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## MAJOR CHOSEN: BUSINESS

(Automotive Services Concentration)

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### I. A BRIEF DESCRIPTION OF THE MAJOR

Do you enjoy mechanical things? Do you enjoy the hum of a well tuned engine or a quiet ride? Do you want to work in the automotive industry? Do you have a desire to own or manage your own automotive or diesel service center? The Business (Automotive Services Concentration) major is a four-year bachelor degree program that prepares you for employment in the automotive industry. This degree builds on the Automotive Services associate degree with additional core business courses to prepare you for this field.

### II. COURSE HIGHLIGHTS

As you pursue your bachelor degree you will enjoy the following business courses:

The **Basic Accounting** courses introduce you to the language and working of business. **Human Resource Management** provides a Biblical framework in the management of people. **Retailing and Salesmanship, Marketing, and Customer Support Management** provide those critical skills in the management and operation of an automotive service center.

Courses in management policies, finance, and economics further prepare you to be an automotive professional with a Christian worldview.

### III. A TYPICAL YEARLY COURSE SEQUENCE

This is a suggested program of study for you. Other refinements to your program can be made when you consult your faculty advisor at the time of your enrollment.

*Freshman*

Orientation .....	1	Orientation .....	1
English .....	3	English .....	3
Methods of Bible Study .....	2	The Gospels.....	2
Shop Safety & Tools .....	1	Personal Evangelism .....	1
Applied Math .....	3	Power Fundamentals .....	2
Preventative Maintenance .....	1	Applied Physics.....	3
Electrical Systems .....	2	Auto-Diesel Internship .....	1
Auto-Diesel Internship .....	1	Suspension & Steering .....	4
Hydraulic Brakes .....	1	Total .....	17
Introduction to Business.....	3		
Basic Welding .....	1		
Total .....	19		



*Sophomore*

Basic Speech Skills I .....	3
Christian Doctrines .....	3
Gasoline Engine Overhaul .....	3
Fuel, Ignition, & Emission Systems .....	3
Auto-Diesel Internship .....	1
Basic Accounting I .....	<u>3</u>
Total .....	16

Basic Speech Skills II .....	3
Christian Doctrines .....	3
Heating & Air Conditioning .....	2
Automatic Transmissions & Transaxles .....	4
Auto-Diesel Internship .....	1
Basic Accounting II .....	<u>3</u>
Total .....	16

*Junior*

The Pentateuch.....	3
Christian Family Forum .....	1
Nonhydraulic Brakes.....	2
Diesel Engine Overhaul .....	4
Auto-Diesel Internship.....	1
Biblical Missions Elective.....	2
English .....	<u>3</u>
Total .....	16

Practical Psychology .....	2
Hydraulic Servicing .....	1
Power Train On-Road Vehicles .....	3
Power Train Off-Road Equipment .....	2
Auto-Diesel Internship .....	1
Human Resource Management .....	3
Bible Elective .....	2
Marketing or Management Principles .....	<u>3</u>
Total .....	17

*Summer School*

History of Civilization .....	3
Psychology Elective .....	<u>3</u>
Total .....	6

Mathematics of Finance .....	3
History of Civilization .....	<u>3</u>
Total .....	6

*Senior*

Elementary Statistics.....	3
Principles of Macroeconomics .....	3
Legal Environment & Ethics of Business .....	3
Small Business Finance .....	3
Principles of Management /Marketing.....	3
Upper-Level Bible Elective .....	<u>2</u>
Total .....	17

Principles of Microeconomics.....	3
Business Statistics .....	3
Management Policies .....	3
Business Elective .....	3
Upper-Level Bible Elective.....	<u>2</u>
Total .....	14

### IV. FACILITIES, EQUIPMENT, AND OPPORTUNITIES

**You will study in a spacious**, 10,000 square foot, modern and well-equipped trades facility. Among the equipment you will use are an alignment machine and a diagnostic computer.

**Areas for work** include service bays, lifts, engine rebuilding areas, a tool room, and a parts cleaning room with hot tank.

**Internships** provide practical hands-on experience in a simulated shop environment. You will work on auto-diesel projects, develop diagnostic skills, and gain customer relation skills. This will serve to reinforce and enhance classroom instruction.



**Three computer laboratories** are maintained for the use of business students. These laboratories are equipped with 90 laptop computers, 4 laser printers, and 1 color scanner.

**Field trips** are arranged throughout your program to various facilities where you will have the opportunity to observe current business procedures and environments.

**As a part of the University Business Association**, a campus organization comprised of students in the various business majors, you will have an opportunity to become acquainted with successful Christian business people who speak at the regular meetings. The emphasis of UBA is to help prepare you to be an effective testimony for Christ in the business world. In addition, this organization operates an Investment Club that manages a portfolio of real stocks.

**The Mack Library**, with 90,000 square feet of floor space and seating for over 1,300 students, gives you access to 294,000 volumes, 1,100 current periodical subscriptions, and more than 17,000 music, speech, and language recordings. Mack Library offers access to over 65 electronic databases on the library web site. An interlibrary loan program is available through OCLC, a national database, for books not held in our library. Other prominent features include the Jerusalem Chamber, a replica of the room in Westminster Abbey in London in which work was done on the 1611 King James Bible, and the University Archives Room which displays materials about the Founder and history of the University.

**Chapel** is a central feature of Bob Jones University. This 35-minute service is held every morning, Monday through Thursday. These services are a source of great inspiration to students. Four days a week the Chapel message is brought by the President or by selected speakers. Each Friday the Chapel period is devoted to the meetings of various literary societies.

**The annual spring Bible Conference** is one of the outstanding features of the University and Academy year. Your regular academic work will be suspended for the Conference, during which you will hear messages from outstanding Bible teachers, pastors, and evangelists.

**Davis Field House**, with over 87,000 square feet and seating for 3,000 people, contains 4 full-sized courts; auxiliary courts; indoor and outdoor tracks; swimming pool; café; and a fitness center with fully-equipped exercise room, aerobic room, sauna, and whirlpool.

**If you are planning to live on campus**, you will be glad to know that all of our residence halls are air-conditioned, have wall-to-wall carpeting, and have a phone in each room. You will be able to make long-distance calls directly from your room and have them automatically placed on your school bill. Computer network connectivity is available in all residence halls, as well.

All of our classrooms are air-conditioned, and there are awnings over the sidewalks to keep you dry when it is raining. The Dining Common serves 8,500 delicious meals a day, and the Snack Shop and Bookstore in the Student Center carry just about anything you'll need.

You will find the finest Christian young people in the country are your fellow students, and without trying too hard, you may end up making a life-long friend!



## V. ABOUT THE FACULTY

You will receive a quality biblical based education from our nineteen business faculty members. Their breadth and depth of teaching and professional work experience prepares you to be a Christian business person in your chosen field. The faculty has over 230 years of teaching experience and hold graduate degrees from a wide variety of universities including: Virginia Tech, Duke University, Clemson University, Embry-Riddle Aeronautical University, Ball State University, University of Georgia, University of Houston, University of Toledo, Arizona State University, and Bob Jones University. Professionally, they have also accumulated over 300 years of business experience in all sectors of business which include accounting, manufacturing, administrative services, information technology, government, insurance, and financial services.

Some business faculty members are entrepreneurs and others have been in leadership positions from entry-level to the executive boardroom. Their professional certifications include CPA (Certified Public Accountant), CFP (Certified Financial Planner), CLU (Chartered Life Underwriter), CGFM (Certified Government Financial Manager) and PMP (Project Manager Professional). Many have been recognized in *Who's Who in American Colleges and Universities*, *Who's Who in America*, *Who's Who in the Midwest*, *Who's Who in Business*, or *Business Week's "Up and Comers."* As well, many have held offices in professional organizations and have been recognized for their community service.

More importantly, the business faculty's leadership in local church ministries as deacons, elders, trustees, Sunday School teachers, and youth sponsors provides a role model for service and ministry.

## VI. CAREER OPPORTUNITIES AND PLACEMENT

The core curriculum of the Business (Automotive Services Concentration) major provides hands-on experience and a focus on management that prepares graduates for a variety of positions as managers, operators, or in supervisory positions in the automotive industry. Christian young people have the opportunity through this field for a technically challenging and personally rewarding ministry serving people.

## VII. BJU: AN AFFORDABLE EDUCATION

Enclosed is an expense sheet detailing the cost of attending Bob Jones University. When you compare our charges to those of other private colleges, we think you will be pleasantly surprised. We believe we offer a student more value for his dollar than anyone else in America. And to help you see how affordable "the Opportunity Place" can be for you, we have enclosed a financial aid brochure that you can use to evaluate your own situation. Your Admissions Counselor or the Director of Student Financial Aid would be happy to discuss this with you if you have any questions.



## **HOW TO TAKE THE NEXT STEP . . .**

If you can see yourself in the career described in the profile, then a great opportunity awaits you at Bob Jones University. It is the opportunity for the premier Christian college experience in all the world. It is the opportunity for learning, for fun, and for developing new friendships. It is the opportunity to prepare for a lifetime of service for the Lord . . .

The Opportunity Place . . . God's Special Place for You.