



MASSACHUSETTS COLLEGE OF LIBERAL ARTS

For more information:
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Bachelor of Science in
Business Administration

The Bachelor of Science in Business Administration is a degree completion program for non-traditional students who are managing work and family demands and who seek an accelerated pathway to a bachelor’s degree. The cohort-based program is specifically designed for students who have work experience and hold an Associate’s Degree or 45 – 75 transfer credits. This liberal arts degree encompasses a general program in business administration while incorporating non-departmental courses with the goal of producing liberally educated professionals who possess the knowledge, perspectives, problem-solving abilities, and ethical values necessary for successful careers and responsible citizenship. Students will gain a strong foundation in communication, technical, and administrative skills and will be prepared to work in an array of business settings.

MCLA’s B.S. in Business Administration degree completion program aims to produce academically well-rounded students who have the technical skills to pursue a career in business, government, non-profit organizations or graduate study. Graduates will be able to: Understand and apply professionally marketable knowledge; Think creatively and critically; Define, analyze, evaluate, and solve problems; Express ideas effectively both orally and in writing; Apply current information technology tools to business problems; Be prepared to function effectively in a culturally and demographically diverse environment; Relate to the needs of the global business community; Utilize and value a liberal arts education in their personal and professional lives.

Anticipated Program of Study		Credits
Transfer Credits (Associate’s Degree)		60*
Prior Learning Portfolio		15**
Proposed Courses		
BADM 206	Math Methods for Business and Economics	3
BADM 210	Information Technology for Business	3
BADM 242	Legal & Social Environment of Business	3
BADM 340	Financial Management	3
BADM 361	Organizational Behavior	3
BADM 363	Operations Management	3
BADM 366	Team Facilitation	3
BADM 362	Human Resource Management	3
BADM 380	Strategic Marketing	3
BADM 510	Seminar in Business Policy	3
ECON 216	Statistics for Economics and Business	3
ECON 343	Managerial Economics	3
ENGL 306	Business Writing and Presentation	3
ENGL 395	Experiential Credit Portfolio	3
CCAP 300	Capstone	3
Total Credits		120***

*Transfer credits must satisfy MCLA’s core curriculum and business pre-requisites.

**This total may vary depending upon how much work/life experience a student brings into the program.

****Please note that MCLA reserves the right to unilaterally add, withdraw, or revise any course offering in the above-mentioned program of study including policies, provisions, requirements, and fees.*

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Program Details:

Location:	Projected: In Pittsfield, MA. Other locations, such as northern county, may be identified based on enrollment patterns.
Schedule:	Rolling admissions. Classes will be held once a week for 4-hour sessions (5:00 – 9:00PM) Courses will be 6-7 weeks in duration. Classes will include out-of-class work, including online learning applications.
Load:	Students will carry one course during each 6-7 week period. Upon completion of each 6-7 week period, students will immediately begin the next course. Most semesters students will carry six credits.
Completion:	Students are expected to complete this degree program in just over two years. Students beginning in September 2018, can expect to graduate in December 2020.
Expectations:	Students are expected to attend every class meeting. In order to meet contact hour requirements, all classes will have online components. Students must have access to current technology, ideally a laptop computer. Assignments will include a blend of individual and group work both within and outside of class time. Activities will include reading, writing, discussion, group projects, case studies, quizzes/tests, and application of course concepts.
Cost:	Each course (3 credits) at \$1,055.00*. Approximately every sixteen weeks, students will be billed for 6 credits for a total of \$2,110.00*. Prior learning credits (up to 15) will be billed at \$100 per credit. Students should expect additional text book costs (approximated at \$100 per course).
Financial Aid:	Financial aid counseling is available on the MCLA website at www.mcla.edu/aid . All students will need to verify proof of health insurance.
To apply:	

Visit www.mcla.edu/transfer

For more information:

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Proposed Program Schedule:

Fall 2018

BADM 206	Math Methods for Business and Economics
ECON 216	Statistics for Economics and Business*

Spring 2019

BADM 361	Organizational Behavior
BADM 366	Team Facilitation

Summer 2019

ENGL 306	Business Writing and Presentation+
BADM 242	Legal & Social Environment of Business
ENGL 395	Experiential Credit Portfolio

Fall 2019

BADM 363	Operations Management
BADM 362	Human Resource Management

Spring 2020

BADM 210	Information Technology for Business+
BADM 380	Strategic Marketing*

Summer 2020

ECON 343	Managerial Economics*
BADM 340	Financial Management*

Fall 2020

BADM 510	Seminar in Business Policy*
CCAP 300	Capstone

Projected Graduation in December 2020

*Will be open for those seeking to complete PMBA pre-requisites as follows: ECON 216/MBA 604; BADM 340 /MBA 608; BADM 510/MBA 602; BADM 380/MBA 606.

+Can serve as courses for other degree completion students who are pursuing individualized plans of study.

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Course Descriptions:

BADM 206 Math Methods for Business and Economics

Studies the fundamental methods of mathematics applied in business, economics and finance. Familiarizes students with basic Business and Economics principles of optimization and marginal analysis. Topics include linear, polynomial, exponential and logarithmic functions, graphs, limits, and basic concepts of differentiation and applications of derivative.

BADM 210 Information Technology for Business

Explores the application of technology to business communications and decision-making. Students will utilize word-processing, spreadsheets, databases, statistical analysis software, Internet tools, graphics and presentation software to find, retrieve, organize and present business information. Emphasizes the importance of technology (including ethics and etiquette) in facilitating efficient business communication.

BADM 242 Legal & Social Environment of Business

Introduces government regulation of individuals and businesses. The Constitution, statutes and adjudicated cases will be used extensively to illustrate the history, philosophy, structure, processes and controls of state and federal regulatory systems over economic, social and individual activities.

BADM 340 Financial Management

Studies the acquisition and administration of funds in today's corporation. Topics include shareholder wealth maximization concepts, the globalization of financial markets, working capital, risk/return, alternative forms of short- and long-term funds, financial statements analysis, mergers and acquisitions.

BADM 361 Organizational Behavior

Explores the study of group behavior in various organizational settings through the study of organizational theories of structure, culture motivation, communication, and group dynamics. Cases and/or group activities are used to illustrate the application of theory to actual organizational scenarios.

BADM 362 Human Resource Management

Examines and analyzes personnel functions of staffing, developing, compensating, and motivating. Specific techniques within each function are explored in detail. Emphasizes the legal environment in which the human resource manager operates.

BADM 363 Operations Management

Examines today's organizations to gain an understanding of planning, organizing, and controlling production facilities in manufacturing and service industries.

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Course Descriptions (continued):

BADM 366 Team Facilitation

Develops an understanding of the processes and techniques of team-building and the interpersonal skills needed to become an effective facilitator. Students will engage in self-analysis that identifies their personal skills-/abilities and their areas of strength/weakness. Students will be assigned to teams and operate as a member/facilitator. Learn how to deal with dysfunctional team members while developing interpersonal skills, enabling problem identification and work toward solutions.

BADM 380 Strategic Marketing

Provides an understanding of how to manage the firm's marketing program. Marketing communications, strategy, product policy and overall marketing effectiveness are explored. Appropriate application of the marketing mix is covered through practical business applications.

BADM 510 Seminar in Business Policy

Examines, as a capstone course, a range of topics of current importance in all functional areas of business. All departmental foundation courses must be completed before enrolling in this course.

ECON 216 Statistics for Economics and Business

Introduces descriptive statistics, including graphical and numerical presentation of data. Uses probability distribution as an aid to analyze business and economic problems; application of regression models and hypothesis testing in the decision-making process. Use of computers in solving problems is emphasized.

ECON 343 Managerial Economics

Studies the application of economic theory to decision-making problems in the private and public sectors, including both explicit and implicit constraints imposed by the environment on the decision-maker. Systematic development of the theory of the interaction of consumers, firms and industries; a study of the market structure, conduct and performance; and capital budgeting.

ENGL 306 Business Writing and Presentation

Provides practice in writing strong, clear, and creative business communications.

ENGL 395 Experiential Credit Portfolio

Provides students with help in completing a portfolio for experiential credit. Includes a rigorous essay-writing component.

CCAP 300 Capstone

Challenges students to integrate knowledge from several disciplines, applying academic learning and critical thinking skills to modern-day issues. Encourages students to work with others and become engaged citizens in the context of today's world.

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