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# The MS in Business Administrative Sciences

Iowa State University  
College of Business  
Administration

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## General Description

The Master of Science in Business Administrative Sciences (BAS) is an interdepartmental program administered by the College of Business Administration (which includes the Departments of Accounting, Finance, Management, Marketing, and Transportation/Logistics) cooperating with the Departments of Economics, Industrial Engineering, and Statistics. Each department covers a specific area of expertise that contributes to the development of the complete business manager. In addition to studying the functional areas of business, students will learn skills provided by quantitative methods and gain an appreciation of environmental surroundings. Furthermore, the future manager is allowed considerable latitude in self-development through the program's elective component.

Although the curriculum is oriented toward developing managers for all types of profit or nonprofit organizations, it may also be used as a basis for additional graduate study. Applicants need not have taken an undergraduate major in business or a related area. However, there are undergraduate course prerequisites in accounting (6 semester hours), mathematics (through calculus), economics (6 semester hours), and behavioral sciences (3 semester hours).

The program is administered by the BAS Supervisory Committee. It consists of a representative from each of the cooperating departments. Members are as follows:

**Paula C. Morrow**, chair  
BAS Supervisory Committee  
Business Administration

**Gary L. Maydew**, accounting

**J. Peter Mattila**, economics

**Clifford E. Smith**, industrial engineering

**William Q. Meeker, Jr.**, statistics

**Benjamin J. Allen**, transportation/logistics

### **Degree Requirements**

Students in the BAS program will choose a major professor from the graduate faculty of business administrative sciences. The student's program of study will be developed with guidance from an advisory committee selected by the student and the major professor and approved by the chair of the BAS Supervisory Committee and the dean of the Graduate College.

The program total of 36 semester credits includes work in the areas of human resource management, quantitative methods, economics, business and social responsibility, applications (accounting, finance, management, marketing, and transportation/logistics), business policy, and electives. There is no foreign language requirement.

The program agreed upon by the student and his or her committee shall include a sufficient number of 500- and 600-level courses consistent with quality graduate work on the master's level. Although the degree is a nonthesis one, a written report (creative component) is required of each student. This is accomplished by taking a minimum of 3 credits in special topics.

The student will be required to take a final oral examination over the creative component and general course of study.

## Curriculum

The BAS degree can be completed in three semesters, excluding the summer term. If a graduate assistantship is held, the program normally takes four semesters to complete. A tabular description of the three semester plan is as follows:

### First Year

#### Fall Semester

Course	Sem. hrs.
Accounting Management	3
Business Logistics Strategies	3
Management and Organizational Behavior	3
Business and Social Responsibility	3
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	12

#### Spring Semester

Course	Sem. hrs.
Financial Management	3
Advanced Marketing Management	3
Statistical Methods for Research Workers	3
Elective	3
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	12

### Second Year

#### Fall Semester

Course	Sem. hrs.
Managerial Economics	3
Strategic Management and Business Policy	3
Elective	3
Creative Component	3
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	12

## Financial Support

### Graduate Assistantships

Financial assistance is available to students with superior qualifications through assistantships provided by the Graduate College, the College of Business Administration, and related sources. Both the Graduate College

and Business Administration provide funds for research (RA) and teaching (TA) assistantships. In addition, RAs may be awarded to students who work on research projects that are funded by grants and administered by individual faculty members responsible for the projects.

Assistantships usually require quarter- to half-time service to the university but may vary somewhat from this standard. One-half time service means 20 hours per week for an RA and 6 weekly classroom teaching credits for a TA. The basic stipend for a half-time appointment ranges from \$520 to \$925 per month. The determining factors are individual qualifications, experience, and type of assistantship. Graduate assistants holding an appointment base of one-fourth time or more are assessed full-time student resident fees. In addition, a Graduate College scholarship credit covering a portion of the resident fee is provided to some assistants. The amount of this scholarship is in direct proportion to the assistantship appointment (e.g., a half-time RA would receive a scholarship credit for half of the full-time student resident fee).

### **PACE Award**

The Graduate College sponsors the Premium for ACademic Excellence (PACE) Award Program for entering graduate students with outstanding academic records. This cash award is equivalent to half of the resident fees and may extend over either a one- or two-year period. The student need not be on a graduate assistantship to be nominated for a PACE Award.

Nominations are submitted by the BAS Supervisory Committee to the PACE Award Committee. Award recipients usually have had an undergraduate grade point average of 3.5 or better on a 4.0 scale.

## **Other Sources of Support**

Information is available from the Financial Aid and Student Employment Office at Iowa State University about other forms of financial assistance available to graduate students.

## **Admission**

Approval will be granted to begin graduate study at the start of any term. However, completed applications should be submitted by May 1 for fall semester, October 15 for spring semester, and March 1 for summer semester. For admission to the BAS program a variety of materials is considered. The College of Business Administration must have the materials listed below before an evaluation can be made:

1. A completed application form.
2. Scores from the Graduate Management Admission Test (GMAT). Applicants may request to substitute Graduate Record Examination (GRE) results for the GMAT if the test results are less than three years old.
3. Official transcripts from all undergraduate and graduate institutions attended.
4. Three letters of recommendation.
5. All applicants whose native language is not English also must take the Test of English as a Foreign Language (TOEFL) unless they have received their undergraduate degrees from U.S. institutions of higher education. Students must score over 550 to be considered for admission.

Admissions decisions depend on many factors, including undergraduate grade point average (GPA), GMAT score, vigor of academic training, and employment history. It is anticipated that admitted students will have a total GMAT score of 500 or more and an undergraduate GPA of 3.0 or higher.

## **Procedure for Application**

1. Request a Graduate College Catalog and application forms from the Director of Admissions, Beardshear Hall, Iowa State University, Ames, Iowa 50011.
2. Return completed application forms to the Admissions Office.
3. Request that each college you have attended send a transcript of your courses, credits, and grades to the Admissions Office.
4. Distribute the three recommendation forms, received with the application material, to persons who can evaluate your potential for graduate study in business and who, in turn, will mail the completed form directly to the chair of the BAS Supervisory Committee at the address listed below.
5. Ask the Educational Testing Service to direct your GMAT scores to the College of Business Administration. Details on taking the GMAT may be secured from the Educational Testing Service, CN6108, Princeton, N.J. 08541-6108.

For general questions not covered in this brochure, direct any inquiry to:

Dr. Paula C. Morrow, Chair  
Business Administrative Sciences  
College of Business Administration  
396 Carver Hall  
Iowa State University  
Ames, Iowa 50011  
Telephone (515) 294-8118

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