

Business Administration (BADM)

The major in Business Administration provides a foundation of basic managerial skills and an overview of the organization. Students are introduced to the values, problems, and priorities of management in business organizations. Business Administration majors seek to provide (1) theory of an organization as an integrated system, (2) analytical tools useful for decision making, and (3) an introduction to the functional activities of an organization: production, marketing, finance, and accounting. In developing basic managerial skills, a business administration major will also advance the skills of inquiry, critical thinking and communication that are central to a liberal education.

The major is scheduled in seven-week courses over 70 weeks, totaling 40 semester hours. The curriculum will be distributed in a series of Learner Guides, with detailed assignments for each week. Students are expected to spend 10-20 hours per week in preparation.

Major requirements for a B.A. or B.G.S. degree in Business Administration Core

Required semester hours

40 sh

Required core courses

BADM 3100, 3300, 3500, 3900, 4100, 4400; BADM 4200 or ISIT 3030; ORG 3034, 4074, 4094, 4120

Minor requirements in Business Administration

Required semester hours

22 sh

Required core courses

BADM 3100, 3300, 3900, 4100 4200; Select one from ORG 3034, 4074, 4094, 4120

Course descriptions for ORG courses may be found under the Organizational Management and Leadership major.

GESAL Designates a course that fulfills all or part of a General Education (G.E.) requirement for the B.A. or B.G.S. degree; see the General Education section of the School of Adult Learning for more information.

3100 Making Economic Decisions (4 sh) GESAL

Focus on macro (external) and micro (internal) environments of business, and monetary and fiscal policy as applied to interest rates, growth, income and prices. The expanding role of the international economy is discussed. The ethics of business and governmental policymaking are examined.

3300 Principles of Financial Accounting (4 sh)

This course introduces the study of generally accepted accounting principles and techniques for measurement and reporting of financial information in a balance sheet, income statement and statement of cash flows. This will involve developing an understanding of the accounting cycle, transaction analysis, debits and credits, financial reporting concepts and internal control. Ethical implications of accounting decisions will also be considered.

3500 Principles of Managerial Accounting (2 sh)

This course introduces managerial accounting concepts that are relevant to decision-making. Topics include theory and practice of job cost and unit cost accounting, including job order, process and standard costing systems, variance analysis, direct and indirect costs, budgeting. Prerequisite: BADM 3300.

3900 Business Law (2 sh)

An introduction to the foundational concepts in business law. Fundamental legal understanding of our system of federalism and state law, government regulation of business, and an overview of the principles underlying the formation of contracts (including general contracts and those for the sale of goods), torts, negligence and strict liability and the various forms of business organization common in the United States.

3910 Topics in Business Administration (1-4 sh)

Intensive investigation of a selected topic in Business Administration offered from time to time at the discretion of the School of Adult Learning.

4100 Foundations of Finance (4 sh)

This course covers the concepts and techniques of financial management with an emphasis on for profit corporate entities. The major focus of this course will be on valuation techniques, project analysis, the effects of markets on rate structure, and corporate financial structure. Specific topics include the time value of money, discounted cash flow techniques, internal rates of return, management of working capital, financial analysis, capital budgeting, capital structure, cost of capital, dividend policy and valuation techniques. The course will also cover acquisition and allocation of short and long-term capital. While highly quantitative in nature, this course stresses problem-solving processes, specifically in a financial context. Included in this, especially in light of North Park's Christian heritage, we will explore how ethical considerations have affected financial decision-making and theory throughout history. Prerequisite: BADM 3300, 3500.

4200 Production Management (4 sh)

Objective, constraints and processes, associated with the efficient production of goods and services. Analytical models and methods, facilities design and the design of control systems for production operations are presented. Process and systems analysis, capacity, design, inventory planning and control, queuing theory, and network models are all included in the production management science. Student must complete an undergraduate statistics course or pass proficiency testing. Prerequisite: GS 1490.

4400 Integrating Strategic Management (4 sh)

Provides a capstone experience for the business administration and organizational and management and leadership major. As such it will summarize and synthesize the various disciplines of management and will assist the student in creating a strategic future for the (business) organization. The course will examine the key dimensions of strategic management: mission determination, environmental scanning, organizational analysis, strategy selection and organizational implementation. Students will complete a summary project requiring individual and team research, quantitative data gathering and qualitative analysis in service of creating a new direction for an existing organization. Throughout, the ethical dimensions of decision-making and implementation will be emphasized. The course will allow students to apply the lessons of strategic thinking to their own career direction.

4910 Independent Study in Business Administration (1-4 sh)

Advanced independent research.

4970 Internship in Business Administration (1-8 sh)

An assignment in a business institution other than the current employer in which reflective experience is the goal. Interested students who have completed 20 hours or more in the major should apply to their academic advisor.