

### How To Apply

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

**E-MAIL**           learn@friends.edu  
**WEB SITE**       www.friends.edu  
**WICHITA**       316-295-5901  
**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 official transcripts
- 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 email 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 email address (available free to students)

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

### Program Overview

The Master of Business Administration (MBA) program is a professional degree designed to prepare students for leadership positions in business. The purpose of this program is to develop students’ skills in the functional areas of profit and non-profit organizations.

### Admissions Requirements

In addition to the requirements stated under the Graduate Admissions Policy of the University catalog, the requirements for admission to MBA are as follows:

- A signed, completed application and a **\$45** application fee (\$65 international fee).
- Completion of a baccalaureate or higher degree from an accredited university with a minimum 2.75 GPA.
- An official transcript from the institution granting bachelor’s degree or graduate degree.
- Two letters of recommendation. One personal and one professional.
- Completion of program interview process.
- Written approval of admission by the program director.

#### Modes of Delivery

- Campus classroom or fully online
- Cohort model

#### Hours/Length

- 36 credit hours
- 24 months

### About the Program Director



#### **Dr. Jay Johnson**

Assistant Professor of Business and Technology  
B.A. Truman State University  
M.B.A. William Woods University  
Ed.D. University of Missouri - Columbia  
(316) 295-5661 or (800) 794-6945 ext. 5661  
[jay\\_johnson@friends.edu](mailto:jay_johnson@friends.edu)

### Graduate School

Over the past 20 years, the Friends University Graduate School has offered academic programs designed to prepare students for professional career opportunities. Starting with quality faculty who have extensive industry experience in their discipline, and relevant curriculum; students receive the most up-to-date and practical educational experience available.

# COURSE LISTINGS

## **BSAD 503 Business Administration**

This course is designed to provide a foundation in general business concepts such as management, economics, finance, accounting, business law, marketing, and information systems. *3 credit hours*

## **BSAD 513 Business Research Methods**

This course introduces students to business research methodologies. Emphasis is placed on the use of analytical tools, literature review, survey development, and the application of APA documentation style. Students will prepare a formal research proposal, which may serve as the basis for each student's Research Project in Business Administration. *3 credit hours*

## **BSAD 514 Management Information Systems**

This course investigates current trends in information technologies and their impact on effective managerial decision-making within the organization. This course investigates management of systems development processes, organizational flow of information, data management concepts, and information security. *3 credit hours*

## **BSAD 516 Marketing Management**

A comprehensive introduction to the fundamental functions of marketing management and the combination of institutions that comprise the overall marketing system. Primarily focuses upon the creation and development of long-term customer relationships that satisfy customer needs and create profitable competitive advantage for the firm. *3 credit hours*

## **BSAD 520 Managerial Economics**

Examines those economic principles of greatest relevance to managers -- principles that can be used most effectively to manage businesses or organizations. Economic theory describes how individuals make choices from among scarce resources and respond to incentives. Reviews the traditional managerial economic problems of demand, costs, production and market structure but also focuses upon an examination of how economic principles can be utilized by managers to structure or design organizations (of sub-units thereof) that motivate individuals to make choices that enhance firm productivity, profitability and value. *3 credit hours*

## **BSAD 526 Managerial Accounting**

In this course, the use of financial data to support effective decision-making is emphasized. Various accounting systems used by business to enhance operational performance are introduced. Topical areas include cost behavior, variance analysis, product pricing, and budgeting. *3 credit hours*

## **BSAD 528 Organizational Behavior and Leadership**

This course introduces students to the basic principles of human behavior that are used by effective managers in the process of leading individuals and groups in organizations. Included are theories relating to individual differences in abilities and attitudes, motivation, group dynamics, power and politics, leadership, conflict resolution, organizational culture, and organizational structure and design. *3 credit hours*

## **BSAD 601 Managerial Finance**

In this course, students gain a working knowledge of managerial finance by developing a systemic approach to financial analysis. Techniques for planning, forecasting, and managing are included. Students will use problem solving and case study methodologies to evaluate and recommend improvements in an organization's financial performance. *3 credit hours*

## **BSAD 603 Strategic Planning**

Integrates the business functions studied during the first year of the MBA program into the strategic planning arena of the modern corporation. Issues include strategic leadership, stakeholder management, organizational development, international business, and utilizing the Internet and e-commerce to enhance competitive advantage. *3 credit hours*

## **BSAD 605 Business Law**

Focuses upon specific corporate law regarding affirmative action, equal employment opportunity, labor relations, contract law, implied employment contracts, and confidentiality agreements. Takes a practical approach to understanding the legal environment for business. *3 credit hours*

## **BSAD 607 International Business**

Focuses upon emerging global business opportunities and covers the practical aspects of doing business internationally, such as letters of credit, joint ventures, international ethics, business protocol, international negotiations and assimilation of customs of host countries. *3 credit hours*

## **BSAD 623 Research Project in Business Administration**

This course provides students an opportunity to synthesize and integrate knowledge gained in the program curriculum. Each student will choose one of the following; 1) conduct research in a business related topic and write a formal paper; 2) write a business case study that includes situation analysis and problem solutions development; 3) write a formal business plan. Students conclude this course with a formal written paper and oral presentation. *3 credit hours*