

2016-2017 Model Program Guide:

For Students Seeking a Bachelor of Business Administration (BBA) Degree. Valid through Summer 2023.

Welcome to the School of Business! We are pleased that you have chosen a major within the School of Business. This guide is to help Business students in planning their classes and in meeting administrative responsibilities needed to complete their degree program. In the School of Business we expect our students to conduct themselves appropriately and ethically in their academic work.

What do you hope to gain from your experience at Washburn that will put you a cut above the others?

Personal/Professional Branding—Differentiating yourself: Build your unique skill set!

The program provides opportunities to build your own portfolio of skills and competencies through the required academic program, elective courses, and extra-curricular activities. You should consider how you intend to distinguish yourself in the professional labor market and in all aspects of your life. What do you hope to gain from your experience at Washburn that will put you a cut above the others? We hope that you will take advantage of leadership opportunities offered through student organization involvement and the leadership certificate program. What about study abroad and how that relates to international business development? Several short-term and long-term opportunities are available through our Magellan Exchange and International Business Experience course. Is your goal to start your own business? Why not complete a Certificate in Entrepreneurship? We encourage you to push yourself, to work hard, to build a solid foundation that will serve you for the rest of your professional career. Many of these opportunities can be recognized officially as a Washburn Transformational Experience (WTE).

School of Business Values Statement (condensed): To guide our endeavor, the School of Business has adopted a values statement that nourishes an environment of creativity and risk-taking in teaching, learning and scholarship which is essential to Washburn's pursuit of quality human development and "learning for a lifetime." Stakeholders of the Washburn School of Business should expect their interactions to be guided by principles, including but not limited to honesty, trust, fairness, respect, integrity and responsibility.

With your help, we intend to nourish an environment of creativity and risk-taking in teaching, learning and scholarship — essential to quality development and "learning for a lifetime."

Students act responsibly when they

- Properly prioritize their commitments to the program
- Manage their work and family responsibilities so they may attend class and be fully engaged in other program activities and requirements
- Understand the requirements and expectations of their degree programs and plan their class schedules consistent with these expectations
- Accept criticism in a professional manner and with the understanding that such feedback is designed to improve their business skills and critical thinking
- Arrive to each class session prepared
- Contribute substantively to the classroom dialogue
- Approach the course material thoughtfully

Faculty act responsibly when they

- Maintain currency in their field
- Freely share their knowledge with students
- Develop coursework that is focused, relevant, coherent and adds value to students' career skills and ambitions
- Critically assess students' work in a constructive and rigorous manner
- Challenge students to grow intellectually and professionally
- Create an environment that is conducive to learning
- Assist students in understanding the requirements and expectations of their degree programs

School of Business Advising Policy: It is important that any student who is working to complete a BBA degree be advised by an academic advisor located within the School of Business office in Henderson 114 or, after the evaluation of transfer credit, by a member of the School of Business faculty in his/her major.

As a business professional in training, the student has the ultimate responsibility for understanding the requirements of his/her degree program, for monitoring his/her own progress in the program, and for ensuring that the program requirements, including course prerequisites, are met in order and on a timely basis. We require students to be able to process and use a degree audit and encourage students to bring their degree audit to every advising session. A full list of graduation requirements and expectations can be found in the student's academic catalog.

There are four steps that must be initiated by the student for progress towards the completion of the BBA degree. These steps include:

1. Declaration of Major:

Once students have decided on a major, they need to formally declare their program in the School of Business office. Until the requirements for full admission to the School of Business are met (listed below), students will be classified as a “pre-major” in their desired area. Declarations may always be updated to reflect their final decision. At each new declaration it is important to consult an advisor for any degree requirement changes.

2. Application for Admission to the School of Business:

At the completion of your sophomore year you should be ready to apply for formal admission into the School of Business. To be eligible you must have successfully completed MA141 Applied Calculus as well as all six of the lower division core courses, have an overall grade point average of 2.0 or higher, and have completed a minimum of 54 semester hours. Students should apply as soon as they are eligible.

The seven classes required for admission include:

- | | |
|---|--------------------------------------|
| MA141 Applied Calculus I | EC200 Principles of Microeconomics |
| AC224 Financial Accounting | EC201 Principles of Macroeconomics |
| AC225 Managerial Accounting | BU250 Management Information Systems |
| EC211 Statistics for Business and Economics | |

Each of these courses, and their prerequisite courses, must be completed with a grade of “C” or better.

Upon admission, students will move from “pre-major” status to major status in their intended majors. They may be asked to submit a new declaration of major form.

3. Review of Degree Audit:

Degree Audits are available to students through MyWashburn as an unofficial means of determining what requirements are needed in order to graduate. It is important that every student know how to process and understand their individual degree audit. We require students to be able to process and use degree audit and encourage students to bring their degree audit to every advising session.

4. Application for Degree:

Early in the semester of graduation, students planning to graduate must file an Application for Degree form through the Student Academics tab in MyWashburn to initiate a graduation check.

Are you considering a graduate degree?

A university's accreditation can play a big role in obtaining entrance into the world's top graduate programs. All degree programs offered by the School of Business are accredited by AACSB-International, the world's oldest and most prestigious business accreditation body. AACSB accreditation is held by fewer than 15% of the world's business schools and is a reflection of our commitment to excellence.

EARNED EXCELLENCE



THE BEST BUSINESS SCHOOLS
IN THE WORLD

Degree Requirements for the Bachelor of Business (BBA) Degree

The basic advising principle is that among courses required by the School of Business, 100-level courses should be completed before 200-level courses, which should be completed before 300-level courses, which should be completed before 400-level courses.

To graduate with a BBA degree students must satisfy the requirements common to all Washburn Bachelor degrees as well as the specific degree requirements for the School of Business. These requirements may be found in full detail in the university catalog, available at this link: <http://www.washburn.edu/main/academics/academic-catalog/>

The School of Business degree requirements include four separate components, they are:

- 1) The successful completion (C or better) of all required correlate and lower core requirements, which include:

Correlates

MA140 Statistics

MA141 Applied Calculus

CN150 Public Speaking

Two of the following three:

AN112 Cultural Anthropology

PY100 Principles of Psychology

SO100 Introduction to Sociology

Lower Core

AC224 Financial Accounting

AC225 Managerial Accounting

BU250 Management Information Systems

EC200 Principles of Microeconomics

EC201 Principles of Macroeconomics

EC211 Statistics for Business and Economics

- 2) Formal **Admission to the School of Business and Change of Status from “Pre-major” to “Major.”** Students may complete no more than 30 hours of AC/BU courses without being formally admitted.
- 3) The successful completion (C or better) of all required upper-division core requirements, the global dynamics requirement, an additional 24 hours of major specific courses, and WTE* activities. These requirements include:

Upper Core

BU315 Legal Environment of Business

BU342 Organization and Management

BU347 Production and Operations Management

BU360 Principles of Marketing

Global Dynamics Requirement (choose one):

BU 355 International Business,

BU 477 International Finance, or

EC 410 International Economics

BU381 Business Finance

BU449 Strategic Management

- 4) Completion of the **Major Field Test*** as well as final completion (including final artifact) of **WTE** project**.

Major-Specific Courses

The additional 24 hours of upper-division coursework beyond the core courses offered by the School of Business may be satisfied in either of the following ways:

- A student may select courses from a number of subject areas within the School of Business and receive a BBA with a major in general business.
- Alternatively, a student may complete one (or more) of the following major areas of concentration within the 24 semester hours. These major areas are Accounting, Economics, Entrepreneurship, Finance, International Business, Management, and Marketing.

*The Major Field Test (MFT) is a graduation requirement for all business majors. This exam will be administered during our BU449 Strategic Management course. The MFT is a national standardized exam that is given to approximately 600+ institutions every year. ***Washburn's School of Business has consistently ranked in the top 25th percentile!!*** We proudly list all of our students who score at or above the 75th percentile every year in our fall newsletter.

**The Washburn Transformational Experience (WTE) is an optional program which gives students the opportunity to complete a unique, individualized project with a faculty mentor that will enhance their degree and offer a specific, targeted experience that can be shared with current and potential employers. All students are encouraged to participate, especially those looking to demonstrate their willingness to go above and beyond the minimum standards.

SCHOOL OF BUSINESS MAJORS: QUICK GLANCE

Accounting:

- AC321 Intermediate Financial Accounting I
- AC322 Intermediate Financial Accounting II
- AC325 Cost Accounting
- AC330 Accounting Systems
- AC423 Federal Taxation I
- AC425 Auditing
- Six additional upper-division elective hours in accounting, business, or economics.

Economics:

- EC300 Microeconomic Analysis
- EC301 Macroeconomic Theory
- Six additional hours of upper-division in Economics (including EC410 if not used for the Global Dynamics Requirement.)
- Twelve additional upper-division elective hours in accounting, business, or economics.

Entrepreneurship:

- BU343 Entrepreneurship, Innovation and Creativity
- BU369 Entrepreneurial Marketing
- BU389 Entrepreneurial Finance for Small Business
- BU370 Entrepreneurship Clinic
- Twelve additional upper-division elective hours in accounting, business, or economics.

Each major within the School of Business requires 24 hours beyond the business core requirements. With careful planning on the part of the student, two concentrations may be completed within the 24 hour total by meeting all major-specific course requirements of the two concentrations. It may not be possible, however, to complete the specific requirements of two concentrations in the same semester.

For example, a student may elect to complete the four specific courses required by the Marketing program and the four specific courses required of the Finance program in completing their 24 hour major requirement. Upon graduation, this student's transcript would then state that they had completed a Bachelor of Business Administration Degree with a major in Marketing and a major in Finance.

Finance:

- BU483 Investments
- BU488 Financial Management
- EC485 Money and Banking
- One finance elective chosen from: BU374 Principles of Risk and Insurance, BU484 Applied Portfolio Management, and BU477 International Finance
- Twelve additional upper-division elective hours in accounting, business, or economics.

International Business:

- BU356 Cross-Cultural Management
- BU368 International Marketing
- BU457 Multinational Enterprises
- EC410 International Economics or BU477 International Finance
- Study Abroad/Foreign Language (SAFL) Requirement*
- Twelve additional upper-division elective hours in accounting, business, or economics.**

Management:

- BU345 Human Resource Management
- BU346 Organizational Behavior
- EC341 Labor Economics
- One management elective chosen in consultation with the student's advisor—may include options such as BU343, BU356, BU370 and BU406.
- Twelve additional upper-division elective hours in accounting, business, or economics.

Marketing:

- BU362 Marketing Research
- BU364 Consumer Behavior
- BU471 Marketing Management
- One marketing elective chosen from: BU361 Principles of Retailing, BU363 Promotion, BU366 Sales, BU368 International Marketing, or BU473 Marketing Channels
- Twelve additional upper-division elective hours in accounting, business, or economics.

*The SAFL requirement may be met with BU406 International Business Experience (recommended) or at least three credit hours earned through a university-approved study abroad or international internship, or six credit hours of course work in one of the modern foreign languages at the intermediate level or above.

**If BU406 or any other experience abroad resulting in BU3XX credit is completed, the student will only need nine additional upper-division elective hours. However, if the study abroad experience is not within the School of Business and/or this requirement is met with six hours of foreign language, then 12 additional upper-division elective hours will be required.

Degree Completion Plan for BBA:

Valid for catalog years: 2016-2017

Following this recommended schedule ensures BBA degree completion in four years. This worksheet does not replace processing a degree audit which illustrates the completion of specific degree requirements on an individualized basis.

Name: _____
WIN: _____
Advisor: _____
Date: _____

Freshman Year: (30 hours)

First Semester-15 hours

- _____ WU101/IS100/HN101 Washburn Experience*
- _____ EN101 Freshman Composition
- _____ MA116 College Algebra
- _____ AN112/PY100/SO100—1st choice
- _____ General Education or Elective _____

Second Semester-15 hours

- _____ CN150 Public Speaking
- _____ AN112/PY100/SO100—2nd choice
- _____ MA141 Applied Calculus I
- _____ General Education or Elective _____
- _____ General Education or Elective _____

*WU101/IS100/HN101 will be waived for transfer students who start at Washburn with more than 24 hours of college credit completed.

Sophomore Year: (60 hours)

Third Semester-15 hours

- _____ AC224 Financial Accounting
- _____ BU250 Management Information Systems
- _____ EC200 Principles of Microeconomics
- _____ MA140 Statistics
- _____ General Education or Elective _____

Fourth Semester-15 hours

- _____ AC225 Managerial Accounting
- _____ EC201 Principles of Macroeconomics
- _____ EC211 Statistics for Business and Economics
- _____ General Education or Elective _____
- _____ General Education or Elective _____

Apply for Admission to the School of Business. Requires: Completion of 54 hrs, 2.0 cumulative GPA, MA141, AC224, AC225, BU250, EC200, EC201 and EC211 completed with a C or better. Applications should be submitted during the last semester the student will have all seven courses completed. No more than 30 AC/BU hours may be completed prior to full admission to the School of Business.

Junior Year: (90 hours)

Fifth Semester-15 hours

- _____ BU342 Organization & Management
- _____ BU360 Principles of Marketing
- _____ BU381 Business Finance
- _____ EN300 Advanced Composition
- _____ General Education or Elective _____

Sixth Semester-15 hours

- _____ BU315 Legal Environment of Business
- _____ BU347 Production & Operations Management
- _____ BU355 / BU477 / EC410 Global Dynamics Requirement
- _____ Major-Specific or Upper Division AC/BU/EC
- _____ General Education or Elective _____

Senior Year: (120 hours)

Seventh Semester- 15 hours

- _____ Major-Specific or Upper Division AC/BU/EC
- _____ Major-Specific or Upper Division AC/BU/EC
- _____ Major-Specific or Upper Division AC/BU/EC
- _____ Major-Specific or Upper Division AC/BU/EC
- _____ General Education or Elective _____

Eighth Semester-15 hours

- _____ Major-Specific or Upper Division AC/BU/EC
- _____ Major-Specific or Upper Division AC/BU/EC
- _____ Major-Specific or Upper Division AC/BU/EC
- _____ BU449 Strategic Management
- _____ General Education or Elective _____

Summer Session: (4 hours)

(may be completed at any point in the 4 year schedule)

- _____ General Education or Elective (Internship?)

Specific Rules to Follow:

- Keep in mind, 100 level courses should be completed before 200-level, which should be completed before 300-level, which should be completed before 400-level courses.
- All required courses must be taken for letter grade and completed with a C or better. These include all courses used to meet correlate, core, and major-specific requirements.
- Prerequisite courses must be completed with a C or better. Students who advance enroll, then later do not complete the prerequisite course with a C or better must withdraw from any course that requires that prerequisite.

Students are strongly encouraged to further enhance their business degree by completing programs such as:

- _____ Washburn Transformational Experience
- _____ Study Abroad _____ Minor in _____
- _____ Honors _____ Foreign Language
- _____ Leadership _____ Community Service

Catalog Requirements for BBA:

Valid for Catalog Years 2016-2017
Expires Summer 2023

Name: _____

WIN: _____

Advisor: _____

Date: _____

Core University Requirements (12 hours):

- EN101 Freshman Composition
- MA116 College Algebra
- WU101/HN101 Washburn Experience*
- EN300 Advanced Composition

*WU101/IS100/HN101 will be waived for transfer students starting at Washburn with more than 24 hours of college credit completed.

Business Correlate Requirements (15 hours):

- CN150 Public Speaking
- MA140 Statistics (*MA116)
- MA141 Applied Calculus I (*MA116)

Two out of the three of:

- AN112 Cultural Anthropology
- PY100 Principles of Psychology
- SO100 Introduction to Sociology

General Education Requirements: Consists of three different categories; humanities, natural sciences and social sciences. Only six hours from one discipline may be applied towards general education requirements.

Humanities (15 hours): 12 hours + CN150 correlate, must include three hours of Art, Music or Theater.

- AR/MU/TH _____ (3)
- _____ (3)
- _____ (3)
- _____ (3)

Natural Sciences (12 hours): 6 hours + MA140 and MA141, must include two separate disciplines other than math.

- _____ (3)
- _____ (3)

Social Sciences (15 hours): 9 hours + 6 hours of AN112/PY100/SO100 correlate.

- _____ (3)
- _____ (3)
- _____ (3)

Note: Business majors may not use EC100, EC200 or EC201 towards their social science hourly requirement.

Electives (minimum 7 hours):

We recommend BU101/115, CM101, Leadership courses, internships, study abroad, foreign languages, minors, etc.

- _____
- _____
- _____

***Please Note:** Prerequisite courses must be completed with a C or better. Students who advance enroll, then later do not complete the course with a C or better, must withdraw from any course that requires that prerequisite.

All required courses (core university, business correlate and AC/BU/EC courses) must be taken for letter grade and completed with a C or better.

Lower Division Core Requirements (18 hours):

- AC224 Financial Accounting (*EN101, MA116, 24 hrs)
- AC225 Managerial Accounting (*AC224, BU250 concurrent)
- BU250 Management Information Systems (*EN101, MA116, 24 hrs)
- EC200 Principles of Microeconomics (*MA116, 24 hrs)
- EC201 Principles of Macroeconomics (*MA116, EC200, 24 hrs)
- EC211 Statistics for Business & Economics (*MA116, MA140)

Admission to the School of Business: Students need to apply early in their junior year. To be eligible, students need a C or better in AC224, AC225, BU250, EC200, EC201, EC211, and MA141. Admission is required to enroll in all 400-level AC and BU courses and any AC/BU courses beyond 30 hours. 30 hours must be completed after admission. *Applications should be submitted during the last semester the student will have all seven courses completed.*

Upper Division Core Requirements (21 hours):

- BU315 Legal Environment of Business (*EC200, EC201, 54 hrs)
- BU342 Organization & Management (*EC200, EC201, two out of three of AN112/PY100/SO100, 54 hrs)
- BU347 Production & Operations Management (*MA141, AC225, BU250, EC211, BU342, 54 hrs)
- Global Dynamic Requirement (choose one):
 - BU355 International Business (*AC225, EC200, EC201, 54 hrs)
 - BU477 International Finance (*BU381, Admission)
 - EC410 International Economics (*EC200, EC201, 54 hrs)
- BU360 Principles of Marketing (*EC200, EC201, 54 hrs)
- BU381 Business Finance (*MA141, AC225, BU250, EC211, 54 hrs)
- BU449 Strategic Management (*BU342, BU347, BU360, BU381, 88 hrs)

Major-Specific Courses (24 hours)

- Upper Division AC/BU/EC _____ (3)
- Upper Division AC/BU/EC _____ (3)
- Upper Division AC/BU/EC _____ (3)
- Upper Division AC/BU/EC _____ (3)
- Upper Division AC/BU/EC _____ (3)
- Upper Division AC/BU/EC _____ (3)
- Upper Division AC/BU/EC _____ (3)
- Upper Division AC/BU/EC _____ (3)

This worksheet does not replace processing a degree audit which is a more thorough examination of requirements completed and those that are still needed. This is especially true in regard to transfer credit evaluations when typically only limited information is available.