

# Ashford University



## Bachelor of Arts in Business Administration

### STUDENT DATA:

NAME: ROADMAP'S DEGREE

SSN: 000-00-0000

Credit Potential  
Required Credit

### Personal Dimensions of Education (EXP 105)

3.00

(This course is designed to help adult learners beginning their university studies to achieve academic success. Students will explore learning theories, communication strategies, and personal management skills. Adult learners will develop strategies for achieving success in school and work. Students will also be introduced to the University's institutional outcomes and learning resources.)

### Adult Development & Life Assessment (PSY 202)

3.00

(This course presents adult development theory and links theoretical concepts of life and learning through a process of psychometric assessment and reflection. Both classical and contemporary adult development theories are examined. These theories then provide the paradigm for self-analysis and life learning, including a plan for personal, professional and academic learning. PSY 202 meets both the introductory course and Social Perspectives requirements. As a graduation requirement, PSY 202 must be taken at Ashford University.)

### English Composition I (ENG 121)

3.00

(Satisfies General Education Communication I Competency requirement. The course is designed to enable students to develop competence in analyzing, organizing, and developing ideas; to locate and use library resources for supporting ideas; and, to adapt one's writing to various audiences. Instruction and practice in writing and critical reading is a focus in this course.)

### English Composition II (ENG 122)

3.00

(Satisfies General Education Communication II Competency requirement. This course provides instruction and practice in writing effective expository and persuasive essays. The techniques for doing research and writing research papers are explored. Attention is given to the development of library research skills.)

### Interpersonal Communication (COM 200)

3.00

(Satisfies General Education Communication III Competency requirement. This course is designed to aid students in understanding the dynamics of interpersonal relationships. Verbal and nonverbal communication patterns between people in personal, social, academic, and professional settings will be examined, and the nature of those interactions will be evaluated

using contemporary communication theory. The course will enable students to identify their interpersonal communication behaviors and to more critically evaluate their own oral communication and that of others. A primary goal of the course is to improve the quality of students' communication in their personal and professional relationships.)

**Computer Competency****3.00**

(Computer competency is defined as the level of computer literacy necessary to understand the purpose of a computer, how computers assist individuals and organizations to work more efficiently, and how computers influence society. Students will study computer concepts, terminology, and the role of system software. Students will utilize computer applications software to produce various documents, to construct spreadsheets, and to create visual presentations.

One computer course, 3 credits, is required. Ashford University offers the following course online to satisfy this requirement:

- o INF 103 Computer Literacy (3 credits)

Typically, introductory computer courses or courses stressing the application of computers to a specific industry may be applied in transfer to satisfy the computer competency requirement.

Most applicable courses will have a BPC, CIS, INF, or COMP prefix.)

**Critical Thinking Competency****3.00**

(Critical Thinking competency is defined as a set of skills and strategies for making reasonable decisions about what we do and believe. These skills and strategies include understanding the use of thought and language, recognizing the most common logical fallacies, and using the essential skills of deductive and inductive argument analysis and evaluation. Students must demonstrate practical applications of critical thinking in academic disciplines.

One critical thinking course, 3 credits, is required. Ashford University offers the following course online to satisfy this requirement:

- o PHI 103 Informal Logic (3 credits)
- o COM 323 Persuasion and Argumentation (3 credits)

Typically, logic courses or courses stressing critical thinking may be applied in transfer to satisfy the critical thinking competency. Most applicable courses will have a PHI or LOG prefix.)

**Survey of Mathematical Methods (MAT 126)****3.00**

(Satisfies General Education Mathematics Competency requirement. The course is designed to explore a wide range of mathematical models as applied to the problems of a modern society. Topics are selected from a variety of disciplines using mathematical methods in the critical thinking and decision-making process. Mathematical methods covered include, but are not limited to, business math, introductory algebra, beginning geometry, and business statistics.)

**Literature Requirement.** 3.00

(The student will develop life long habits of reading literature for pleasure, information and personal growth.

One literature course, 3 credits, is required. Ashford University offers the following courses online to satisfy this requirement:

- o ENG 125 Introduction to Literature - 3 credits
- o LIB 316 Historical Contexts & Literature - 3 credits)

**Dependence of Man on the Environment (SCI 207)** 4.00

(Satisfies General Education Physical World requirement. In this course learners deepen their understanding of the importance of natural resources to mankind. Students explore the physical, biological and ecological principles, how human alterations affect the environment, reflect on the controversies surrounding various approaches to addressing environmental problems and the steps some communities have taken to address these challenges.)

**Historical Perspectives** 3.00

(The student will identify and explain significant relationships among peoples, social processes, institutions, and the self.

One historical perspectives course is required. Ashford University offers the following course online to satisfy this requirement:

- o HIS 204 American History Since 1865 (3 credits)

Typically, a course in World or Western Civilization, or an American history course, may be applied in transfer to satisfy the Historical Perspective requirement.)

**Multicultural Perspectives** 3.00

(The student will identify and explain significant relationships among peoples, social processes, institutions, and the self.

One multicultural perspectives course, 3 credits, is required. Ashford University offers the following courses online to satisfy this requirement:

- o ANT 101 Introduction to Cultural Anthropology (3 credits)
- o LIB 320 Global Socioeconomic Perspectives (3 credits)
- o LIB 323 Revolution and Terrorism in the Modern World (3 credits)
- o SOC 308 Racial and Ethnic Groups (3 credits)
- o SOC 315 Cross-Cultural Perspectives (3 credits)
- o SPA 103 Beginning Spanish I (3 credits)
- o SPA 104 Beginning Spanish I (3 credits)

Typically, a course with a cross-cultural, global context, or a context other than the United States, may be applied in transfer to satisfy the Multicultural Perspectives requirement.)

**Values and Beliefs**

6.00

(In pursuit of integrity in their lives, professions, and communities, Ashford University students will examine the role of values and beliefs in the development of peoples, processes, and institutions.)

Two values and beliefs courses, 6 credits, are required. Ashford offers the following courses online to satisfy this requirement:

- o ANT 101 Introduction to Cultural Anthropology (3 credits)
- o PHI 107 Philosophy of Human Conduct (3 credits)
- o PHI 445 Personal & Organizational Ethics (3 credits)
- o PSY 301 Social Psychology (3 credits)
- o SOC 101 Introduction to Sociology (3 credits)
- o SOC 120 Introduction to Ethics and Social Responsibility (3 credits)
- o SOC 315 Cross-Cultural Perspectives (3 credits)
- o SOC 402 Contemporary Social Problems & the Workplace (3 credits)

Typically, a combination of coursework in philosophy, religion, and/or sociology-based coursework with a values and beliefs component may be applied in transfer to fulfill the values and beliefs requirement.)

**Visual Literacy in Business (CGD 218)**

3.00

(Satisfies General Education Aesthetic Awareness area and is also a Core course. This course examines the evolution and trends in digital media utilized in the business environment. Course content and activities will focus on message content and creation and the visual principles and theories that shape effective visual communication in the business environment. Legal and ethical issues relating to visual communication will be introduced and incorporated into projects that develop visual literacy and visual problem-solving skills.)

**Management for Organizations (MGT 330)**

3.00

(This course presents an introduction to management theory and practice, including the inter-relatedness that the planning, organizing, leading, and controlling functions play in the multicultural, technology-driven and global organizations of the 21st century. The emphasis is on the application of management theory to real-life situations in the workplace.)

**Principles of Marketing (BUS 330)**

3.00

(The methods used by producers of goods and services to determine and satisfy the wants of society. An examination of external and internal environments that impact marketing decisions, the basic elements of a marketing program, and issues in ethics and social responsibility. satisfy the wants of society. An examination of external and internal environments that impact marketing decisions, the basic elements of a marketing program, and issues in ethics and social responsibility.)

**Group Behavior in Organizations (MGT 415)**

3.00

(Theory and research are applied to the study of group dynamics, processes encountered in the small-group setting, and how organizational effectiveness is impacted by small-group and team functioning. The course focuses on group productivity, decision-making, diversity, group

communication, resolving group conflict and building effective teams.)

**Organizational Change (MGT 435) 3.00**

(In this course, students will study and apply alternative theories, models and strategies for creating and managing organizational change. The effectiveness of management tools in initiating problem-solving and decision-making to bring about change within organizations is evaluated.)

**Principles of Accounting I (ACC 205) 3.00**

(Introduction to the principles and procedures of general financial accounting with an emphasis on reporting to individuals outside the organization. Development of accounting reports on an accrual basis.)

**Principles of Accounting II (ACC 206) 3.00**

(Primarily covers the principles of managerial accounting. Emphasis on reporting to individuals inside the organization. Major concepts include job order costing, process costing, budgets and standards, and statement analysis. Prerequisite: ACC 205)

**Business Law I (BUS 311) 3.00**

(Introduction to the legal environment of business in the United States. Examination of the Constitution, administrative law, contracts, agency, and the protection of competition, consumers, employees, investors, the environment, and international trade.)

**Principles of Macroeconomics (ECO 203) 3.00**

(Introduction to national income determination and the equilibrium level of output and employment. Monetary and fiscal policies as well as open economy issues are discussed.)

**Principles of Microeconomics (ECO 204) 3.00**

(Introduction to the theory of consumer equilibrium, market structure, and wage determination. Prerequisites: Critical thinking competency, mathematics competency, and computer competency recommended.)

**Human Resource Management (BUS 303) 3.00**

(An introduction to the field of human resource management. Topics to be discussed include communication, motivation, and management of personnel. The course will include a review of current standards and practices as well as the legal environment as it pertains to the human resource field.)

**Statistics for Managers (BUS 308) 3.00**

(This course will examine the application of statistical analysis, hypothesis testing, and regression analysis in business decision making. Additionally, the course will focus on the utilization of statistical methods as applied to business problems and operations. Prerequisite: Math competency)

**Personal & Organizational Ethics (PHI 445) 3.00**

(This course studies the theories and paradigms underlying personal and organizational values and ethical principles, how personal values and ethical principles relate to the organizations in which people function, and the effects of the organization's ethics on its reputation, functioning

and performance. \*This course can be applied toward the Applied Ethics Competency OR the Values and Beliefs requirement.)

**Principles of Finance (BUS 401) 3.00**

(Basic corporate finance is presented with the emphasis on risk and return, bond and equity markets, valuation of bonds and equities, present value analysis, internal rate of return analysis, and project analysis using the weighted average cost of capital. Prerequisite: ACC 206)

**Strategic Planning (MGT 450) 3.00**

(Strategic Planning introduces students to various management planning models and techniques, and applies these to actual business cases. This course stresses the concepts of both strategic planning and strategic management. Prerequisite: MGT 330)

**Free Electives 32.00**

(College credit by examination may apply. Visit the Ashford University website for a description of courses available.)

**Excess or Duplicate Credit**

**TOTAL ..... 120 0.00**

Thank you for requesting support from the U.S. Coast Guard Institute (CGI). Whereas we serve as an activity in support of your unit Educational Services Officer (ESO), you are encouraged to seek assistance from your local ESO in your academic endeavors. The following information is provided to help you understand what is presented in this degree plan:

This document is an UNOFFICIAL Degree Plan to provide you with a preliminary assessment of how your prior learning experiences might fit into the specified degree program for this academic institution. If you choose to pursue this degree option, you must present it to a college representative, who will review it for the following:

- o Accurate representation of the college's degree program requirements, including course numbers and titles, credit hours for each course, lower- and upper-level course requirements, and the total number of credits needed for the degree.

- o Appropriate assignment of ACE Guide-recommended credit at the lower or upper level for military service schools and occupations, CLEP, DSST, and other tests, transfer credit for courses from other colleges and universities, certification programs, etc.

- o Appropriate assignment of SOC Course Category Codes from the SOC Handbook Transferability Tables. The SOC Degree Program Handbooks can be obtained from the SOC web site at: [www.soc.aascu.org](http://www.soc.aascu.org) should you wish to learn more about the course transfer guarantees among SOC network institutions.

IMPORTANT NOTE: When you are ready to seek admission into this degree program, please send the completed enrollment form (found on the college's web page) to the USCG Institute. The registrar will send the college or university an official USCG transcript, a copy of the degree plan (if one was developed through the USCG

Institute and was identified on your transcript request), and a ready-for-signature SOC Student Agreement (when signed by a college official, becomes a contract for degree completion).

Credit for all courses you have taken must be reflected on official transcripts sent directly to this college from the administrative offices of the colleges you previously attended. This degree plan is often used for information purposes by college counselors pending receipt of the official transcripts from the source colleges.

This degree plan is not intended to compete with your local college or university. Keep in mind, you are allowed to transfer in a significant amount of the degree requirements to this institution. As such, credit from local colleges, college level examination programs, or advanced military training may be applied to this degree. You may also complete the courses necessary from this college either in residence (on campus or possibly on a military base at a campus extension in the Education Center) or through distance delivery of the courses. If you have questions, please contact the college counselor or your advisor listed at the bottom of this Degree Plan.

#### DEGREE PLAN LEGEND:

SH = Semester hours  
VOC = Vocational, not relative to an academic degree  
LL = Lower Level, i.e. courses at the Freshman/Sophomore level  
UL = Upper Level, i.e. courses at the Junior/Senior level  
GL = Graduate Level (sometimes recommended by ACE for very complex courses)  
[#] such as [EN024A] or [EN024B] = SOC Course Category Codes\*  
{#} such as {DANTES Code = 01.02.03} = DANTES Academic Codes \*\*

\* SOC Course Category Codes: Service members Opportunity Colleges (SOC) is a consortium of over 1,600 accredited colleges and universities seeking to provide degree opportunities to the military. Over 170 of these institutions participate in network degree programs developed for the Army, Navy, Marine Corps, and Coast Guard. A SOC course category number beside a course from one of these institutions, such as [EN024A] or [EN024B] for English Composition, indicates that courses from other degree program institutions with the same code may be taken to satisfy the degree requirement. See the SOC Degree Programs Handbooks at <http://www.soc.aascu.org/>

\*\* DANTES Academic Codes: The Defense Activity for Non-Traditional Education Support (DANTES) publishes the DANTES Independent Study Catalog (DISC) annually, which lists more than 6,000 courses from dozens of regionally accredited colleges and universities. Because this is a degree from a SOC affiliated college, the academic residency requirements are limited, thereby allowing students to transfer in a significant portion of the degree, as mentioned above. If the course you desire to take is not offered by this institution when you want to take it, consider the opportunities the courses in the DISC present. For more information, visit [http://www.dantes.doded.mil/dantes\\_web/distancelearning/disc/front/cont.htm](http://www.dantes.doded.mil/dantes_web/distancelearning/disc/front/cont.htm) Keep in mind, you should always check with the counselor or academic advisor at this institution before enrolling in a course listed in the DISC to ensure it will be accepted in transfer toward this degree.

## Ashford University General Information

The mission of Ashford University® is to provide accessible, affordable, innovative, high-quality learning opportunities and degree programs that meet the diverse needs of individuals pursuing integrity in their lives, professions, and communities.

Ashford University® is regionally accredited by The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools. Accreditation by the commission provides assurance to prospective students that Ashford University has been found to meet the commission's stated requirements and criteria.

" In 1918, Mount St. Clare College was founded as a junior college by the Sisters of St. Francis, Clinton, Iowa.

" Originally an outgrowth of Mount St. Clare Academy (which was founded in 1893), the College was designed to meet a higher education need in Clinton and the surrounding area. MSC held its first formal commencement in 1930 and from 1932 to 1954 the College's teacher education program prepared 62 percent of all teachers who worked in the schools of Clinton County.

" In 1950 the College was first accredited by the North Central Association Colleges and Schools, and has since maintained that accreditation.

" The year 1958 was a year of building for the College -- Construction of a spacious two-story library building was completed. Also being erected at this time were St. Francis Auditorium-Gymnasium and the Mount St. Clare Speech and Hearing Center.

" Expansion continued in the early 1960s - construction of Durham Hall, a residence hall, in 1962 and the Science Building in 1965.

" In April 1979, MSC received approval to award baccalaureate degrees. The first degree offered was Business Administration.

" The Durgin Educational Center was completed in April 1998. The first graduation ceremony was held there in May. Dedication ceremonies were held in September.

" In December 2002, MSC became The Franciscan University and in May 2004 it conferred its first Master's degrees.

" Bridgepoint Education, Inc., a higher education organization, acquired the institution in 2005, and its name was changed to Ashford University.

## Tuition & Fees

### Undergraduate Programs

The following is a list of tuition and fees applicable to Associate and Bachelor's degree programs and/or courses offered through the Center for External Studies, effective April 1st, 2009. Tuition rates and fees may change at any time without prior notice.

### Tuition per credit:

100-400 Level Courses \$354.00

### Fees:

Sponsored professional training assessment (per credit evaluated) \* \$30.00

Prior learning assessment experiential learning essay assessment (per evaluation) \* \$125.00

Books and materials (estimated per course) \$100.00

Application fee \$55.00

Graduation fee \$110.00  
Replacement/Duplicate Diploma \$45.00  
Academic transcript - Per official \$10.00  
Academic transcript - Per unofficial \$5.00  
Educational records - Per page \$0.50  
Late payment fee \$30.00  
Insufficient funds fee \$30.00  
Technology services fee \*\* \$990.00  
Education concentration fee \*\*\* \$140.00  
Course fee - SPA 103 or 104 \$15.00

\* Payment for evaluation does not guarantee that credit will be awarded.

\*\* Non-refundable fee, applied on the 6th week of enrollment, post start date. The technology services fee provides the student with initial configuration setup to University systems such as Blackboard, student portal, the online library collection, and other academic support systems.

\*\*\*The education concentration fee covers additional costs associated with administrative functions and program management inherent in the facilitation of education concentrations.

#### Ashford University Military Tuition Grant

Students enrolled in an undergraduate program offered through the Center for External Studies may be eligible for the Ashford University Military Tuition Grant. Eligible students include Active Duty, National Guard, Reserves, Department of Defense employees, and spouse of Active Duty, National Guard, or Reserves U.S. Military. To receive the Ashford University Military Tuition Grant, students must provide the University with an approved TA Authorization Form or valid Military ID card. Grants are applicable to courses for which tuition is in excess of \$250 per credit hour. The dollar amount of these grants varies depending on the tuition price per credit hour. For courses with tuition of \$354 per credit hour, the grant is \$104 per credit hour. In addition, this grant also covers the full \$990 Technology Services Fee. Tuition grants are only applied to an eligible student's account upon receipt of an approved TA Authorization Form or valid Military ID card.

#### Book Benefits for Eligible Military

Books, including standard shipping costs, required for an eligible student's program of study and purchased through Ashford University's textbook partner will be covered by Ashford University. Students enrolled in undergraduate or graduate level programs who meet one of the criteria below may certify their eligibility to receive this benefit.

#### Eligible Military Status:

- o Active Duty
- o National Guard
- o Reserves
- o Veterans/Retired (eligible for VA education benefits)
- o Spouse of Active Duty/Nat Guard/Reserve
- o Department of Defense Employee

## Tuition per credit:

100-400 Level Course \$250.00 (\$104/credit savings)

## Fees:

Sponsored professional training assessment (per credit evaluated) \* \$30.00

Prior learning assessment experiential learning essay assessment (per evaluation) \* \$125.00

## Contacts:

## Corporate:

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## POLICY NOTES:

## Admissions requirements

Students seeking admission to a Bachelor's program in the Center for External Studies must meet the following requirements:

" Be 22 years of age or older or receive documented approval from the Provost via the "Under 22 Appeal" process.

" Have a high-school diploma or GED equivalency, recognized by the Department of Education of the state in which it was earned, completed secondary school through home schooling as defined by state law or, if no high school degree was earned, applicants may be admitted with a minimum of 60 transferable credits from an appropriately accredited postsecondary institution as defined by Ashford University transfer credit policies.

" Have access to a computer with an Internet connection for the Web-based programs and meet the minimum technology and minimum computer skills, abilities, features, system configurations, hardware, and software outlined in this Catalog.

" Have the ability to study in English indicated by one of the following:

o Achieved a recognized high school diploma or equivalent in which the primary language of instruction was English.

o Received a GED that was taken in English.

o A minimum of 30 transferable credits have been earned from regionally or approved nationally accredited colleges/universities in the United States or equivalent in which the primary language of instruction was English

o Test of English as a Foreign Language (TOEFL) examination taken within the past two (2) years. A minimum score of 173 computer-based, 500 paper based, or 61

Internet based is required. Copies of official scores must be submitted prior to provisional enrollment, and official scores must be submitted for full admission.

#### Transfer Guidelines

" A maximum of 99 credits of combined nontraditional learning and transfer credits may be accepted and applied toward the 120 credits required for a bachelor's degree.

" Within the 99 credit maximum, a maximum of 75 credits of nontraditional credit may be applied toward degree completion. These 75 credits can be any combination of acceptable types of nontraditional credit. Nontraditional testing and credits may include but are not limited to approved CLEP, Advance Placement tests, Berlitz, DSST, Excelsior Exams, and ACE recommended credits.

" Credits must have been earned with grade of "C-" or better from regionally accredited and selected nationally accredited colleges or universities. Transfer credits will generally be evaluated from each college or university independently.

" A quarter credit hour taken in transfer will be equated to two-thirds of a semester hour. When quarter credits are used as equivalencies to General Education requirements, the difference in required credits must be earned through completion of coursework necessary to achieve the total required credits for graduation. For example: A 3-quarter-credit course may be accepted as meeting General Education core or competency requirements but will equate to 2.0 credits. Therefore, one additional credit of coursework will be needed to meet graduation requirements. A minimum of 5 quarter credits in Natural Science is required to meet the Physical World requirement.

#### Program Requirements

Total number of credits required: 120 credits

General Education Requirements: \*46 credits

Major Course Requirements: \*45 credits

Electives: 35 credits

Students must earn a minimum of 30 upper-division credits and a minimum of 21 credits at Ashford University (residency requirement).

\*In this program, 6 credits from the major may also satisfy General Education requirements.

#### Online Format

You'll take your classes one at a time for 5 weeks each accelerating your path to completion. Complete your weekly course assignments when and where it's convenient for you thanks to the asynchronous online environment. You'll appreciate that the class content is delivered in a high-tech format.

This college is rated as one of the nation's best in U.S. News & World Report's "America's Best Colleges" issue.

Evaluation completed by: Charles Morrison

On: 24 June 2010