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SCHOOL OF BUSINESS ADMINISTRATION

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Allen F. Stembridge, *Dean*

Academic Programs	Credits
Minors	
Accounting	21
Business Administration	21
Economics	21
Finance	21
Information Systems	21
Management	21
Marketing	21
Associate of Science	
General Business	27
Bachelor of Arts	
Economics	36
Bachelor of Business Administration	
Accounting	69
Finance	69
Information Systems	69
International Business	69
Management	69
Marketing	69
Joint Degrees	
BBA/BA: International Business and Language	96
BBA/BA: Music	110
Master of Business Administration	33
Master of Science in Administration	
Church Administration	33

Mission Statement

The School of Business Administration offers high quality education in business and information systems to all who qualify, both church members and others of goodwill. We emphasize excellence in teaching in our disciplines, challenging students to search for knowledge and for that wisdom illumined by Christian insight in preparation for service to the world.

Core Values

- Promote faculty commitment to scholarly research and service to society as important components of our teaching mission.
- Improve business practices within the church through both research and service.
- Prepare students for careers in for-profit and not-for-profit organizations.
- Encourage critical thinking, creative expression and mastery of analytical tools.
- Expose students to recent research and thinking in each discipline.

- Foster a broad general education that provides undergraduate business students with the basic tools for academic and professional achievement.

History

The school traces its origin to 1908 with the establishment of the Commercial Department of Emmanuel Missionary College. In 1952 all business instruction was organized into the Department of Business Administration. MBA candidates were admitted to the graduate program in 1964.

In July 1980, the School of Business Administration was organized, becoming the third professional school of the university. The school, now housed in Chan Shun Hall, is accredited by the North Central Association of Colleges and Schools. It is also a member of the Association to Advance Collegiate Schools of Business (AACSB International).

Baccalaureate Degree General Requirements

Admission, Progression, and Graduation. Applicants should read the sections of this bulletin on Undergraduate Admission, Undergraduate Academic Information, Baccalaureate Degree Requirements, and General Academic Information. Students should be familiar with the minimum admission and graduation requirements as described in these sections.

Specific requirements for undergraduate majors, minors, and professional-degree programs are listed under the departmental sections. Requirements for the Associate Degree and the Minor in Business Administration are listed below.

General Education Requirements

The philosophy and goals of General Education at Andrews University as well as the adjustments in the requirements for professional degree programs in the School of Business Administration are listed on pp. 35–39.

Requests for waivers or substitutions of General Education requirements, if necessary, should be submitted to the dean before filing a request for graduation.

Bachelor of Business Administration Degree Program

The BBA degree includes an interdisciplinary emphasis and does not require a minor. All courses used to meet major requirements must be selected in consultation with the major professor or advisor. To receive the Bachelor of Business Administration degree, students must satisfy the following requirements and complete the courses indicated.

General Graduation Requirements. See pp. 28–29 for baccalaureate degree general graduation requirements.

Business Major Course /GPA Requirements. Students must complete the required and elective major courses (27 credits) with a minimum GPA of 2.33 (C+). The GPA is figured including all courses attempted—even those in which a D is received and which, therefore, do not apply towards the 27 credits of the major.

BBA Core Requirements—39

ACCT121, 122; BSAD341, 355, 365, 475, 494; ECON225, 226; FNCE317; INFS110, 215; MKTG310.

Cognates—3
STAT285

Residence Requirement. Students must complete in residence in the School of Business Administration at Andrews University a minimum of 50% (33 credits) of the course work for the BBA degree (66 credits=39 credits in the BBA core + 27 credits in BBA required/elective major courses).

Transfer Work. The School of Business Administration does not accept 100-200 level courses (i.e. lower division) as transfer work to replace 300-400 level courses (i.e. upper division).

English Language Proficiency Requirements. The School of Business Administration does not permit undergraduate students to register for courses in the School of Business Administration unless they are at the Advanced Level in ELI. It also does not permit students to register for its graduate classes unless they have met the University requirements for Regular Admission Status for English proficiency (i.e. TOEFL=550(213) or MELAB=80). The School of Business Administration also does not permit graduate students to register for prerequisite courses for the MBA or MSA programs unless they are at the Advanced Level in ELI.

General Education Requirements. See p. 39 for the BBA General Education requirements (49+ credits). An ethics course is required for all BBA students. Students are encouraged to take RELT390, Christian Business Ethics. Students planning to go on to graduate school are urged to take either MATH141 or MATH182 in addition to the General Education requirements listed.

Bachelor of Arts Degree Program

To receive the Bachelor of Arts degree in Economics, students must satisfy the following requirements and complete the courses indicated.

General Graduation Requirements. (See pp. 28–29 for baccalaureate degree general graduation requirements).

Major/Cognate Requirements. Complete requirements for the major (30 credits), and for cognates (6 credits).

General Education Requirements. See p. 38 for the BA General Education requirements.

BBA/BA: International Business and Language

This program prepares students for international careers with business and language skills, providing practical, on-site, work experience and an academic background in international affairs. Students receive two separate but integrated degrees: a Bachelor of Business Administration with a major in management and a Bachelor of Arts in language for international trade. See pp. 149–150 under International Language Studies for a full description.

General Education Requirements—47
(see p. 39 BBA General Education requirements)

Specialized Studies in Language—27

French requires a minimum of 27 credits including FREN415, FREN420 or 430, and 3 credits of an elective course at the 400 level.

All majors are required to attend a full academic year at the Centre universitaire et pédagogique du Saleve, Collonges, France.

Spanish requires a minimum of 27 credits including SPAN420, 426 or 436, 470 and 3 credits of an elective course at the 400 level.

All majors are required to attend a full academic year at Colegio Adventista de Sagunto, Spain, or Universidad Adventista del Plata, Argentina.

Business Core and Business Major with Cognates—69
Business core—39

(See p. 238)

Business major—27

Required major courses—15
BSAD345, 384, 410, 450, 467

Group A—3

Choose one of the following: FNCE426, ECON427, 454

Group B—9

MKTG465, INLS490, 495

Cognates—3

STAT285

Total credits for the BBA/BA—143

BBA/BA: Music

This program prepares students for pursuing career options, which combine the skills and creativity of business and the musical arts. Upon completion of this five-year program students receive two separate but integrated degrees: a Bachelor of Business Administration with a major to be chosen from among BBA majors listed in the School of Business Administration Bulletin in consultation with a Department of Music advisor, and a Bachelor of Arts in Music. Note that in order to receive the BA with major in Music students in this program must take additional general education course work as described below:

General Education Requirements—46**Religion—12**

Take RELT100 and either RELT340 or 390

Plus two courses chosen from RELB210, 225, RELT250 or RELP400.

Arts and Humanities—6

HIST118

Select one from the following: ENGL255, MUHL214, ARTH220, PHIL224

Physical/Natural Science—8**Social Science—6**

PSYC101, SOCI119

Language and Communications—8

ENGL115, 215, COMM104

Mathematics—3

MATH166

Wellness—3

HLED120

Two activity courses

Service—2+

BHSC100 (plus fieldwork)

Note: In order to receive the BA in Music students in this program must take the following additional credits of General Education course work:

Additional General Education Requirements—15**Arts and Humanities—5**

HIST117, IDSC211

Physical/Natural Science—3

Choose one of the following: PHYS110, BIOL208, BIOL330, PHYS405, CHEM110

Social Science—3

Choose one of the following: BHSC220, BHSC235, IDSC237

Language/Communication—4

Intermediate language

Bachelor of Arts in Music—min. 41

MUCT101, 102, 131, 132, 201, 202, 231, 232; MUHL446, 447, 448, 458; MURE420; minimum 8 credits of applied music which includes a recital or project; 4 credits of ensemble; 2 credits of electives; Piano proficiency.

Business Core and Business Major with Cognates—69**Business core—39**

ACCT121, 122, BSAD341, 355, 365, 475, 494; ECON225, 226, FNCE317, INFS110, 215, MKTG310.

Business Major—27

To be chosen from among BBA majors listed in the School of Business Administration *Bulletin* in consultation with a Department of Music advisor. These majors include: accounting, finance, information systems, international business, management and marketing.

Cognates—3

STAT285

Total credits for the BBA/BA—min. 171

Associate of Science Degree

The Associate of Science degree prepares students for entry-level job opportunities in the business field. The degree is designed for the student who cannot stay in college for a four-year degree or who wishes to interrupt his/her program for a period of time and return to college to complete a four-year baccalaureate degree.

To be eligible to receive the Associate of Science degree, students must satisfy the following requirements and complete the courses indicated:

Business Core Courses—15

ACCT121, 122, INFS110, ECON225, 226

General Education requirements—30–32

See p. 43.

Courses in the General Business Emphasis. Students must select and complete the courses required as listed below.

General Elective Courses. Sufficient credits to complete the 62 credits required for graduation.

Associate Degree Area of Emphasis**General Business Emphasis**

Select from the following:

BSAD104, 210, 341, INFS215—9

Business core (see above)—15**Cognates—3**

STAT285

General Education (see above)—30**General electives—5**

Total credits for the AS degree—62

Minor in Business Administration**Required courses—15**

ACCT121, 122; BSAD341; ECON225, 226

Electives in business—6

Upper-division electives required

Total credits for the minor—21

Minors may also be obtained in Accounting, Economics, Finance, Information Systems, Management or Marketing. For the requirements for these minors, see the individual departmental descriptions.

Graduate Degree Program Information**General Requirements for Admission, Progression, and Graduation.**

Students applying for the MBA and MSA programs should read carefully the sections of this bulletin on Graduate Admission, General Academic Information, and Graduate Degree Academic Information. Applicants to the School of Business Administration must be informed about the minimum admission and graduation standards required of all graduate students.

Special MBA Admission Requirement. Students applying for the MBA degree are required to take the GMAT exam (applicants to the MSA programs may elect to take either the GMAT or the GRE). Applicants for the MBA should note carefully the formula score based on GPA and GMAT results: it is used in evaluating applicants to the School of Business Administration.

Undergrad						
Cumulative	x	200	+	GMAT score	=	1000
GPA				(400 min.)		

Admission to the MBA program requires a minimum formula score of 1,000 computed by multiplying the undergraduate cumulative GPA by 200 and adding that product to a GMAT score of at least 400.

Description of Graduate Degree Programs. See Graduate Programs (p. 250) for degree requirements for interdepartmental graduate degrees in the School of Business Administration.