

How To Apply

Contact a program representative at a location near you or apply online at: www.friends.edu/application-0

E-MAIL learn@friends.edu
WEB SITE www.friends.edu
WICHITA 316-295-5300
LENEXA 913-233-8700
TOPEKA 785-272-9595
TOLL FREE 800-794-6945

Credit Transfer Policies

- Official transcripts must be mailed directly from the educational institution to Friends University.
- Transcripts stamped "issued to student" cannot be accepted as Admissions and Records.
- Please have transcripts sent to:
Admissions Processing
Friends University
2100 W. University Ave.
Wichita, KS 67213

Technical Requirements

PC Minimum Recommendations

- Current version of Microsoft Windows operating system
- Current version of Microsoft Office
- Antivirus Protection (McAfee Antivirus available free to students)
- High-speed Internet access
- Active e-mail account (available free to students)

MAC Minimum Recommendations

- Current version of MAC operating system
- Current version of Microsoft Office for MAC
- High-speed Internet access
- Active e-mail address (available free to students)

* Academic programs may have specific technology requirements that exceed these listed above.

Program Overview

Using a unique blend of cross-disciplinary components, students will be prepared to enter or continue in the exciting and fast-paced field of business growth and development. The Bachelor of Business Administration in Business Management program includes components focused on managerial concepts as well as quantitative controls at both the strategic and operational levels through exploration in the disciplines of improved processes, quantitative decision-making, problem solutions development, information systems, accounting, business law, project development, communications, and marketing. Domestic and global aspects of business management in diverse cultures as well as ethical issues are interspersed throughout various courses.

General Education Requirements

All students completing a Bachelor of Business Administration in Business Management must complete 37 general education hours.

Graduation Requirements

Writing I (C or better).....	3 cr. hrs.	Social/Behavioral Science.....	6 cr. hrs.
Writing II (C or better).....	3 cr. hrs.	(choose any 2 from Anthropology, Sociology	
College Algebra (C or better).....	3 cr. hrs.	Economics, Psychology, or Political Science)	
Natural Science with Lab.....	4 cr. hrs.	Liberal Arts/Humanities.....	9 cr. hrs.
Religion/Philosophy.....	3 cr. hrs.	(choose any 3 from 2 categories. Fine Arts,	
Speech/Interpersonal Comm.....	3 cr. hrs.	History, Foreign Language/World Culture, or	
Computer Information System.....	3 cr. hrs.	Literature)	
(CIS 125 or the equivalent)			

Admissions Requirements

- Complete application and pay application fee of \$35 (\$40 international fee).
- Continuously enrolled PACE students complete a change of program form in place of application. No application fee required.
- Signed Transcript Request form for official transcripts from all institutions attended, Friends University will process all requests.
- Completion of a university approved English Composition I and II classes with a "C" or better.
- A total of 62 or more earned hours.
- Earned credit in a college math course with a "C" or better.

Modes of Delivery

- One night a week
- Cohort model
- Online

Hours/Length

- 43 credit hours
- 17 months

About the Program Director



Dr. Jim Knight
 Director of Business Management Program
 B.S. Friends University
 MBA University of Central Oklahoma
 Ed.D Nova Southwestern University
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jimknight@friends.edu

Experiential Learning Credit

Students may demonstrate what they have learned from their life experiences about a particular subject through the Life Learning Essay process. Essays, usually 10 to 14 pages in length, are submitted and faculty members evaluate them for generally three academic credit hours. Credit may also be awarded for professional licensure, certifications and employer training. As a guideline, a minimum of 40 hours of training (hours spent in a classroom situation) may be submitted for evaluation of one credit hour. In addition, students who have earned credits documented on an American Council of Education (ACE) transcript, or from recognized technical/vocational schools may submit transcripts to the Prior Learning Assessment office for evaluation of credit hours.

COURSE LISTINGS

CAPS 302 Analysis, Principles and Skills of Adult Learning

The gateway course for students entering degree completion programs that provides tools for success in adult learning. Adult learning styles and theory will be examined with emphasis on the Kolb model. Students will examine ways in which they learn other than formal classroom settings. Participants will explore issues such as: time management, expectations of students and instructors, and critical thinking skills.

1 credit hour; 2 week module

BMGT 310 Dynamics of Professional Communication

Good communication is one of the keys to a successful career no matter what field is chosen many different skills contribute to a professional's capacity to communicate well. This course is intended for the continued development in thinking strategically and to aid in improving the students writing, presentation, and interpersonal communication skills within a managerial setting. Students will explore organizational styles and strategies for working through various conflict situations. Students will explore applied learning through personal experiences.

3 credit hours; 5 week module

BMGT 320 Effective Management Skills

An applied sciences approach to management with importance to the organizational design as well as the continuous improvement related to the managerial functions of planning, organizing, leading and controlling. To develop multiple approaches for possible resolution related to managerial challenges within the organizational environments, the corporate culture, and the ability to integrate diversity as well as maintain integrity within an ethical context. *3 credit hours; 5 week module*

BMGT 374 Organizational Behavior

This course deals with the performance of organizations and the behavior of people in complex organizations, with an emphasis on commitment to practical application by exploring the modern business climate. It is designed to provide greater insight into the discipline of organizational behavior with an awareness of its practical value and importance to managers. *3 credit hours; 5 week module*

BMGT 330 Understanding the Business Environment

Understanding the social, legal, international, and financial environment that all forms of business entities operate in is the foundation of this course. It includes issues related to stakeholder identification, business life cycle, cultural and ethical forces affecting businesses decisions. Discussions will focus on organizational design, strategic planning, environmental and industrial analysis, marketing, human resources, operations, production requirements and organizing the business through policy development. This course will also focus on product and service development as well as the continuous improvement opportunities focusing on the importance of quality initiatives. This course will serve as the introduction and foundation for the Business Management Capstone project. *3 credit hours; 5 week module*

MGMT 310 Management of Information Systems

This course will provide relevant management and technical concepts necessary to make sound business decisions relating to information systems. The course covers the role of managers in planning, developing, and using information systems that support business needs. The course will also explore the opportunities for managers to improve customer service, reduce cost, and improve productivity and operational efficiencies. *3 credit hours; 5 week module*

BMGT 340 Labor Relations

This course introduces students to the study of management's approach to labor relations and the collective bargaining agreement between management and labor. This will include the evaluation of the negotiation process, grievances and the arbitration process between management and organized unions. *3 credit hours; 5 week module*

MGMT 330 Business Accounting and Finance

An accounting course in managerial accounting for non-accounting majors. Emphasis is placed on the use and analysis of accounting data for management decision making. Topics covered include short-term budgeting, cost-volume-profit planning, capital budgeting, product costing, joint costs, standard costs, responsibility accounting and the behavioral aspect of managerial accounting. *3 credit hours; 5 week module*

BMGT 350 Legal Environment in Business

The goal of this course is to focus on the legal and ethical issues that arise in the business setting that affect the decision making process, and to enhance the judgment, which students will bring to their responsibilities as entrepreneurs, managers and supervisors in new or established companies. This course is a non-technical study of the principles and rules of business law that are applied in everyday business transactions and how social values and ethics play a part in interpreting the laws that business is governed by. The course will also familiarize the prospective business professional with the legal factors pertaining to business, which include contracts, personal property, real property, sales and other legal problems that face the business professional daily.

3 credit hours; 5 week module

MGMT 370 Business Research

A course aimed at business managers responsible for implementing needs based decisions amidst political and social business contexts. Focus is on the use of needs assessments, statistical techniques, qualitative and quantitative data analysis, methods for assigning priorities, and translating needs assessment results into action plans suitable to the management of business in a wide variety of industries. *(Prerequisite: at least one college level mathematics course - College Algebra recommended)*

3 credit hours; 5 week module

BMGT 360 Marketing Management

A comprehensive study centered on the functions of marketing, the managing of the marketing effort including determining effectiveness of institutions that comprise the overall marketing system. Primary focus will be on the creation and development of a marketing campaign that encompasses the long-term customer relationship that will satisfy customer needs as well as create profitable competitive advantage for the firm. *3 credit hours; 5 week module*

BMGT 389 Managerial Economics

In this course, students examine economic principles that can be used to manage businesses effectively; review traditional economic problems of demand, cost, production, and market structure; focus on the use of economic principles in designing organizations that motivate individuals to make choices that enhance organizational productivity, profitability, and value. *3 credit hours; 5 week module*

BMGT 400 Global Environment in Business

This course introduces students to the unique opportunities, challenges and problems associated with doing international business. Focus will be on the need for special skills and knowledge necessary to compete successfully in the international marketplace. This course concentrates on decision making as related to planning, organizing, and controlling multinational organizations. It addresses differences in overseas operations, including international finance, trade barriers, joint ventures, partnerships, ethical issues and political risks.

3 credit hours; 5 week module

BMGT 410 Strategic Management

This course will be a study of the strategic management process, its components, and its importance in a dynamic business setting. Includes mission and goal selection; internal and external environmental analysis; strategy formulation, selection, and implementation; organizational structure; and control systems. *3 credit hours; 5 week module*

BMGT 420 Business Management Project

In this capstone course, the student is expected to prepare a research paper or case analysis study that synthesizes and integrates the conceptual and theoretical knowledge acquired in the curriculum. Emphasis is on the student's development of written analytical material that can be utilized for both individual student assessment and program assessment.

3 credit hours