

BUSINESS ADMINISTRATION

COLLEGE OF SANTA FE (CSF) offers a Bachelor of Business Administration (B.B.A.) degree through its Evening & Weekend Degree Programs. Special features include:

- ♦ Year-round classes on evenings and weekends
- ♦ Nine-week terms for most class offerings
- ♦ Small classes that emphasize seminar and discussion formats
- ♦ Individual attention from academic advisors
- ♦ Dedicated and experienced faculty
- ♦ A strong foundation in the liberal arts

The Business Administration program is designed to prepare students for professional careers in business, government and non-profit organizations.

Students may earn a B.B.A. degree in one of three majors: Accounting, Management or Technology Management. The Accounting major offers a thorough exposure to all areas of accounting practice. The Management major is a behaviorally-oriented course of study that provides thorough grounding in core management knowledge applicable to the private and public sectors. The Technology Management major goes beyond standard management information systems knowledge and prepares students for management positions in a variety of technology environments.

FACULTY

Evening and weekend classes are taught by full-time College of Santa Fe faculty and by adjuncts who are experienced professionals in their fields. Instructors utilize an array of contemporary instructional methodologies and innovative teaching styles in their courses. Course curricula are designed to emphasize the crucial balance between theory and practice.

LIBERAL TRANSFER POLICY

Many students entering the evening and weekend program have earned credit from prior college experiences. CSF generally accepts transfer credit from other accredited colleges and universities for non-remedial academic work with an earned grade of "C-" or better.

PRIOR LEARNING PORTFOLIO

Prior Learning Portfolio (PLP) is a two-credit independent study course that offers students the opportunity to earn credit for college-level learning gained through life and work experience. With the guidance of a faculty advisor, students prepare a portfolio to describe and document their learning in detail. They then submit the portfolio for review by faculty evaluators to determine credit earned. Students may earn up to 48 credit hours toward their degree through PLP.

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I. LIBERAL ARTS CORE (36 credits)

HUM 355 Integrating Seminar	(3)
Humanities / Fine Arts (maximum of 3 credits/category) Philosophy, Religion, Literature, Non-applied Fine Arts	(9)
Social Science (maximum of 3 credits/category) Sociology, Psychology, History, Political Science, Anthropology	(6)
Science / Mathematics / Computer Principles (3 credits/category) Math above remedial level, Science, and either Computer Principles or three CTB series courses	(9)
English Composition (non-remedial)	(6)
Speech	(3)

II. DEPARTMENTAL REQUIREMENTS (42 credits)

Toolbox Courses

BUS 121 Business Toolbox I	(3)
BUS 122 Business Toolbox II	(3)

Skills/Competencies

BUS 203 Mathematical Analysis for Business	(3)
BUS 340 Business Statistics	(3)

Functional Knowledge

ECN 130 Macroeconomics	(3)
ECN 131 Microeconomics	(3)
BUS 220 Principles of Accounting I	(3)
BUS 221 Principles of Accounting II	(3)
BUS 300 Marketing Principles	(3)
BUS 310 Management Principles	(3)
BUS 317 Business Law I	(3)
BUS 333 Managerial Finance	(3)
BUS 375 E-Commerce	(3)

Capstone Experience

BUS 498 Policy & Strategy	(3)
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III. MAJOR REQUIREMENTS (24 credits)

ACCOUNTING MAJOR

BUS 320 Intermediate Accounting I	(3)
BUS 321 Intermediate Accounting II	(3)
BUS 323 Computerized Financial Accounting	(3)
BUS 325 Personal Income Tax	(3)
BUS 345 Cost Accounting I	(3)
BUS 420 Advanced Accounting I	(3)
BUS 422 Auditing	(3)

Choice of One:

BUS 324 Not-for-Profit Accounting, or	
BUS 326 Corporate & Partnership Income Tax	(3)

MANAGEMENT MAJOR

BUS 304 Entrepreneurship	(3)
BUS 306 International Business & Management	(3)
BUS 312 Human Resource Management	(3)
BUS 334 Investments	(3)
BUS 407 Advertising & Public Relations	(3)
BUS 410 Organizational Behavior	(3)
BUS 411 Organizational Theory & Design	(3)
MSE 310 Leading the Sustainable Enterprise	(3)

TECHNOLOGY MANAGEMENT MAJOR

BUS 204 Programming Concepts	(3)
BUS 364 Website Management I	(3)
BUS 365 Website Management II	(3)
BUS 370 Systems Analysis	(3)
BUS 462 Networks I	(3)
BUS 463 Networks II	(3)
BUS 476 Database Management Design I	(3)
BUS 477 Database Management Design II	(3)

IV. ELECTIVES (26 credits)

TOTAL CREDITS FOR DEGREE 128

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