

# SCHOOL OF BUSINESS ADMINISTRATION

## School Dean

**Brad A. Kleindl**

*Matthews Hall 302, 417.625.9319*

## Degrees and Majors

### **Bachelor of Science in Business Administration**

Accounting  
Finance and Economics  
General Business  
International Business  
Management  
Marketing

### **Associate of Science**

Accounting  
General Business

### **Concentration**

Entrepreneurship

### **Bachelor of Science in Education** (in cooperation with the School of Education)

Business Education as a single teaching field  
Business Education as one of two teaching fields

### **Bachelor of Science in Management**

**Technology** (in cooperation with the School of Technology)  
General Business

## Mission

The aim of all activity in the School of Business Administration is to assist students in the development of those intellectual, personal and professional attributes which will prepare them to exercise responsibility in the complex business environment of the future. The faculty of the School of Business Administration recognizes that the pace of change in our society will quickly render vocationally oriented information and training obsolete and that the routine details and techniques of the world of work must be acquired through actual experience. The role of the School of Business Administration, therefore, is not to teach skill-specific techniques or to offer training for the first job, but to provide the educational opportunity to allow students to develop familiarity with analysis, communications, leadership and interpersonal relations within the context of professional education for business administration.

## Accreditation

The School of Business Administration is accredited by the Association of Collegiate Business Schools and Programs. ACBSP is the leading specialized accreditation association for business education to support, celebrate, and reward teaching excellence.

## Objectives

The objectives of the School of Business Administration are:

1. to maintain a relevant curriculum which will provide the necessary managerial and administrative education for the School of Business Administration graduates;
2. to prepare the School of Business Administration graduates for leadership roles by stimulating rigorous, imaginative, analytical and probing attitudes so that the graduates can express themselves competently and apply problem-solving techniques;
3. to provide a faculty committed to teaching excellence, scholarship, and community service;
4. to maintain facilities and equipment necessary to foster high quality education in the School of Business Administration;
5. to interact with the business community to identify and serve their educational needs and to provide opportunity for professional growth for our students and faculty.

## Student Organizations

**The Accounting Club** is open to accounting students seeking information regarding the profession and association with practicing accountants. Members are encouraged to attend monthly technical meetings and social functions. Members are also encouraged to become active in one or more of the area's professional accounting organizations.

**Finance Investment Club** is open to all majors seeking practical experience in portfolio management. Members actively manage the fund, which consists of stocks, bonds and mutual funds. Students are encouraged to attend monthly meetings and join the National Financial Management Association.

**Omicron Delta Epsilon** is the honorary economics fraternity open to juniors with at least 15 hours in economics or finance and a 3.5 GPA in economics or finance courses.

**Delta Epsilon Chi** is open to all majors who are interested in learning the skills of developing marketing relationships. The club facilitates members' professional development by introducing students to leading marketers, firms engaged in marketing, field trips, and through club activities. Students learn leadership skills by participating in social and club activities.

**Phi Beta Lambda** is based on a set of goals, which includes the development of competent and aggressive business leadership, creation of more interest and understanding of American business enterprise, and participation in worthy undertakings for the improvement of business and citizenship. PBL is open to all business and computer science students and serves as a vehicle for professionals.

**Missouri Southern Business Education Association** is open to all business education majors. The organization is based on a set of goals to provide students information regarding the teaching profession and to prepare them for their career. Networking opportunities are made available for mem-

bers by having teachers, school administrators, state department personnel, and various other professionals speak at the meetings.

**Students in Free Enterprise (SIFE)** is a non-profit corporation organized to promote the free enterprise system. The group participates in regional and national competitions, winning regionals three years in a row and getting 1st runner-up twice at nationals.

**The Society of Human Resource Management** is based on a set of goals, which includes familiarizing students with human resource administration, industrial psychology, and labor relations. It is also designed to keep students up-to-date on new developments and to develop a nucleus of truly professional human resources for the future.

**The International Business Club** is available to any student interested in any phase of international business. Those currently attending are from all areas of business and several non-business majors. Both U.S. and international students are represented. The monthly meetings include guest speakers from different businesses engaged in international activities and from different countries, as well as field trips to area businesses.

**Small Business Development Center**

The School of Business Administration, in conjunction with the Small Business Administration, has formed a Small Business Development Center. The SBDC was established in April 1987 and is located in the MSSU School of Business. The SBDC provides existing and start-up small businesses in Jasper, Newton, Barton, Vernon, and McDonald counties with free one-on-one consulting. In addition, the SBDC assists businesses with their training and educational needs. The Center seeks to serve those needs by developing and/or coordinating various seminars and workshops for the local businesses. The SBDC encompasses the following areas:

**The International Trade and Quality Center**

The mission of the International Trade and Quality Center in the School of Business is to:

1. develop international consulting and other relevant services for four-state organizations and individuals who are or wish to be involved in international trade;
2. assist area organizations in their quest for continuous improvement of products, processes, and services to enhance quality while reducing cost;
3. enhance the business curriculum by providing international and quality resources, internship opportunities, and other appropriate assistance for faculty and students.

These objectives are met via assessment activities, research, educational programs, consulting, and serving as a clearinghouse for materials such as books, literature, tapes, and equipment.

**The Southern Business and Economic Review**

*The Southern Business and Economic Review* is published quarterly by the Small Business Development Center within the School of Business Administration. Each issue contains local economic indicators and articles of interest to local busi-

ness people. The Bureau also maintains a data bank of economic statistics, which is available to local business people.

**Business and Economic Lecture Series**

The School of Business Administration sponsors an annual lecture series. Speakers of interest to both students and local business people appear each semester. Normally they speak both during the day and the evening. J. Peter Grace and William S. Rukeyser are two of the prominent speakers who have appeared in the series.

**SBDC Workshops** The School of Business Administration has established workshops to help local businesses with their training and educational needs. The Center seeks to serve those needs by developing and/or coordinating various seminars for the local businesses.

**The Center for Entrepreneurship's** primary purpose is to provide relevant and practical information concerning starting and running a small business. Courses are offered in the areas of management methods, accounting, financing, marketing, business plans, legal aspects, and business opportunities. These courses are offered via the Internet.

**The Heartland Procurement Technical Assistance Center** provides Southwest Missouri and Kansas businesses with general procurement counseling that can enable the businesses to expand their markets by selling goods and services to the government. Heartland PTAC offers assistance with bidder application forms, matching of products and/or services with appropriate buying activities, bid package review, pre-award and post-award assistance, and providing of specifications and other information needed to complete government bids.

**Business Core Requirements**

All B.S.B.A. candidates must take the following "core" courses in addition to the courses required in their major (See course descriptions for prerequisites):

**Business Administration Core Requirements**

		Semester Hours
Acct 201	Principles of Accounting I . . . . .	3
Acct 202	Principles of Accounting II . . . . .	3
Econ 201	Principles of Economics-Macro . . . . .	3
Econ 202	Principles of Economics-Micro . . . . .	3
Econ 350	Financial Management . . . . .	3
GB 301	Legal Environment of Business I . . . . .	3
GB 320	Business Communication (WI) . . . . .	3
GB 321	Business Statistics I . . . . .	3
MM 237	Using Information Systems . . . . .	3
MM 300	Principles of Marketing . . . . .	3
MM 350	Principles of Management (WI) . . . . .	3
MM 452	Strategic Management (WI) . . . . .	3
MM 490	Career Portfolio Development . . . . .	1
	Advanced Business Elective* . . . . .	3
<b>Total Business Core . . . . .</b>		<b>40</b>

# 154 / Accounting

\*Must be selected in consultation with adviser from 300 or 400 level courses in School of Business Administration. May not be "double counted" as part of major requirements. Mathematics - All candidates for the B.S.B.A. degree must complete Mathematics 130 or higher (Finite Mathematics 131 recommended) as their Core Curriculum mathematics course.



**Faculty** Comstock - Head, Harris, Huffman, D. Smith, J. Smith

The B.S.B.A. accounting major course of study is designed to prepare the student to enter any area of the accounting profession, to successfully complete the Certified Public Accountant or other professional certification examination, and/or to enter graduate school.

Prospective accounting majors should take note of the requirements for entry into the profession. The State of Missouri requires 150 hours of college credit, including an undergraduate degree, before a candidate may sit for the Certified Public Accountant examination. Most other states have similar requirements. The American Institute of Certified Public Accountants requires new members to have 150 semester hours of college credit in order to join. Accounting majors desiring to meet this requirement should note the "150-hour" recommendations at the end of the B.S.B.A. suggested order of study or plan to attend graduate school (see your adviser).

The A.S. accounting program of study is designed to prepare the student for bookkeeping tasks, which are a part of the accounting function. Graduates of this program usually serve in entry-level positions in private businesses.

A minor in accounting for both BSBA and non-BSBA degree candidates is also offered.

## Associate of Science with a Concentration in Accounting

	Semester Hours
<b>Core Requirements (p. 33)</b> .....	<b>25-26</b>
<b>Accounting Concentration</b> .....	<b>36</b>
Acct 201 Principles of Accounting I .....	3
Acct 202 Principles of Accounting II .....	3
Acct 312 Intermediate Accounting I .....	3
Acct 322 Intermediate Accounting II .....	3
Acct 375 Tax Accounting I .....	3
GB 301 Legal Environment of Business I .....	3
GB 320 Business Communication (WI) .....	3
Econ 201 Principles of Economics-Macro .....	3
Econ 202 Principles of Economics-Micro .....	3
MM 237 Using Information Systems .....	3
MM 350 Principles of Management (WI) .....	3

Elective selected from: .....	3
Acct 325 Managerial Accounting .....	3
GB 302 Legal Environment of Business II .....	3
GB 321 Business Statistics I .....	3
<b>Business Elective</b> .....	<b>3</b>
<b>Total</b> .....	<b>64-65</b>

## Bachelor of Science in Business Administration with an Emphasis in Accounting

	Semester Hours
<b>Core Requirements (p. 32) 51*</b> .....	<b>48</b>
<b>Business Core (p. 153)</b> .....	<b>40</b>
<b>Accounting Major</b> .....	<b>27</b>
Acct 312 Intermediate Accounting I .....	3
Acct 322 Intermediate Accounting II .....	3
Acct 332 Intermediate Accounting III .....	3
Acct 375 Tax Accounting I .....	3
Acct 380 Accounting Information Systems .....	3
Acct 385 Cost Accounting .....	3
Acct 411 Auditing .....	3
Upper-level Accounting Electives .....	6
(must be chosen with adviser approval)	
Internships, independent studies, and VITA will not fulfill this requirement.	
<b>Electives</b> .....	<b>9</b>
<b>Total</b> .....	<b>124</b>

\*Required course in economics (Econ 201) satisfies major requirement and three hours of Core Curriculum.

The following courses are recommended as electives for accounting majors. Many schools require these classes before a student may be admitted to graduate study.

GB 322 Business Statistics II .....	3
Math 302 Calculus for Management and Social Sciences .....	3
MM 431 Operations Management .....	3

### Minor in Accounting

(Non-BSBA degree candidates)

Required:	
Acct 312 Intermediate Accounting I .....	3
Acct 375 Tax Accounting I .....	3
GB 301 Legal Environment of Business I .....	3
Econ 350 Financial Management .....	3
Upper-level accounting electives .....	6
Choose one: .....	3
Acct 385 Cost Accounting	
Acct 325 Managerial Accounting	
<b>Total for Minor (Accounting)</b> .....	<b>21</b>

### Minor in Accounting

(BSBA degree candidates)

Required:	
Acct 312 Intermediate Accounting I .....	3
Acct 375 Tax Accounting I .....	3