

B.A. in Business Administration

A Business Administration degree has major social importance in today's society, which is characterized by the mass production of goods and services. Furthermore, because of increasingly keen competition in the marketplace, managers at all levels need special expertise to be able to perform their duties under difficult circumstances with sustained and constant effort. Today's managers must have a vision, an enterprising spirit and an ability to find and apply novel solutions in general markets as well as niche markets. In brief, a highly developed competitive ability is required in order to successfully deal with market obstacles. The demand for administrators and managers possessing these qualities is high in the marketplace.

José María Vargas University addresses the training of business managers in a unique way, ensuring the education of professionals at high levels of academic quality. This is achieved through the delivery of an excellent curriculum by highly qualified faculty, appropriate instructional methodology offering both laboratory and classroom learning experiences throughout the academic process and the support of modern educational technology.

Program Objectives

Upon completion of the B.A. in Business Administration at Jose maria Vargas University, students will be able to:

1. Apply theories, contemporary models, and administrative tools within the global business environment.
2. Examine different functions pertinent to the business context such as management, marketing, accounting, finance, human resources, information technology, entrepreneurship and manufacturing.
3. Use effective business communication to foster effective collaboration.
4. Identify leadership qualities and the differing leadership styles.
5. Distinguish challenges and opportunities of businesses in a global setting.
6. Identify and Implement ethical approaches in the business environment

This program is offered exclusively in English or in Spanish.

Program Delivery

Students enrolled in the B.A. in Business Administration will complete at least 51% and up to 99% of the coursework online. At least 1% of the course will be offered on campus.

DISTANCE LEARNING EDUCATION INFORMATION

Technological requirements for Distance Education Students:



Students must have ready access to all standards outlined. Additionally, some courses require the ability to download and install software.

It is recommended that students need to have basic technological proficiency. Assignments may include, but are not limited to, word processing, document creation, digital slide presentations, and recording video presentation. Students that don't have the basic technological proficiency can benefit from the university's optional offered trainings in the mentioned areas.

Devices

- A Desktop or laptop device is necessary to complete the coursework.
- Desktop or laptop device must have Windows 8/10 or MacOS 10.10 or above and the capability of producing sound via speakers or headphones.
- Mobile devices may be used for some, but not all, LMS functions. A mobile device cannot replace a desktop/laptop.

Connectivity

- High-speed Internet connection: Cable, DSL, etc.
- Internet Web Browser (Firefox, Internet Edge, Safari, or Google Chrome).
- Personal or university e-mail account.

Recommended creation/processing software

- Word Processor (MS Word, Google Docs, etc.).
- PDF Reader (Adobe Acrobat Reader or Apple Preview).
- Additional software may be required for certain courses.

Students privacy:

Student privacy is very important to the university. Students the university FERPA statement located university website under the consumer disclosures tab in the financial aid section. Students may also review the student records section of the university catalog pages 79-80 for more information on privacy.

Verification of Identity Protection:

During the admissions process students will be asked to provide a copy of their state or government issue ID. After students begin their program they will be required to upload a face picture to their Vargas Portal profile. Student identities will be verified and their privacy protected through the use of a student a unique username and password during the Admissions process. The Admissions and Financial Aid Offices will verify incoming student documentation. Student privacy will be protected through the https secure connection of the Vargas Portal. Students will login online and agree through a student agreement that they are the sole users of the course materials. Students will be ask to submit their assignments on the Vargas Portal.

Additional Distance Education Fees:

There are no platform access fees, online library access fees, fees associated with identity verification and the course textbooks maybe purchased by the students on amazon.com and other online retail stores. If students desire the university to purchase the course textbooks for the student, the university will charge the cost of the book plus \$30 to



the student account. Through the Vargas Portal students will be able to pay the charges, if they desire the university to buy the books for them.

Graduation Requirements

A total of 120 credit hours must be completed by taking the following courses:

I. General Education Requirements (Lower Level Courses) (Semesters I – IV)

| COURSE NUMBER | COURSE TITLE | DELIVERY MODE | COURSE TYPE | TOTAL COURSE CREDIT/CLOCK HOURS | ONLINE CREDIT HOURS | IN PERSON COMPONENT |
|---------------|---|---------------|-------------------|---------------------------------|---------------------|---------------------|
| SLS 1601 | Orientation & Study and Research Techniques | ONLINE | General Education | 3.00 | 3 | 0 |

Area of Communications (requirement of 4 courses for 12 CR)

| COURSE NUMBER | COURSE TITLE | DELIVERY MODE | COURSE TYPE | TOTAL COURSE CREDIT/CLOCK HOURS | ONLINE CREDIT HOURS | IN PERSON COMPONENT |
|---------------|------------------------------|---------------|-------------------|---------------------------------|---------------------|---------------------|
| ENC 1000 | Oral & Written Communication | ONLINE | General Education | 3.00 | 3 | 0 |
| ENC 1101 | Composition I | ONLINE | General Education | 3.00 | 3 | 0 |
| ENC 1102 | Composition II | ONLINE | General Education | 3.00 | 3 | 0 |
| SPC 1053 | Oral Expression | ONLINE | General Education | 3.00 | 3 | 0 |

Area of Mathematics (requirement of 2 courses for 6 CR)

| COURSE NUMBER | COURSE TITLE | DELIVERY MODE | COURSE TYPE | TOTAL COURSE CREDIT/CLOCK HOURS | ONLINE CREDIT HOURS | IN PERSON COMPONENT |
|---------------|--------------|---------------|-------------|---------------------------------|---------------------|---------------------|
|---------------|--------------|---------------|-------------|---------------------------------|---------------------|---------------------|

| | | | | | | |
|----------|--|--------|-------------------|------|---|---|
| MAC 1105 | College Mathematics I - Algebra & Geometry | ONLINE | General Education | 3.00 | 3 | 0 |
| MAC 1114 | College Mathematics II - Geometry & Trigonometry | ONLINE | General Education | 3.00 | 3 | 0 |

Area of Social Sciences (requirement of any 1 courses for 3 CR)

| COURSE NUMBER | COURSE TITLE | DELIVERY MODE | COURSE TYPE | TOTAL COURSE CREDIT/CLOCK HOURS | ONLINE CREDIT HOURS | IN PERSON COMPONENT |
|---------------|----------------------------------|---------------|-------------|---------------------------------|---------------------|---------------------|
| WOH 1001 | World History | ONLINE | Elective | 3.00 | 3 | 0 |
| SYD 3021 | U.S. Populations | ONLINE | Elective | 3.00 | 3 | 0 |
| PCB 304 | People and the Environment | ONLINE | Elective | 3.00 | 3 | 0 |
| GEA 223 | Geography of America and Eurasia | ONLINE | Elective | 3.00 | 3 | 0 |

Area of Natural Sciences (requirement of any 2 courses for 6 CR)

| COURSE NUMBER | COURSE TITLE | DELIVERY MODE | COURSE TYPE | TOTAL COURSE CREDIT/CLOCK HOURS | ONLINE CREDIT HOURS | IN PERSON COMPONENT |
|---------------|--------------------------------|---------------|-------------|---------------------------------|---------------------|---------------------|
| BSC 1005 | Biology | ONLINE | Elective | 3.00 | 3 | 0 |
| CHM 1025 | General Chemistry | ONLINE | Elective | 3.00 | 3 | 0 |
| BSC 1085 | General Anatomy and Physiology | ONLINE | Elective | 3.00 | 3 | 0 |
| PHY 248 | General Physics | ONLINE | Elective | 3.00 | 3 | 0 |
| MCB 2240 | Etiology of Diseases | ONLINE | Elective | 3.00 | 3 | 0 |

Area of Humanities and Art (requirement of 2 courses for 6 CR)

| COURSE NUMBER | COURSE TITLE | DELIVERY MODE | COURSE TYPE | TOTAL COURSE CREDIT/CLOCK HOURS | ONLINE CREDIT HOURS | IN PERSON COMPONENT |
|---------------|------------------|---------------|-------------------|---------------------------------|---------------------|---------------------|
| ARH 2000 | Art Appreciation | ONLINE | General Education | 3.00 | 3 | 0 |
| ARH 2010 | Art History | ONLINE | General Education | 3.00 | 3 | 0 |

Area of Behavioral Sciences (requirement of 2 courses for 6 CR)

| COURSE NUMBER | COURSE TITLE | DELIVERY MODE | COURSE TYPE | TOTAL COURSE CREDIT/CLOCK HOURS | ONLINE CREDIT HOURS | IN PERSON COMPONENT |
|---------------|--------------------|---------------|-------------------|---------------------------------|---------------------|---------------------|
| PSY 2012 | General Psychology | ONLINE | General Education | 3.00 | 3 | 0 |
| SYG 2000 | General Sociology | ONLINE | General Education | 3.00 | 3 | 0 |

Area of Philosophy (requirement of all 3 courses for 9 CR)

| COURSE NUMBER | COURSE TITLE | DELIVERY MODE | COURSE TYPE | TOTAL COURSE CREDIT/CLOCK HOURS | ONLINE CREDIT HOURS | IN PERSON COMPONENT |
|---------------|-----------------------------------|---------------|-------------------|---------------------------------|---------------------|---------------------|
| PHI 2030 | Contemporary Philosophical Issues | ONLINE | General Education | 3.00 | 3 | 0 |
| PHI 2103 | Critical Thinking | ONLINE | General Education | 3.00 | 3 | 0 |
| PHI 2600 | Ethics | ONLINE | General Education | 3.00 | 3 | 0 |

II. Professional Education Requirements (Upper Level Courses)

Semester V: (requirement of 18 CR) Required:

| COURSE NUMBER | COURSE TITLE | DELIVERY MODE | COURSE TYPE | TOTAL COURSE CREDIT/CLOCK HOURS | ONLINE CREDIT HOURS | IN PERSON COMPONENT |
|---------------|---|---------------|---------------|---------------------------------|---------------------|---------------------|
| GEB 1011 | Introduction to Business Administration | ONLINE | Core/Required | 3.00 | 3 | 0 |
| MAR 302 | Marketing | ONLINE | Core/Required | 3.00 | 3 | 0 |
| MAN 3301 | Human Resource Management | ONLINE | Core/Required | 3.00 | 3 | 0 |
| MAP 2600 | Financial Mathematics and Calculus | ONLINE | Core/Required | 3.00 | 3 | 0 |
| ACG 3073 | Accounting I | ONLINE | Core/Required | 3.00 | 3 | 0 |
| MAN 3520 | Quality Management | ONLINE | Core/Required | 3.00 | 3 | 0 |

Semester VI:(requirement of 21 CR) Required:

| COURSE NUMBER | COURSE TITLE | DELIVERY MODE | COURSE TYPE | TOTAL COURSE CREDIT/CLOCK HOURS | ONLINE CREDIT HOURS | IN PERSON COMPONENT |
|---------------|---|---------------|---------------|---------------------------------|---------------------|---------------------|
| ECO 2000 | Economics | ONLINE | Core/Required | 3.00 | 3 | 0 |
| ISM 304 | Microcomputers and Information Technology | ONLINE | Core/Required | 3.00 | 3 | 0 |
| MAN 325 | Logistic Systems | ONLINE | Core/Required | 3.00 | 3 | 0 |
| MAR 461 | Market Research | ONLINE | Core/Required | 3.00 | 3 | 0 |
| QMB 470 | Operations Research | ONLINE | Core/Required | 3.00 | 3 | 0 |
| MAN 4544 | Administrative System Design | ONLINE | Core/Required | 3.00 | 3 | 0 |
| ACG 3341 | Accounting II | ONLINE | Core/Required | 3.00 | 3 | 0 |

Semester VII: (requirement of 12 CR) Required:

| COURSE NUMBER | COURSE TITLE | DELIVERY MODE | COURSE TYPE | TOTAL COURSE CREDIT/CLOCK HOURS | ONLINE CREDIT HOURS | IN PERSON COMPONENT |
|---------------|--------------------------------|---------------|---------------|---------------------------------|---------------------|---------------------|
| (MAR 4836) | Production Management | ONLINE | Core/Required | 3.00 | 3 | 0 |
| MAN 4303 | Administration and Supervision | ONLINE | Core/Required | 3.00 | 3 | 0 |
| FIN 324 | Budget Direction and Control | ONLINE | Core/Required | 3.00 | 3 | 0 |
| GEB 410 | Planning | ONLINE | Core/Required | 3.00 | 3 | 0 |

Semester VIII: (requirement of 15 CR) Required:

| COURSE NUMBER | COURSE TITLE | DELIVERY MODE | COURSE TYPE | TOTAL COURSE CREDIT/CLOCK HOURS | ONLINE CREDIT HOURS | IN PERSON COMPONENT |
|---------------|---------------------------|---------------|---------------|---------------------------------|---------------------|---------------------|
| FIN 442 | Financial Management | ONLINE | Core/Required | 3.00 | 3 | 0 |
| ECO 424 | Cost Analysis & Inflation | ONLINE | Core/Required | 3.00 | 3 | 0 |
| ECO 470 | International Trade | ONLINE | Core/Required | 3.00 | 3 | 0 |
| MAN 4940 | Internship | RESIDENTIAL | Core/Required | 6.00 | 0 | 6 |

Electives (requirement of any 1 course for a total of 3 credits)

| COURSE NUMBER | COURSE TITLE | DELIVERY MODE | COURSE TYPE | TOTAL COURSE CREDIT/CLOCK HOURS | ONLINE CREDIT HOURS | IN PERSON COMPONENT |
|---------------|--------------------------------|---------------|-------------|---------------------------------|---------------------|---------------------|
| ISM 403 | Management Information Systems | ONLINE | Elective | 3.00 | 3 | 0 |
| GEB 415 | Consulting Processes | ONLINE | Elective | 3.00 | 3 | 0 |

| | | | | | | |
|--------------|--------------------------------------|--------|----------|-------------------------------------|------------|----------|
| CGS 310 | Computerized Managerial Applications | ONLINE | Elective | 3.00 | 3 | 0 |
| MAN 4280 | Organizational Development | ONLINE | Elective | 3.00 | 3 | 0 |
| MAN 4720 | Strategic Management | ONLINE | Elective | 3.00 | 3 | 0 |
| MAN 4583 | Project Management | ONLINE | Elective | 3.00 | 3 | 0 |
| GEB 415 | Consulting Processes | ONLINE | Elective | 3.00 | 3 | 0 |
| TOTAL | | | | 120.00 | 114 | 6 |
| | | | | Distance Education - 95% | | |

- Successful completion of the university career services requirements.