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SCHOOL OF BUSINESS ADMINISTRATION

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Allen F. Stembridge, *Dean*

Academic Programs	Credits
AS: General Business	27
BA: Economics	37
BBA: Accounting	69
BBA: Finance	69
BBA: Information Systems	69
BBA: International Business	69
BBA: Management	69
BBA: Marketing	69
BBA/BA: International Business and Language	96
BS: Business Administration	69
MBA: Master of Business Administration	33
MSA: Church Administration	33
Minors	
Accounting	21
Business Administration	21
Economics	21
Finance	21
Information Systems	21
Management	21
Marketing	21

Mission

The School of Business Administration offers high quality education in business at the bachelor's and master's levels 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 is housed in Chan Shun Hall.

Accreditation and Memberships

The School of Business Administration at Andrews University has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE), located in Olathe, Kansas. The business programs in the following degrees are accredited by the IACBE:

- Bachelor of Business Administration with concentrations in Accounting, Finance, Information Systems, International Business, Management, and Marketing
- Master of Business Administration

The University is accredited by the Higher Learning Commission and a member of the North Central Association. The School of Business Administration is 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 p. 38–43.

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. 30–31 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; INFS120, 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. An ethics course is required for all BBA students.

BBA General Education Requirements
See professional program requirements, p. 43, and note the following **specific** requirements:
Religion: RELT100, RELT340 or 390, and 2 courses
Language/Communication: professional degree requirements
History: professional degree requirements
Fine Arts/Humanities: professional degree requirements
Life/Physical Sciences: professional degree requirements
Mathematics: MATH166
Computer Literacy: required as part of core, see major
Service: professional degree requirements
Social Sciences: PSYC101, SOCI119
Fitness Education: professional degree requirements

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. Students planning to go on to graduate school are urged to take either MATH191 or MATH182 in addition to the General Education requirements listed below.

General Graduation Requirements. (See pp. 30–31 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 BA/BS degree requirements, p. 42, and note the following **specific** requirements:
Religion: RELT100, 340 or 390 and 2 other courses
History: Students considering a graduate degree should take HIST400 or similar.
Mathematics: 3–4 credits. Students considering a graduate degree should substitute MATH191 or MATH182 for MATH145.

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. 159–161 under International Language Studies for a full description.

BBA/BA General Education Requirements—56
See BA/BS degree requirements, p. 38, and note the following **specific** requirements:
Religion: RELT100, RELT340 or 390, and 2 other courses
Mathematics: MATH166
Computer Literacy: required as part of core, see major
Social Sciences: PSYC101, SOCI119

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 pedagogique 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 above)
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—152

BS: Business Administration

The program caters specifically to pre-medical, pre-dental, pre-law or other pre-professional students who desire a business emphasis that will benefit them in their chosen career.

This four-year degree includes the business core and courses required by the pre-professional program. Courses need to be selected in consultation with an advisor from the School of Business Administration and an advisor from the specific pre-professional program.

General Education Requirements
See BA/BS degree requirements, p. 42, and note the following **specific** requirements:

- **Religion:** RELT100, RELT340 or 390, and 2 other religion courses
- **Life/Physical Sciences:** Minimum of one Life Science and one Physical Science. Pre-professional programs such as pre-medical and pre-dental require additional and specific Life Science and Physical Science courses.
- **Mathematics:** As required by the pre-professional program.
- **Computer Literacy:** INFS120 required as part of business core.
- **Social Sciences:** ECON225 required as part of business core, plus 3 credits in a Social Science interdisciplinary course.

Business Core—39
ACCT121, 122; BSAD341, 355, 365, 475, 494; ECON226; FNCE317; INFS215; MKTG310; and as part of General Education listed above ECON225 and INFS120.
Cognate—3
STAT285
Electives—11
As required by the pre-professional program.
TOTAL MINIMUM CREDITS for the BS—69

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:

General Education Requirements
See professional program requirements, p. 43, and note the following **specific** requirements:

- **Religion:** RELT100 and 1 course
- **Language/Communication:** professional degree requirements
- **History:** professional degree requirements
- **Fine Arts/Humanities:** professional degree requirements
- **Life/Physical Sciences:** professional degree requirements
- **Mathematics:** 2–4 credits. Mathematics Placement Examination score of at least P2.
- **Computer Literacy:** see major
- **Service:** BHSC100
- **Social Sciences:** PSYC101
- **Fitness Education:** HLED120 and one additional course from personal fitness, outdoor skills or team activity. Students choose one course for each year in attendance

Business Core Courses—15
ACCT121, 122, INFS120, ECON225, 226

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

General Business Emphasis
Select from the following: BSAD104, 210, 341, INFS215**—9**
Business core (see above)**—15**
Cognates—3
STAT285
General Education (see above)**—35–37**
TOTAL CREDITS for the AS—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 GPA	x	200	+	GMAT score = 1000 (400 min.)

Regular 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. 283) for degree requirements for interdepartmental graduate degrees in the School of Business Administration.