

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION

Haven University, founded in 1969, is an Accredited United States based
Higher Education Institution offering Bachelor, Masters and Doctoral
Degrees

Requirements,
Admissions,
Objectives,
Course
Descriptions



BUSINESS DEGREE PROGRAMS

Bachelor of Science in Business Administration 2023-2024



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i. BUSINESS DEGREE PROGRAM

Haven University offers accredited Bachelor's, Master's, and Doctoral Degrees. Founded in 1969, Haven University has proven itself as a higher education learning institution as evidenced by its alumni throughout the world. The current university's student population includes students from Ghana, Thailand, Laos, Mongolia, Vietnam, the United States, the Philippines, Brazil, Kenya, Japan, and Korea.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

1. DESCRIPTION

Program Learning Objectives

- A. Students will become knowledgeable of God's inerrant Word, as well as competent in its interpretation, proclamation, and application.
- B. Understands the concept of the Christian worldview, as well as the differences between Christian and other worldviews.
- C. Students will develop business skills and use those skills by serving as Christian business leaders.
- D. Students will develop knowledge of business and apply it to their business area.
- E. Students will be equipped to serve in their lives as Christian business leaders.

Admission

A high school diploma or its academic equivalent is required for admission to the Bachelor of Science in Business Administration program. The student should be proficient in the English language. Applicants should have no less than a 2.0 GPA with letters of recommendation from instructors and an employer regarding academic and spiritual qualifications to pursue an education in business administration. An interview with a faculty member of Haven University is required. This will be arranged through the school office.

Course Requirements

A total of 120 units of coursework with a minimum grade point average of 2.0 is required for graduation. The courses are primarily lectures, class discussions, and research with an expectation that the student can author college-level papers for each class.

A maximum of 60 semester units of comparable work may be transferred toward the B.S.B.A. degree from recognized universities, colleges, or community colleges if the grade is C or higher.

There will be no examination needed to graduate from the program. All that would be needed is the

completion of the minimum requirements. However, completion of the minimum requirements does not automatically qualify the student for the Bachelor of Science in Business Administration degree. He or she must have shown evidence, to the satisfaction of the Degree Committee.

Students will be in classroom settings, and each program will require class textbooks to be used. Each course will provide appropriate methods of instruction. Those may range from PowerPoint presentations, whiteboards, and/or handouts depending on the discretion of the Instructor or Professor.

Graduation Requirements

A candidate for the Bachelor of Science in Business Administration shall have:

1. Successfully completed a minimum of 120 units of coursework, with a cumulative grade point average (CGPA) of 2.0 or higher on a 4.0 scale.
2. Successfully completed all degree requirements within the Maximum Time Frame (MTF) of six (6) years. The program is normally eight (8) semesters in length.
3. Filed all the necessary graduation forms according to the timetable provided by the Office of Administration.
4. Settled all financial obligations to Haven University.

2. TUITION & FEES

Total Program Cost - Including Tuition & Fees	
Bachelor of Science in Business	Application Fee 100.00 • Tuition - 120 units @ 275.00/units @ 33,000 • Books and Supplies (approximate) 900.00 • Graduation fee 300.00 • Total: 21, 408.00
Master of Business Administration	Application Fee 100.00 • Tuition - 39 units @ 475/unit 19,908 • Books and Supplies (approximate) 900.00 • Graduation fee 350.00 • Total: 21, 408.00

items	Fees
Application Fee	100.00
Student Association Fee	45.00 (Per Semester)
Registration Fee	60.00 (Per Semester)

Total Program Cost - Including Tuition & Fees

Late
Registration Fee \$100.00

Registration
Confirmation
Fee \$20.00

Graduation
Confirmation \$20.00

Initial I-20
Issuance Fee \$300 (Payable to SEVIS) and \$200 (school fee)

Replacement I-
20 Fee \$20 per person

Technology &
Access Fee \$75.00 (Per Semester)

Online Learning
Fee \$ 75.00 (Per Semester for Online Learners)

Transcript Fee \$20.00 (Per Transcript)

3. COURSE REQUIREMENTS

General Education (30 units):

(Required 21 units)

GE110 Writing and Composition (3 units)
GE125 American History
GE126 American History/Nevada Constitution (3 units)
GE140 Introduction to Natural Science (3 units)
GE210 Introduction to Management (3 units)
GE215 Information Technology (3 units)
GE230 Introduction to Sociology (3 units)
GE320 Basic Research Methods (3 units)
GE333 Cultural Anthropology (3 units)

(Electives 9 units)

GE130 World History (3 units)

Business Core Studies - (42 units)

(Required 42 units)

AC100 Accounting I (3 units)
BU100 Introduction to Business Management
(3 units)
BU110 Business Ethics (3 units)
BU120 Sales and Marketing (3 units)
BU130 Business Information Systems (3 units)
EC141 Microeconomics (3 units)
EC142 Macroeconomics (3 units)
AC203 Financial Accounting (3 units)
BU200 Business Law (3 units)
BU205 Financial Management (3 units)

<p>GE145 Introduction to Economics (3 units) GE225 Introduction to Philosophy (3 units) GE235 Introduction to Psychology (3 units) GE315 College Math & Statistics (3 units) GE325 Speech and Presentation (3 units) GE400 Undesignated Elective (3 units)</p>	<p>BU210 Organizational Theory and Development (3 units) BU213 Organizational Behavior (3 units) BU220 International Business (3 units) EB225 E- Business Models and Strategies (3 units)</p>
<p>Professional Studies (39 units): <i>(Required 33 units)</i> AC300 Accounting II (3 units) AC303 Managerial Accounting (3 units) BU315 Human Resource and Labor Relations (3 units) BU320 Business Statistics (3 units) EB325 E-Business Systems Development (3 units) BU330 Venture and Capital (3 units) TX300 Principles of Taxation (3 units) BU405 Advanced Financial Management (3 units) BU410 Entrepreneurial Leadership (3 units) BU433 Business Forecasting and Simulation (3 units) TX400 Advanced Taxation (3 units) <i>(Electives 6 units)</i> AC400 Accounting III (3 units) BU415 Public Relations (3 units) BU435 Business Competitive Strategies (3 units) EB425 Advanced E-Business Architecture (3 units)</p>	<p>Biblical Studies and Mission (9 units) <i>(Required 9 units)</i> OT101 Old Testament Introduction (3 units) NT101 New Testament Introduction (3 units) PT240 Introduction to Evangelism and Missions (3 units) TH106 Introduction to Christian Ethics (3 units)</p>

4. COURSE DESCRIPTIONS

BUSINESS CORE STUDIES

AC100 Accounting I (3 units)

Prerequisites: None

This course will provide students with a strong foundation in generally accepted accounting principles and techniques needed for success in careers in accounting or other business-related fields. The course includes the following topics: Measuring and Recording Business Transactions, Business Income and Adjusting Entries, Completion of the Accounting Cycle, Accounting for Merchandising Operations, Inventories, Internal Control and Cash, Receivables, and Accounting Information Systems

AC203 Financial Accounting (3 units)

Prerequisites: AC100

This course emphasizes the financial statement as a means of diagnosing a company's strengths and weaknesses to enable the company to make decisions on loans, investments, acquisitions, and employment. It will cover the economic and political forces impacting accountants. Included in the course are topics of financial statements, analysis and data mining, balance sheets, cash flows, revenue cycle, expenditure cycle, and decision-making.

AC300 Accounting II (3 units)

Prerequisites: AC100

This section of the course teaches students special journals, handling cash receipts, cash payments, banking activities, and payroll concepts and procedures.

AC303 Managerial Accounting (3 units)

Prerequisites: AC100

Managerial accounting is concerned with the application of accounting principles and methodologies to key management decisions within organizations. It provides principles to foster the goals of the organization, as well as a better understanding of the external business environment in which an organization operates.

AC400 Accounting III (3 units)

Prerequisites: AC200

This section of the program teaches students combined journals, preparation of worksheets, and complete accounting for merchandising businesses. Students are also taught accounting for bad debts, notes receivable, and notes payable.

BU100 Introduction to Business Management (3 units)

Prerequisites: None

This course introduces the concept of business management and organization; managerial functions of planning, organizing, directing, controlling; decision-making; human relations; motivation; communications; leadership, and Information technology.

BU110 Business Ethics (3 units)

Prerequisites: None

This course is a study of the ethical principles governing business activity with special emphasis on current business issues and ethical business practices.

BU120 Sales and Marketing (3 units)

Prerequisites: None

This course is a study on effective methods for marketing products and services. Advertising techniques and direct mail are discussed. Consumer profiles, organizational personalities, and demographics are presented as components of market research and analysis.

BU130 Business Information Systems (3 units)

Prerequisites: None

This course will focus on information systems that support business decisions, internal business processes, customer relations, and interaction with suppliers. It deals with the organizational foundations of such systems, their strategy role, and the organizational and management changes driving electronic commerce, electronic business, and emerging digital firms. The course also includes an overview of the hardware, software, data storage, and telecommunications technologies needed for information systems.

BU200 Business Law (3 units)

Prerequisites: None

This course teaches the student the different rules and laws that govern the different forms of business.

BU205 Financial Management (3 units)

Prerequisites: None

This course is an introduction to finance, its importance, and relevance. Financial environment and financial objectives, financial statement, cash flow, taxes, risk, rates of return, time value of money, bonds, stocks, and capital will be included.

BU210 Organizational Theory and Development (3 units)

Prerequisites: None

This course examines the field of organizational development and provides a background in its theory and application. It will also include the topics of the history of organizational development theory, models for organizational structure and change, and advances in organizational development theory.

BU213 Organizational Behavior (3 units)

Prerequisites: None

This course provides a comprehensive analysis of individual and group behavior in organizations. Its purpose is to provide an understanding of how organizations can be managed more effectively and at the same time enhance the quality of employees' work life. Topics include motivation, rewarding behavior,

stress, individual and group behavior, conflict, power and politics, leadership, job design, organizational structure, decision-making, communication, and organizational change and development.

BU220 International Business (3 units)

Prerequisites: None

This course covers how the global economic, political, and cultural environment affects domestic and international businesses, international operations and dependency, and public policy decisions.

BU315 Human Resource and Labor Relations (3 units)

Prerequisites: None

This course introduces the basic concepts of employee relations and satisfaction based on company policy and legal regulations. Topics include compensation, benefits, OSHA requirements, unionization and collective bargaining, and ethical issues.

BU320 Business Statistics (3 units)

Prerequisites: None

This is an introductory course to the relationship of business and statistics. Statistical methods and hypotheses will be discussed. Major topics include mean, median, mode, random variable, binomial probabilities, and confidence limits.

BU330 Venture and Capital (3 units)

Prerequisites: None

This course provides insight and knowledge about the entrepreneurial process. Materials will include the driving forces of entrepreneurship: opportunity recognition, team resource requirements, and effective business plan. Including topics of equity creation, recognizing opportunities, the effect of the internet, attitudes and behaviors, rewards and incentives, ethics, finance, and business plan.

BU405 Advanced Financial Management (3 units)

Prerequisites: None

This course is a continuation course on finance management and will include topics such as capital budgeting, capital structure and leverage, distributions, dividends, current asset management and financing, hybrid financing, mergers, LBOs, and holding companies.

BU410 Entrepreneurial Leadership (3 units)

Prerequisites: None

The study of successful leaders, their leadership styles, and their companies will be used to teach the students the techniques to move a company from mediocre to great. Also, included are topics of goal

setting, culture development, vision, profits, technology, effects of change, discipline, and necessary leadership qualities.

BU415 Public Relations (3 units)

Prerequisites: None

This course provides students with a detailed introduction to public relations, including its historical origins, and its distinctions from advertising. Students will study theories of the public and public relations theory while learning the many roles of the public relations practitioner and the public relations agency. Through case studies, students will examine the legal and ethical concerns of P.R. while studying press releases, newsletters, and personal appearances.

BU433 Business Forecasting and Simulation (3 units)

Prerequisites: None

This course examines the application of economics theory and methodology needed by business managers to forecast both technical and non-technical needs. Topics include tools and techniques for analysis, consumer and firm behavior, product demand, evaluation of decisions, technology benefits and challenges, and interactions between firms and the marketplace.

BU435 Business Competitive Strategies (3 units)

Prerequisites: None

This course addresses the complex future faced by existing businesses. Materials will cover strategic and organizational issues, restructuring, mergers and acquisitions, technological change, strategic alliances, and the challenges of creating and serving markets around the world. Topics include strategic goals, competitive environment, value chains, focus strategies, ethics, diversification, globalization, cooperation and competition, organization design practices, and implementing change.

EB225 E- Business Models and Strategies (3 units)

Prerequisites: None

Internet business is a dynamic interdisciplinary topic utilizing concepts from business and technology. In this course, the basics of Internet business are introduced from both aspects. Models of internet business such as B-B and B-C are studied in addition to various revenue models. Strategies that lead to a successful e-business such as customer relation management (CRM) and supply chain management (SCM) are introduced. Security and legal issues are also covered.

EB325 E-Business Systems Development (3 units)

Prerequisites: None

This course challenges students to explore the realities and implications of e-commerce from a marketer's perspective. Business-to-consumer (B2C) and business-to-business (B2B) e-commerce markets are

examined. The course introduces students to a wide range of electronic commerce issues for marketers, as a foundation for continual learning in the dynamic e-commerce environment.

EB425 Advanced E-Business Architecture (3 units)

Prerequisites: None

This course focuses on work systems that make extensive use of computer and communication technologies to perform work more efficiently and satisfy new and existing customer desires through the application of cost-effective technologies. Topics include building and maintaining systems, innovation, obstacles, frameworks and analysis, data modeling, database management systems, and functional information system business systems.

EC141 Microeconomics (3 units)

Prerequisites: None

This course continues the study of economics by introducing the basic concepts of microeconomics from the nature of consumer demand through the world economy.

EC142 Macroeconomics (3 units)

Prerequisites: None

This course will introduce the fundamentals of macroeconomic topics such as employment, inflation, economic growth, international trade, the Federal Reserve System, and government budget deficit and national debt.

TX300 Principles of Taxation (3 units)

Prerequisites: None

This course introduces the fundamentals of tax that relate to business and individuals. Emphasis will be placed on Federal income taxation and its impact on business and personal financial decisions. The course content is relevant to all aspects of business and accounting study. It will also provide a meaningful foundation for those students who choose to pursue further tax-related studies.

TX400 Advanced Taxation (3 units)

Prerequisites: None

The course emphasizes the tax planning techniques and opportunities for individuals and businesses to avoid or minimize the present value of tax liabilities through property acquisitions, exchanges, and dispositions, deferred and installment sales, corporate reorganizations, liquidations, and other pass-through entity structures such as limited liability companies, trusts, estates, and personal holding companies.