

College of Business Administration

The College of Business offers the following under the supervision and jurisdiction of the college. The programs include:

Undergraduate Major (B.A.S.)

- Managing Business and Organizations

Graduate Major

- Master of Business Administration

Program Certificate

- Business Administration
- International Business, Culture, and Language (also listed in Department of Languages and Literatures)

Bachelor of Applied Science Degree Program

The purpose of the Bachelor of Applied Science (B.A.S.) degree is to offer educational opportunities to those students who have completed an A.A.S degree and are now seeking to complete a four-year degree.

These students are often place-bound and need to take online classes while remaining a full-time employee.

Admission to the Program

Each student entering the program must have earned:

1. an Associate of Applied Science (A.A.S.) degree from an accredited institution; and
2. a minimum 2.00 grade point average; and
3. two years of relevant work experience.

Total Credit Requirements

A total of at least 120 semester hours of credit, including applicable transferable credit earned, is required for graduation. The total must fulfill the following specifications:

1. 23-24 hours of Liberal Arts Core classes, as outlined below (of which 9 hours can be transferred in as LAC 1A, 1B, and 1C);
2. 6 hours of Professional Communication, as outlined below;
3. 21-30 hours of Major coursework, from one of the majors listed below;
4. 0-19 hours of elective credit, for a total of 60 semester hours of credit taken at the University of Northern Iowa.

Liberal Arts Core Requirements for B.A.S. Degree*:

Students must meet the following undergraduate Liberal Arts Core requirements as specified below.

Summary:

1. Category 1: Core Competencies in Categories 1A (writing), 1B (speaking), and 1C (math) or transfer equivalencies*	9
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*BAS students are permitted to transfer in courses equivalent to Categories 1A, 1B, & 1C. No other classes can be applied to fulfill the LAC portion of the BAS degree.

2. Category 2: Civilizations & Cultures (1 course from Category 2A or 2B)	3
3. Category 3: Fine Arts, Literature, Philosophy & Religion (1 course from Category 3A or 3B)	3
4. Category 4: Natural Science & Technology (1 course from Category 4A or 4B)	3
5. Category 5: Social Science (1 course from Category 5A, 5B, or 5C)	3
6. Category 6: Capstone Experience (1 course)(2-3hours or 1 additional course from BAS LAC Category 2, 3, 4, or 5)	2-3
Total Hours	23-24

Professional Communication Required Courses for B.A.S. Degree

Required:

COMM 3155 (48C:173)	Business and Professional Oral Communication	3
ENGLISH 3770	Technical Writing in Applied Sciences	3
Total Hours		6

Managing Business and Organizations

Economics:

ECON 1031 (920:024)	Introduction to Economics (or equivalent - requires departmental approval; will satisfy category 5B of Liberal Arts Core)	0-3
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Business Administration:

BUSINESS 3025	Business Analysis Techniques	3
BUSINESS 3030	Accounting Concepts	3
BUSINESS 3035	Information Systems for Professionals	3
BUSINESS 3050	Work Experience and Management Theory	3
BUSINESS 3060	Law, Society, and Business	3
BUSINESS 3065	Entrepreneurship and Opportunity	3
BUSINESS 3070	Topics: Effective Business Practices	3
BUSINESS 4040	Applied Business Finance	3
BUSINESS 4045	Practical Marketing for Organizations	3
BUSINESS 4055	Talent Management	3
Total Hours		30-33

Suggested Sequence

Term 1	
LAC Category 1A	3

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LAC Category 1C		3
Term 2		
LAC Category 5 (ECON 1031 (920:024) is the recommended course to satisfy both the LAC Category 5 and this major requirement)		3
BUSINESS 3025	Business Analysis Techniques	3
Term 3		
LAC Category 1B		3
BUSINESS 3030	Accounting Concepts	3
Term 4		
ENGLISH 3186	Studies in Technical Communication	3
BUSINESS 3035	Information Systems for Professionals	3
Term 5		
LAC Category 3		3
BUSINESS 3050	Work Experience and Management Theory	3
Term 6		
COMM 3155 (48C:173)	Business and Professional Oral Communication	3
BUSINESS 3060	Law, Society, and Business	3
Term 7		
LAC Category 2		3
BUSINESS 3065	Entrepreneurship and Opportunity	3
Term 8		
LAC Category 4		3
BUSINESS 3070	Topics: Effective Business Practices	3
Term 9		
LAC Category 6		2-3
BUSINESS 4040	Applied Business Finance	3
Term 10		
BUSINESS 4045	Practical Marketing for Organizations	3
BUSINESS 4055	Talent Management	3

Master of Business Administration Degree Program

Graduate study in business at UNI is designed to qualify men and women for creative leadership in organizations. The Master of Business Administration is a broad-based, integrated program which emphasizes the functional areas of business in order to provide the graduate with a balance between theoretical knowledge and practical business operations. The M.B.A. curriculum is designed to meet the needs of working professionals with undergraduate backgrounds in the liberal arts, sciences, engineering, as well as those with degrees in business. The M.B.A. program is accredited by AACSB International, the primary accrediting organization for management education.

The plan of study prescribed for the degree is structured to develop graduates who will have acquired:

1. knowledge of current business practice and management techniques necessary to be effective in managing and leading the

day-to-day operations of the organization, as well as scanning the business environment and strategically planning for the future;

2. critical thinking skills to address complex business issues, gather information, identify and evaluate a range of options, and make ethical, thoughtful choices among the alternatives;
3. the ability to use appropriate quantitative and qualitative tools and concepts throughout the problem solving process showing an appreciation for the interrelationships among the various business functions;
4. the ability to effectively participate as a team member, facilitate group processes, and manage team projects;
5. professional written and oral communication skills necessary for effective management.

Admission to the Master of Business Administration program is dependent upon the quality of the applicant's undergraduate record, post-baccalaureate experience, the score on the Graduate Management Admission Test (GMAT), and writing and reasoning skills demonstrated on the addendum to the application.

Only graduate courses (course numbers 5000 or above) will apply to a graduate degree, even if the undergraduate course number (4999 or less) is listed. No exceptions will be made.

This program is available on the **non-thesis** option only. Students who enter the program with the undergraduate requirements of a baccalaureate degree will normally require **31 semester hours** to complete the program. Those students who enter the program with an undergraduate degree in an area other than business will be required to complete some pre-MBA courses in business or show that they have completed equivalent courses in previous academic work. **A minimum of 12 hours of 200/6000-level course work is required.** Candidates for the degree are also required to successfully complete and pass a business capstone experience at the end of their program of study. The result of this experience is reported in a paper and filed in the M.B.A. office.

Students interested in this program must submit a completed Application for Admission to Graduate Study and should refer to their MyUNIverse Student Center To-Do list or contact the College of Business Administration for any other application requirements. Graduate information and application for graduate admission can be found at www.grad.uni.edu/admission.

Detailed information for the M.B.A. may be obtained from the College of Business Administration, UNI or on the M.B.A. Web site www.cba.uni.edu/mba.

Required

Accounting:		
ACCT 6030 (120:262)	Managerial Accounting	3
Marketing:		
MKTG 6170 (130:263)	Marketing Management	3
Management:		
MGMT 6249 (150:249)	Management Information Systems Concepts	3
MGMT 6250 (150:250)	Strategic Planning and Organization Analysis	3
MGMT 6260 (150:262)	Strategic Management of Human Resources	3

MGMT 6262 (150:272)	Cross-Functional Operations	3
MGMT 6272 (150:274)	Research and Analysis for Management Decisions	3
MGMT 6276 (150:276)	Business Capstone Experience	1
Finance:		
FIN 6266 (160:266)	Financial Management and Markets	3
Economics:		
ECON 6520 (920:260)	Managerial Economics	3
Electives:		
Select 3 hours from the following:		3
BUSINESS 6280	Topics in Business	
Or any 5000 or 6000 level course in ACCT, MKTG, MGMT, FIN (excluding FIN 4130/5130), or ECON, with MBA Program Director approval.		
Total Hours		31

Certificate in Business Administration

This certificate is available to those holding an MSN or concurrently enrolled in an MSN degree program. Courses in business administration supplement an MSN degree's health care leadership courses to prepare an individual for a management role within a health organization.

Required Courses:

MGMT 6250 (150:250)	Strategic Planning and Organization Analysis	3
ACCT 6030 (120:262)	Managerial Accounting	3
MKTG 6170 (130:263)	Marketing Management	3
MGMT 6262 (150:272)	Cross-Functional Operations	3
MGMT 6260 (150:262)	Strategic Management of Human Resources (or elective determined by the MBA Program Director)	3
Total Hours		15

Certificate in International Business, Culture, and Language

The Certificate in International Business, Culture, and Language is available to College of Business Administration students majoring in Accounting, Economics-Business Economics Emphasis, Finance, Management, Management Information Systems, Marketing, and Real Estate and to students completing the General Business Concepts minor. The purpose of this certificate is to encourage students to seek language and cultural knowledge in order to build a foundation for understanding the global environment in which business operates. For more information students should contact UNIBusiness Advising, CBB 5. To enroll in this program students must declare their intent on a Declaration of Curriculum form. The form may be obtained in CBB 5.

International Business

MGMT 3189 (150:189)	International Management	3
Cultural and Political Perspectives		
Select one of the following:		3
Political Science:		

POL INTL 1024 (943:024)	International Relations *	3
Geography:		
GEOG 1110 (970:040)	World Geography *	3
Sociology:		
SOC 1000 (980:001)	Introduction to Sociology *	3
Anthropology:		
ANTH 1002 (990:011)	Introduction to Cultural Anthropology *	3
Foreign Language and History ***		
Select one of the language options below:		5-24

Chinese (8-18 hours)

CHIN 1001 (710:001)	Elementary Chinese I **	4-5
CHIN 1002 (710:002)	Elementary Chinese II **	4-5
CHIN 1011 (710:011)	Intermediate Chinese I	4-5
Select one of the following:		
RELS 2100	Great Living Religions: Hinduism and Buddhism	3
RELS 2110	Great Living Religions: Confucianism, Daoism, and Zen	3
HUM 3124 (680:124)	China *	3
POL COMP 3162 (944:162)	Politics of East Asia	3
HISNW 4850/5850 (964:183g)	Pre-Modern Chinese History	3
HISNW 4860/5860 (964:187g)	Modern Chinese History	3
SOC 3102/5102 (980:168g)	Culture, Disease, and Healing	3

French (7-24 hours)

FREN 1001 (720:001)	Introduction to French Language and Culture I **	3
FREN 1002 (720:002)	Introduction to French Language and Culture II **	3
FREN 1011 (720:003)	French Communication Practice I **	2
FREN 1012 (720:004)	French Communication Practice II **	2
FREN 2001 (720:011)	Intermediate French Language and Culture	3
FREN 2011 (720:012)	Intermediate French Communication Practice	2
Select one of the following:		
FREN 2002 (720:051)	Composition	3
FREN 2012 (720:061)	Conversation	2-3
HISEUB 4620/5620 (963:174g)	History of Modern France	3

German (7-18 hours)

GER 1001 (740:001)	German Language and Culture I **	3
GER 1002 (740:002)	German Language and Culture II **	3
GER 1011 (740:003)	German Communication Practice I **	2
GER 1012 (740:004)	German Communication Practice II **	2

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GER 2001 (740:011)	German Language and Culture III	3
GER 2011 (740:012)	German Communication Practice III	2
Select one of the following:		
GER 2002 (740:013)	German Language and Culture IV	3
GER 2012 (740:014)	German Communication Practice IV	2
GER 1120 (740:031)	Introduction to German Literature in Translation *	3
ENGLISH/CAP 3148	The Holocaust in Literature and Film	3
HISEUA 4460/5460 (962:171g)	History of Germany to 1648	3
HISEUB 4630/5630 (963:172g)	History of Germany Since 1648	3

Spanish (7-20 hours)

SPAN 1001 (780:001)	Elementary Spanish I **	3
SPAN 1002 (780:002)	Elementary Spanish II **	3
SPAN 2001 (780:011)	Intermediate Spanish	3
Select one of the following:		
HUM 3123 (680:123)	Latin America *	3
SPAN 2053 (780:053)	Spanish for Special Purposes:	2-3
SPAN 2002 (780:055)	Oral and Written Spanish	3
SPAN 3052/5052 (780:152g)	Contemporary Hispanic Culture	3-5
POL COMP 3167 (944:167)	Latin American Politics	3
HISNW 4720/5720 (964:180g)	Modern Latin American History	3

English (9 hours)

Select one of the following:

HISUS 1023	History of the United States	3
POL AMER 1014 (942:014)	Introduction to American Politics *	3

Select two of the following:

ENGLISH 2520 (620:040)	Multicultural Literature	3
ENGLISH 2340 (620:043)	Survey of English Literature II: Romanticism to Post-Colonialism	3
ENGLISH 2420 (620:053)	Survey of American Literature	3
ENGLISH 4420/5420 (620:121g)	The American Renaissance	3
ENGLISH 4445/5445 (620:124g)	American Novel Since 1900	3
ENGLISH 4410/5410 (620:151g)	Early American Literature	3
HISUS 4235/5235 (961:120g)	Popular Culture in the United States	3
HISUS 4275/5275 (961:142g)	United States Constitutional History	3
HISUS 4240/5240 (961:144g)	History of American Thought	3
HISUS 4250/5250 (961:145g)	Religion in America	3

HISUS 4265/5265 (961:150g)	Society and Culture in the United States	3
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- * Credit hours in these Liberal Arts Core courses may be applied toward the completion of the Liberal Arts Core requirement and the completion of this certificate program.
- ** Students who received credit toward the foreign language competency requirement for UNI graduation from satisfactory performance in high school language courses or students who can pass an equivalency examination do not need to take these courses.
- *** A student's native language cannot be used to meet the language requirement for the certificate.

Summary

1. International Business	3
2. Cultural and Political Perspectives	3
3. Foreign Language and History *	5-24
Chinese: 8-18 hours	
French: 7-24 hours	
German: 7-18 hours	
Spanish: 7-20 hours	
English: 9 hours	
Total Hours	11-30

- * A student's native language cannot be used to meet the requirements of this certificate.