

**PROGRAM OUTLINE****FOR THE FOLLOWING PROGRAMS ONLY: Occupational Associate Degree and Higher**

<b>INSTITUTION DATA</b>					
<b>Name:</b> University of Global Studies					<b>ID#:</b>
<b>PROGRAM DATA</b>					
<b>Program Title:</b> Business Administration					
<b>Credential Issued:</b> Bachelor of Business Administration					
<b>Program Delivery:</b>	Campus	Online	Correspondence	Other	If other, give a short description
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Program Length</b>	Semester Hours: <b>120</b>		Quarter Hours: <b>N/A</b>		
<b>General Education Hours (See Minimum Requirements Below):</b> 30					
<b>*Minimum General Education Component:</b>					
Degree	Semester	Quarter			
OAD/AAS	9	14			
AA	36	54			
AS	15	22.5			
BA	45	67.5			
BS	30	45			

(The duration of a Bachelor Degree Program shall be a minimum of 120 semester credit hours, 180-quarter credit hours, or the recognized clock hour equivalent. A student transferring into the institution with an Associate Degree totaling 60-credit hours, will combine these Associate credit hours with the Bachelor credit hours to meet the minimum total stated above.)

**ENTRANCE/ADMISSION REQUIREMENTS:**

(Programs of four hundred fifty (450) or more clock hours or the credit hour equivalent shall administer a basic skills examination to each student who enrolls, unless the student has provided evidence of a high school graduation diploma, general equivalency diploma, or its equivalent.)

**Undergraduate Admission Requirements:**

- Submission of a copy of a valid government-issued picture identification.
- Provide a copy of High School Diploma, GED, or equivalent\*.
- Students may apply with an unofficial high school transcript\*. An official final high school transcript (*mailed by the high school directly to the institution*), which includes all secondary school grades, and date of graduation must be submitted prior to enrollment.
- Transfer students must supply their official college or university transcripts\*.

*\*Any document not in English must be accompanied by a certified translated copy.*

**PROGRAM OBJECTIVE:**

The Bachelor of Business Administration Program provides students with a comprehensive education in the field of Business Administration, preparing them to understand and address the challenges of the business world. It furnishes essential skills and knowledge to confront both the challenges and opportunities that will arise throughout their professional careers.

**PROGRAM DESCRIPTION:**

The Bachelor of Business Administration Program is designed to provide students with a broad understanding of business administration. Students will have the opportunity to develop practical, theoretical, and leadership skills in these areas to prepare them for successful careers in the business world. It provides students with a comprehensive understanding of business theories and models applicable to significant contexts, acquiring critical problem-solving skills considering the management of innovation projects, financial aspects, and empowering decision-making with the support of information technologies.

The program provides the opportunity to learn about business leadership, management techniques, conflict resolution, human talent management, ethical aspects applied to work environments, marketing, management, business logistics, and applied information technology.

<b>PROGRAM BREAKDOWN BY COURSE</b>				
<b>Course Number</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Clock Hours (If Applicable)</b>	<b>Services (If Applicable)</b>
	NOTE: If a bachelor degree program entrance requirement is to transfer having earned an associate degree, enter the transfer of credit here.			
	<b>General Education</b>	<b>30</b>		
ENG 101	English Composition I	3		
ALG 102	College Algebra	3		
BIO 103	General Biology	3		
SOC 104	Principles of Sociology	3		
ART 105	Art Appreciation	3		
ETH 106	Introduction to Ethics	3		
PSY 107	Introduction to Psychology	3		
TEC 200	Introduction to Computer Technology	3		
ENG 201	English Composition II	3		
STA 202	Statistics	3		
	<b>Core Courses</b>	<b>90</b>		
BUS 110	Introduction to Business	3		
MGT 115	Principles of Management	3		
MAR 120	Marketing	3		
FIN 125	Finance I	3		
ECO 200	Microeconomics	3		
ACC 210	Accounting I	3		
ECO 215	Macroeconomics	3		
HRM 220	Healthcare Human Resource Management	3		
ACC 300	Accounting II	3		
LAW 310	Business Law	3		
TAX 315	The Tax System	3		
FIN 330	Finance II	3		
HRM 340	Labor Relations	3		
STA 350	Quantitative Methods for Decision Making	3		
LED 360	Organizational Behavior	3		
COM 370	Healthcare Communication	3		
LAW 380	Business Ethics	3		
MAR 400	Healthcare Marketing	3		
BUS 410	Global Business	3		
MAN 420	Entrepreneurship and Small Business Management	3		
ACC 425	Cost Accounting	3		
MAN 430	Project Management	3		
QUA 435	Operations and Supply Chain Management	3		
MAN 440	Change Management	3		
LED 445	Strategic Planning and Leadership	3		

Healthcare Management Concentration				
HCM 450	Healthcare Operations Management	3		
HCM 455	Managing Population Health	3		
HCM 460	Healthcare Leadership	3		
HCM 465	Healthcare Quality Assurance Management	3		
HCM 470	Healthcare Information Systems	3		
<b>TOTAL:</b>		<b>120</b>		

INVENTORY OF EQUIPMENT:		
Quantity	Equipment Item	Brief Description Of Equipment
1	Windows-Based Computer system or Laptop & Internet	Processor Intel® Core™ i5-8500 with Intel® UHD Graphics 630 (3 GHz base frequency, up to 4.1 GHz with Intel® Turbo Boost Technology, 9 MB cache, 6 cores)
1	Student Interface.	Learning Management System - A <b>learning management system (LMS)</b> is a software application or Web-based technology used to plan, implement, and assess a specific learning process. Typically, a <b>learning management system</b> provides an instructor with a way to create and deliver content, monitor student participation, and assess student performance.
5	Office Desks	Computer Desks that support office operations
2	Fire Protection File cabinet	1-hr Fireproof file 3-drawer cabinet for student records
2	File Cabinet	Standards 6-drawer file cabinet
2	Printer	Low Volume Multi-Purpose printer

TEXTBOOKS/LEARNING RESOURCES:	
(Include Publishers and Publication Dates)	
English Composition Connect, Collaborate, Communicate	by Ann Inoshita, Karyl Garland, Kate Sims
<ul style="list-style-type: none"> <li>• ISBN: 9781948027069, 1948027062</li> <li>• Published: May 31, 2019</li> <li>• Publisher: University of Hawai'i at Manoa Outreach College</li> </ul>	
College Algebra	by Jay Abramson
<ul style="list-style-type: none"> <li>• ISBN: 9789888407439, 9888407430</li> <li>• Published: January 7, 2018</li> <li>• Publisher: Samurai Media Limited</li> </ul>	
General Biology	by Heather Ayala, Katie Rogstad
<ul style="list-style-type: none"> <li>• Publisher: Novare Science &amp; Math</li> <li>• ISBN: 9781732638433, 1732638438</li> </ul>	
Introduction to Sociology	by Anthony Giddens, Mitchell Duneier, Richard P. Appelbaum, Deborah Carr
<ul style="list-style-type: none"> <li>• Publisher: W. W. Norton &amp; Company; Seagull Thirteenth edition (July 1, 2024)</li> <li>• ISBN-10: 1324062223</li> <li>• ISBN-13: 978-1324062226</li> </ul>	
Art Appreciation	by Dave Plouffe
<ul style="list-style-type: none"> <li>• Publisher : Cognella Academic Publishing (July 12, 2017)</li> <li>• ISBN-10: 1516555791</li> <li>• ISBN-13: 978-1516555796</li> </ul>	
A Concise Introduction to Ethics	by Russ Shafer-Landau
<ul style="list-style-type: none"> <li>• Publisher : Oxford University Press; Concise edition (July 8, 2019)</li> <li>• ISBN-10: 019005817X</li> <li>• ISBN-13: 978-0190058173</li> </ul>	

**Introduction to Psychology: Gateways to Mind and Behavior** by Dennis Coon, John Mitterer, Tanya Martini

- Publisher: Cengage Learning; 16th edition (March 9, 2021)
- ISBN-10: 0357371399
- ISBN-13: 978-0357371398

**Introduction to Computers and Information Technology by Emergent Learning**

- Publisher: Pearson; 2nd edition (September 21, 2015)
- ISBN-10: 1323144188
- ISBN-13: 978-1323144183

**Introduction to Statistics: An Intuitive Guide for Analyzing Data and Unlocking Discoveries** by Jim Frost

- Publisher: Statistics By Jim Publishing (August 13, 2020)
- ISBN-10: 1735431109
- ISBN-13: 978-1735431109

**Introduction to Business** by Heidi M. M. Neck, Christopher P. P. Neck, Emma L. L. Murray

- Publisher: SAGE Publications, Inc; First Edition (March 8, 2023)
- ISBN-10: 1071813145
- ISBN-13: 978-1071813140

**Principles of Management** by OpenStax

- Publisher: XanEdu Publishing Inc; First Edition (March 20, 2019)
- ISBN-10: 0998625760
- ISBN-13: 978-0998625768

**Fundamentals of Marketing-I** by Dr. Kshitija Gandhi, Dr. Shital Mantri, Prof. Sonali R. Bhor · 2024

- ISBN: 9789361800252, 9361800256
- Published: September 2024
- Publisher: Thakur Publication Private Limited

**Introduction to Finance: Markets, Investments, and Financial Management** by Ronald W. Melicher, Edgar A. Norton

- Publisher: Wiley; 17th edition (October 8, 2019)
- ISBN-10: 1119561175
- ISBN-13: 978-1119561170

**Principles of Microeconomics, Loose-leaf Version** by N. Mankiw

- Publisher: Cengage Learning; 10th edition (January 1, 2023)
- ISBN-10: 0357722876
- ISBN-13: 978-0357722879

**Principles of Accounting** by Steven M. Bragg

- Publisher: Accounting Tools, Inc. (November 26, 2021)
- ISBN-10: 1642210773
- ISBN-13: 978-1642210774

**Macroeconomics Loose-Leaf Version** by N. Gregory Mankiw

- Publisher: Worth Publishers; Twelfth edition (June 12, 2024)
- ISBN-10: 1319573002
- ISBN-13: 978-1319573003

**Management Information System** by Kenneth C. Laudon, Jane P. Laudon

- Publisher: PEARSON INDIA (January 1, 2022)
- ISBN-10: 9356060878
- ISBN-13: 978-9356060876

**Communication Skills: A Practical Guide to Improving Your Social Intelligence, Presentation, Persuasion and Public Speaking (Master Your Communication and Social Skills)** by Ian Tuhovsky

- Publisher: CreateSpace Independent Publishing Platform (July 11, 2015)
- ISBN-10: 1515031918
- ISBN-13: 978-1515031918

**Human Resource Management 16th Edition** by Sean Valentine, Patricia Meglich, Robert L. Mathis, John Jackson

- Publisher: Cengage Learning; 16th edition (February 4, 2019)
- ISBN-10: 035703385X
- ISBN-13: 978-0357033852

**Advanced Accounting by Debra C. Jeter, Paul K. Chaney**

- Publisher: Wiley; 8th edition (December 8, 2022)
- ISBN-10: 111979465X
- ISBN-13: 978-1119794653

**Business Law by Henry Cheeseman**

- Publisher: Pearson; 10th edition (January 3, 2018)
- ISBN-10: 0134728785
- ISBN-13: 978-0134728780

**Comparative Taxation: Why Tax Systems Differ by Evans Chris, Lymer Andy, Sandford Cedric**

- Publisher: Fiscal Publications (August 15, 2017)
- ISBN-10: 1906201374
- ISBN-13: 978-1906201371

**Advanced Finance Theories (Corporate Finance) by Ser-huang Poon**

- ASIN: B07BF8Y7PJ
- Publisher: World Scientific (March 8, 2018)
- Publication date: March 8, 2018

**Labor Relations: Development, Structure, Process by John A. Fossum**

- Publisher: McGraw Hill; 12th edition (February 10, 2014)
- ISBN-10: 0077862473
- ISBN-13: 978-0077862473

**Quantitative Analysis for Decision Makers by Mik Wisniewski, Dr Farhad Shafti**

- Publisher: Pearson; 7th edition (October 28, 2019)
- ISBN-10: 1292276614
- ISBN-13: 978-1292276618

**Organizational Behavior by Stephen Robbins, Timothy Judge**

- Publisher: Pearson; 18th edition (January 4, 2018)
- ISBN-10: 0134729323
- ISBN-13: 978-0134729329

**Business Communication by Thomas Means**

- Publisher: Cengage Learning; 3rd edition (March 23, 2018)
- ISBN-10: 1337403903
- ISBN-13: 978-1337403900

**Business Ethics: Best Practices for Designing and Managing Ethical Organizations by Denis Collins, Patricia Kanashiro**

- Publisher: SAGE Publications, Inc; Third edition (November 4, 2021)
- ISBN-10: 1544396821
- ISBN-13: 978-1544396828

**Advanced Marketing Management by Nikolaos Dimitriadis, Neda Jovanovic Dimitriadis, Jillian Ney**

- ASIN: B07JZBJDPC
- Publisher: Kogan Page; 1st edition (November 3, 2018)
- Publication date: November 3, 2018
- ISBN: 0749480378

**Global Business by Mike Peng**

- Publisher: Cengage Learning; 5th edition (March 11, 2022)
- ISBN-10: 035771640X
- ISBN-13: 978-0357716403

**Essentials of Entrepreneurship and Small Business Management by Norman Scarborough, Jeffrey Cornwall**

- Publisher: Pearson; 9th edition (January 5, 2018)
- ISBN-10: 0134741080
- ISBN-13: 978-0134741086

**Hornsgren's Cost Accounting: A Managerial Emphasis by Srikant Datar, Madhav Rajan**

- Publisher: Pearson; 16th edition (January 25, 2017)
- ISBN-10: 0134475585
- ISBN-13: 978-0134475585

**ISE Money, Banking and Financial Markets** by Stephen G. Cecchetti (Author), Kermit L. Schoenholtz

- Publisher: McGraw-Hill Education; 6th edition (March 2, 2020)
- ISBN-10: 126057136X
- ISBN-13: 978-1260571363

**Project Management Mastery: A Comprehensive Guide to Successfully Implementing The Core Principles of Project Planning and Scope Management from Concept to Completion** by Jack Hayden

- Publisher: EB Publishing House (June 15, 2023)
- ISBN-10: 1916726011
- ISBN-13: 978-1916726017

**Operations and Supply Chain Management 3rd Edition** by David Collier, James Evans

- Publisher: Cengage Learning; 3rd edition (March 13, 2023)
- ISBN-10: 0357901649
- ISBN-13: 978-0357901649

**Business Policy & Strategy** by Prof. John N. N. Ugoani

- Publisher: LAP LAMBERT Academic Publishing (August 16, 2022)
- ISBN-10: 6205492695
- ISBN-13: 978-6205492697

**Change Management: The People Side of Change** by Jeffrey Hiatt, Timothy Creasey

- Publisher: Prosci Learning Center Publications; Second edition (December 1, 2012)
- ISBN-10: 193088561X
- ISBN-13: 978-1930885615

**Strategic Planning: An Interactive Process for Leaders** by Dan R. Ebener, Frederick L. Smith

- Publisher: Paulist Press (August 4, 2015)
- ISBN-10: 0809149206
- ISBN-13: 978-0809149209