FOCUS Facts

NORTHWESTERN COLLEGE
ST. PAUL, MINNESOTA

ADULT EDUCATION YOU CAN HAVE FAITH IN.

BUSINESS ADMINISTRATION

A Bachelor of Science in Business Administration provides the education you need to work successfully in a variety of challenging business settings. As you learn effective business practices and proven leadership techniques based on biblical principles, you'll be prepared for the challenges of today's corporate environment.

Program Cost

Academic year
2013-2014
Tuition: $420 per credit
Books: $2,455 (est.)

General Education Requirements
(31 credits)

English Composition	4
Research Writing	2
Speech	3
Humanities (2 areas)	6
Math	4
Science	4
Social Science (2 areas)	8

Electives
(44 credits)

Talk to your FOCUS admission counselor about these options for earning elective credit:

- DSST/CLEP
- Distance education
- Additional college courses
- Vocational or technical credits
- Prior learning essays
- Military training
- Internships

Business Administration Coursework
(50 credits)

BUA4010	Principles of Accounting I	2
BUA4012	Principles of Accounting II	2
BUA4014	Principles of Accounting III	2
ETH4021	Foundations for Ethics	3
ETH4023	Worldview and Ethics	3
BSN4025	Business Ethics	3
BSN4031	Business Communication	3
BUA4032	Finance	4
BSN4034	Management	3
BSN4050	Business Mathematics and Statistics	3
BSN4052	Macroeconomics	2
BSN4054	Microeconomics	2
BSN4061	Marketing	3
BSN4063	Business Law & Contracts	3
BUA4066	Managerial Information Technology	4
BUA4067	Corporate Strategies	5
BSN4069	Management of Operations	3

Bachelor of Science in Business Administration coursework can be completed in approximately 20 months.

Courses subject to change. Consult current catalog at nwc.edu/catalog for complete course descriptions.
Contact your FOCUS admission counselor at 651-631-5200 for more information.

Rev. 09/2012

BUA4010 Principles of Accounting I 2 cr
Students study business records and financial statements, including the accounting cycle, internal control, receivables, depreciation, and inventory. The emphasis is on understanding the basic components of an accounting system as used in businesses.

BUA4012 Principles of Accounting II 2 cr
(PQ: BUA4010 with grade of "C" or above) Students study plant and equipment, payroll accounting, accounting systems, partnership and corporate accounting, international accounting, present value, and the statement of cash flows. The overall effect of the use of resources within a business is explored.

BUA4014 Principles of Accounting III 2 cr
(PQ: BUA4012 with grade of "C" or above and knowledge of current Windows-based spreadsheet software) Students study cost accounting, the interpretation of financial statements, budgeting, and managerial accounting. The focus is on interpretation of data and analysis of alternatives. Current ethics situations in accounting are explored.

ETH4021 Foundations for Ethics 3 cr
Students construct a value system for making ethical decisions based upon biblical principles. Attention is given to methods of interpretation and the application of biblical concepts.

ETH4023 Worldview and Ethics 3 cr
Students continue to develop their value systems with greater emphasis on the philosophical and theological foundations for ethics. Attention is given to the application of ethical principles to economic and political ideologies.

BSN4025 Business Ethics 3 cr
Students address ethical theory and values from a Christian perspective. Accountability in government, human rights, and ethics in business are covered in readings, classroom discussions, and debates.

BSN4031 Business Communication 3 cr
This course examines the mechanics of business communications, including the study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. Basic writing, proofreading skills, and clear business English are stressed. Students are taught to draft and evaluate a variety of letters, e-mails, memos, and reports, as well as demonstrate oral presentation skills using PowerPoint.

BUA4032 Finance 4 cr
(PQ: completion of BUA4014 with grade of "C" or above and knowledge of current Windows-based spreadsheet software) Students continue the analysis of financial statements and exploration of present value topics. Corporate debt and equity financing, investments, risk, break-even analysis, and budgeting are explored. Emphasis is placed on analysis of financial decision alternatives, including risk and opportunity, as important to financial structure and overall financial policy.

BSN4034 Management 3 cr
Students apply management principles and theory from a Christian worldview. The course focuses on organizational theory, the shift from hierarchical management structures, quantitative methods for problem-solving, hiring, appraisals, outplacement, and other management concepts. Organizational behavior and international business topics are explored.

BSN4050 Business Mathematics and Statistics 3 cr
This course covers the practical business application of finite mathematics and elementary statistics. Finite mathematics concepts include functions, percent increase/decrease, contribution margin, simple interest, compound interest, the future value of an annuity, the present value of an annuity, and consumer credit. Elementary statistics covers types of data, critical thinking, the design of experiments, frequency distributions, visualization of data, measures of center, variation, and relative standing. Additional topics include the standard normal distribution, applications of normal distributions, estimating population proportions and means, correlation and regression analysis, goodness of fit testing, and statistical process control.

BSN4052 Macroeconomics 2 cr

The student studies economic history, tracing the development of capitalism and communism through the current international economy. Marginal analysis; demand, supply, and full employment; and fiscal and monetary policies are also discussed.

BSN4054 Microeconomics 2 cr

(PQ: BUA4052 with grade of "C" or above) Students study production and cost, household behavior, and markets and pricing. An analysis is done on the American economic system, savings, investment, employment, and pricing.

BSN4061 Marketing 3 cr

(PQ: knowledge of current Windows-based presentation software) Students explore the structure, function, and behavior of marketing systems, with discussion of the implications of international marketing. They explore market-driven and consumer-centered marketing principles. Emphasis is placed on decision-making in the marketing process as a marketing plan is developed.

BSN4063 Business Law and Contracts 3 cr

Students examine the legal framework and issues that arise from business entities. Emphasis is placed on contemporary issues and contracts as the basic law affecting business transactions. Negotiable instruments and the law of principal and agency relationships are discussed.

BUA4066 Managerial Information Technology 4 cr

This course covers the intermediate use of Microsoft Excel and Microsoft Access, two of the most popular software tools used in business. Students build on their previous knowledge of Microsoft Excel and Microsoft Access and learn how to provide more advanced technology solutions to business problems. In addition, this course provides the student with an overview of the concepts of Information Systems. This includes topics such as: databases, data warehouses, decision support, artificial intelligence, electronic commerce, systems development, IT infrastructures, and emerging trends. This course assumes that the student has working knowledge of computer files and navigation in Microsoft Office. The texts do provide this information for students who are unfamiliar with these topics.

BUA4067 Corporate Strategies 5 cr

Students explore case studies and outside readings centered on contemporary business problems in an integrated group analysis format. Students apply skills acquired throughout the program to investigate a specific business issue related to their professions, which is summarized in an oral presentation to the class and submitted as a formal written report.

BSN4069 Management of Operations 3 cr

An overview of the operations environment and the kinds of problems and issues an operations manager must address. This course offers an organized and disciplined study of the approaches, techniques and tools used in solving production and operational problems in both service and manufacturing organizations. In addition, the course will include the study of continuous improvement models to address operational problems in manufacturing, distribution, and service organizations. Emphasis will be placed on understanding and applying the use of Six Sigma, Lean, Constraint Management, Supply Chain Management, Just-In-Time, Total Quality Management, and Performance Measures to organizations.

Optional: BUA4995 Business Administration Internship 1–3 cr

(PQ: Junior/senior status, 4+ major courses completed, must be related to major, consent of faculty supervisor)

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