

Undergraduate Business Administration



Administrative services managers work throughout private industry and government and have a wide range of responsibilities, experience, earnings, and education. Like other managers, administrative services managers should be analytical, detail-oriented, flexible, decisive, and have good leadership and communication skills.

At Ottawa University

The Business Administration major focuses students on how a business firm can achieve its objectives in a competitive local, regional, national, or global environment while maintaining ethical principles and practices. This bachelors of science integrates a broad range of theories, concepts and practices through the study of finance, economics, law, ethics, marketing, human resources, management, and organizational behavior. Students analyze and evaluate business systems in terms of their efficiency, productivity, profit, and services, and explore the challenges and opportunities facing existing companies and new ventures.

Careers

Occupations with similar functions include office and administrative support supervisors and managers; cost estimators; property, real estate, and community association managers; purchasing managers, buyers, and agents; and top executives.

Education and Qualifications

Persons interested in becoming administrative services managers should have good leadership and communication skills and be able to establish effective working relationships with many different people, ranging from managers, supervisors, and professionals, to clerks and blue-collar workers. They must be able to coordinate several activities at once, quickly analyze and resolve specific problems, and cope with deadlines. In larger organizations and for higher-level positions, a master's degree in business administration (MBA) may be required.

Undergraduate Business Administration

Foundation Courses

ACC 20364 Accounting for Business Operations

Introduces operating activities of business. Emphasis on using income statements to plan and evaluate the operations of a for-profit entity.

ECO 20163 Macroeconomics

Focuses on inflationary consequences of monetary and fiscal policies designed to eliminate poverty and unemployment, significance of money and government deficits on attainment of goals of high employment and economic growth in a non-inflationary environment and role of the dollar in international trade.

ECO 20263 Microeconomics

Study of the role of prices in allocating and developing scarce resources to meet the needs and demands of consumers, the impact of the profit motive on business size and efficiency, the economic power of large-scale business firms, the interplay of private and public choice through price controls, business regulation and taxation.

MAT 20143 Business Mathematics

Focuses on basic mathematics skills, business mathematics applications and problem solving strategies. Concepts include properties of real numbers, fundamental operations of rational numbers, fractions, decimals, percents, numerical and graphical descriptions of data, basic probability, and logical thinking. Alternate: MAT 20043 (Recommended) or MAT 10643.

OAD 30763 Business Statistics

Focuses on basic methods of research design and analysis of data including descriptive and inferential statistics. Topics include mean, median, mode, frequency distributions, range, standard deviation, probabilities of sampling selection, Z-score, T-value, regression and correlation, hypothesis testing, analysis of variance, and Chi-square analysis.

OAD 31664 Business Ethics

Introduces development of personal and group norms required for work places. Topics include moral reasoning in business, employee rights and responsibilities of corporations.

Required Major Courses

ACC 20464 Financing and Investing Activities

Extension of ACC 20364. Planning and evaluation of business operations and acquiring, disposing and financing assets of entity. Time value of money introduced. Emphasis on interpretation and use of the balance sheet and statement of cash flows. Prerequisite: ACC 20364 Accounting for Business Operations.

MIS 20000 Informatics

Introduction to the fundamental topics in informatics including a basic understanding of information theory. Topics include human-computer interaction, ownership of information and information sources, information representation, information life cycle, and the transformation of data to information.

OAD 30013 Production Operations Management

Introduction to the theory and practice of production management as a functional area in the strategic management of operations and manufacturing in domestic and international companies. Examines problems encountered in planning, operating, and controlling production of goods and services. Other topics include the two major areas of production and operations management, operation system design, and operation and control of systems.

OAD 30563 Management

Discusses process for managing organizations, including planning, organizing, leading, and evaluating. Examines administrative role in organizations and concepts relevant to its function and historical development of administrative thought. Prerequisite: PSY 12053

OAD 31063 Business Law

Introduces American legal system as it relates to business. Includes contracts, commercial paper, sales, agency, and property.

OAD 31863 Marketing

Analysis of consumer behavior and configuration of target markets. Emphasis on organizational activities designed to satisfy target market planning, pricing, promotion, and distribution of the product or service.

OAD 32563 Human Resources Administration

Focuses on process and management of the personnel function including task specialization, selection and placement, development and training, collective bargaining, appraisal and compensation.

FIN 30000 Foundations of Finance

Foundations of Finance focuses on the analysis of financial information within an enterprise. Problems and analysis will focus on the financial information related to capital requirements and the relationships of how financial decisions impact both the firm and the shareholder. Concepts used in FIN 30000 form the foundation of all elective finance courses. Main topics covered include; time value of money, valuation of stocks and bonds, risk and return, and principles of capital budgeting. Prerequisites: ACC 20364 Accounting for Business Operations

OAD 41464 Project Management

Provides theory and application in project planning, implementation, control and completion. Includes network planning, project evaluation and review techniques (PERT), critical path methods (CPM), management by objectives, management by exception, cost analysis and resource allocation/leveling.

OAD 49100 Strategies and Policies

Capstone course that guides student to the integration of functional areas of a business firm and analysis of mission and objectives, external environment, and internal strengths and limitations of an organization. Includes formulation of strategies. Prerequisite: FIN 30000 Foundations of Finance, OAD 30563 Management, and OAD 31863 Marketing.