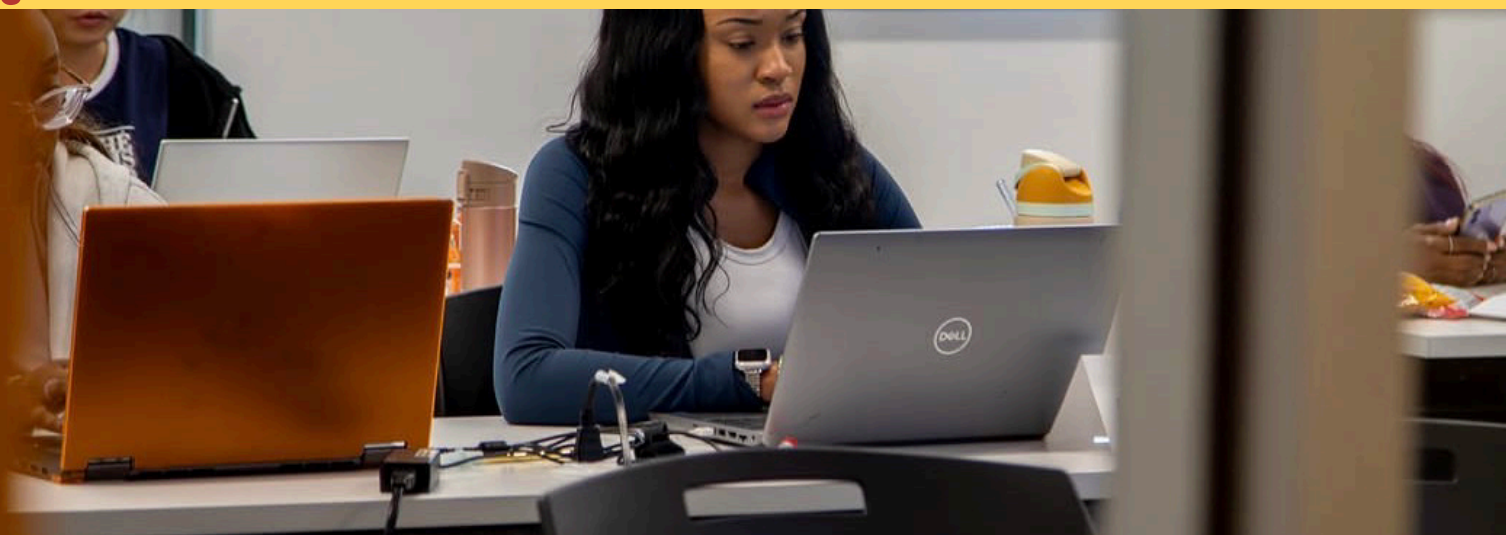


Undergraduate Bachelor of Science in Business Administration



At Ottawa University

"I'm the first college graduate in my family, so it's a big deal... The flexibility, the way you can take your courses. I work 40-50 hours a week ... being able to take your classes and do your assignments when you can really helped me out.

– Alan R.

Business Administration
Graduate

The Bachelor of Science in Business Administration major is designed to provide an understanding of the core functional areas of a company, while also allowing for focused concentration in a particular area of interest. Through rigorous case study and practical application, students study the challenges and opportunities facing existing companies as well as new ventures. Students learn how a business can achieve its objectives in a competitive environment while maintaining a culture of sound and ethical principles and practices. They learn to analyze and evaluate business systems in terms of their efficiency, effectiveness, productivity, and profitability, and they learn to make convincing presentations to all levels of business management. Students gain an appreciation of how responsible business practices can improve economic standards, social stability, and international trade.

Careers

Business Administration graduates leave with developed integrative critical-thinking skills and a proven ability to execute informed decision making processes. Graduates are prepared for a range of career opportunities in both for-profit and non-profit private entities as well as in the public sector. Potential occupations 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.

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Foundation Courses

ACC 20364 - Accounting for Business Operations (4)

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

ECO 20163 - Macroeconomics (3)

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 (3)

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.

ITS 25008 - Microsoft Excel (2)

The course aims to cultivate proficient users who can effectively navigate Excel's various features, such as handling cells and files, formatting worksheets, managing workbooks, and leveraging formulas and functions. Additionally, students will learn page setup and printing techniques, enhancing their document preparation skills. The course also emphasizes mastering Excel's visual elements, including creating and managing charts and other graphical objects.

MAT 10643 - College Algebra (3)

Emphasizes problem solving techniques using algebraic concepts. The focus of the course is directed toward exploring how algebra is used in the social and physical sciences. Topics covered include fundamental concepts of algebra, equations, and inequalities, functions and graphs, systems of linear equations, exponential and logarithmic equations, composition and inverse functions.

Option between MAT 20044, OAD30763, or OAD 31564

MAT 20044 - Introduction to Statistics (4)

Offers the student an intuitive introduction to descriptive and inferential statistics. Topics covered include data organization, averages and variation, elementary probability theory, binomial and normal probability distributions, Central Limit Theorem, estimation, hypothesis testing, linear regression and correlation. Prerequisite: Score of 16 on non-math track initial placement or MAT 10443 Intermediate Algebra.

OAD 30763 - Business Statistics (4)

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

OAD 31564 - Quantitative Methods in Business (3)

Introduces use of quantitative methods in business emphasizing quantitative analysis techniques using Microsoft Excel. Includes spreadsheet preparation of financial and operational schedules and application of financial analysis, budgeting and forecasting, economic and investment opportunity analysis, data analytics, programming and mathematical functions relating to supply and demand decision-making.

OAD 31664 - Business Ethics (3)

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 (4)

Extension of ACC 20364 Accounting for Business Operations. 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.

FIN 30000 - Foundations of Finance (3)

Examines financing of an organization from the administrative viewpoint. Consideration of internal financial management as well as external financing and capital structures. Prerequisites: ACC 20364 Accounting for Business Operations.

OAD 30013 - Operations Management (3)

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.

ACC 30163 - Cost Management (4)

Study of accounting for use by management in planning and control. Includes product costing techniques, comprehensive budgeting procedures, inventory planning control and valuation. Prerequisites: ACC 20464 Financing and Investing Activities or concurrently with consent of advisor.

OAD 30563 - Management (3)

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.

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Required Major Courses (continued)

OAD 31063 - Business Law (3)

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

MKT 31863 - Principles of Marketing (3)

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

OAD 32563 - Human Resources

Administration (4)

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

OAD/MIS 41464 - Project Management (4)

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 (4)

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. Prerequisites: FIN 30000 Foundations of Finance, MKTG 30563 Management and OAD 31863 Principles of Marketing.

Elective Concentrations Available:

- Actuarial Science
- Economics
- Educational Business Services
- Finance
- Health Care Management
- Human Resources
- Leadership and Management
- Marketing

Bridge to Graduate Degree:

The Bridge Option represents an opportunity for Ottawa University undergraduates who plan on pursuing a graduate degree at the University the chance for advanced, graduate learning as an undergraduate. The Bridge Option helps bridge the transfer between the undergraduate and graduate levels. The programs open to Bridge students will vary depending on when the courses are offered and student readiness.

As a senior in the Bridge Option, students will enroll in up to three graduate-level classes that will count toward the total degree requirements of 120 credit hours for the bachelor's degree and toward the 36 hours required for the graduate program. A special course number has been assigned to courses in the Bridge Option. Students will need to understand the requirements for these courses are more rigorous.