Students are introduced to various management planning models and techniques and apply these to business cases. The concepts of strategic planning and strategic management are emphasized. Students are focused on the concept of thinking through the desired result before an activity or related series of activities is started. The student is asked to think about planning in whole organizations as well as in units of organizations. Planning starts from a mission. Every organization has a mission, even if it is not written down or no one in the organization can clearly articulate it.

OM 443 Business Research (3 credits) - This is a major research effort with the purposes of enhancing knowledge in an area related to one's work or community, improving writing skills, improving public presentation skills and providing research skills that will assist in effective decision making. Students will identify their research topic that reflects a business situation with current and future implications.

OL 310 Contemporary Leadership (3 credits) - This course is the study of contemporary material in the field of leadership and organizational excellence. Students will learn how key success factors from contemporary materials find their foundation in solid biblical principles. The linkage of these principles to organizational success is also discussed.

OL 320 Marketing & Public Relations (3 credits)- Students study public relations principles, cases and problems to facilitate understanding of the philosophies, objectives and techniques of public relations in companies, corporations and institutions.

HR 320 Training & Staff Development (3 credits) - Training and staff development from a human resource perspective will be addressed. Employee orientation, career planning and development, cross training, management development and succession planning are covered. This course also addresses learning styles, technical needs assessment, choosing instructors and programs and program evaluation and modification.