

Bachelor of Science in Business Administration (BSBA)

Business Administration

A major in business administration prepares students for a variety of administrative opportunities in a variety of fields, such as the education services industry, the healthcare industry, state and local government and finance and insurance sectors. According to the Bureau of Labor Statistics, employment of administrative services managers will grow faster than average at 7% between 2018 and 2028.



This is a general business major and it is ideal for part-time students or those who cannot travel to the Southeast campus to take courses since it provides a flexible delivery method (online courses). It is also designed for those who want an opportunity to study and build skills in a variety of business disciplines. Students can customize their program of study based on personal career interests.

Becoming Career Ready...

/ Qualified, award winning faculty interact with students in a small class environment, in Robert A. Dempster Hall, a magnificent facility that promotes hands-on learning with state-of-the-art technology and collaborative working spaces.

/ Business Administration graduates work in a wide variety of business and corporate settings including corporate finance, investment banking, financial and personnel operations, as well as, management and marketing roles. Examples of job titles include financial manager, business manager, investment banker, human resources officer, marketing executive, retail manager and many more jobs in the public and private sectors.

/ Business Administration students have access to more than 30 study-abroad programs offered with the Harrison College of Business and Computing.

/ 100% of Southeast programs offer real-world experience. Business Administration students have access to a variety of experiential learning opportunities such as client-based consulting projects, competitions and business start-ups at Catapult Creative House (part of the Douglas C. Greene Center for Innovation and Entrepreneurship).

/ The path to a successful career starts with you! You can maximize your career development by working closely with Career Services and Southeast faculty – they are here to help you connect your passions, interests and skills to jobs and opportunities in the field. Career Services provides professional career counseling and coaching, resume critiques, practice interviews, job search strategies, career events, networking opportunities and more.

Internship and Employment Opportunities of Recent Graduates:

- Anthem Blue Cross/Blue Shield
- Bank of America
- Biokyowa, Inc.
- Boeing
- Cape Girardeau Public Schools
- City Government Offices
- Douglas C. Greene Center for Innovation and Entrepreneurship
- Edward Jones
- Fastenal
- Farmers Insurance
- JC Penney
- Macy's
- Maxim Healthcare Services
- Missouri State Government Offices
- Missouri Department of Transportation
- Old Town Cape
- Target
- TG Missouri
- United Way
- Walgreens
- Workforce Employment Solutions

Special Options with Business Administration

This program of study is also available as an online program.

Southeast Missouri State University offers an accelerated master's degree for current Southeast business administration students. For more information, please see any of the MBA degree maps.

Southeast also offers a Master of Business Administration in General Management and a Master of Science in Management.

Transfer and Dual Credit Students

If you have dual credit or transfer credit, please visit our transfer course equivalencies guide at semo.edu/transfercredit.



To learn more
 Office of Admissions
 (573) 651-2590
admissions@semo.edu
semo.edu

To explore
 the Harrison College
 of Business and Computing
 online, visit
semo.edu/business-computing

For advising
 Center for Academic Advising
semo.edu/advising

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This is a guide based on the 2021-2022 Undergraduate Bulletin and is subject to change. The time it takes to earn a degree will vary based on several factors such as dual enrollment, remediation, and summer enrollment. Students will meet with an academic advisor each semester and use Degree Works to monitor their individual progress.

CURRICULUM CHECKLIST

Business Administration Core – 33 Hours Required

A grade of 'C' is required in each core course.

- ___ AC221 Principles of Accounting I (3)
- ___ AC222 Principles of Accounting II (3)
- ___ BA101 The Business Universe (3)
- ___ BA490 Business Policy & Strategy (3)
- ___ BL255 Business Law (3)
- ___ FI361 Financial Management (3)
- ___ MG301 Principles of Management (3)
- ___ MI375 Management Information Systems (3)
- ___ MK301 Principles of Marketing (3)
- ___ QM352 Quantitative Analysis (3)

Choose 3 Hours From:*

- ___ AC540 International Perspectives of Accounting (3)
- ___ BA560 Topics in International Business (3)
- ___ BL560 International Business Law (3)
- ___ EC580 International Economics (3)
- ___ FI540 International Finance (3)
- ___ MG560 International Management (3)
- ___ MK560 International Marketing (3)

* International Course taken to meet Business Administration Core requirement may not be counted on a major.

Support Courses – 30 Hours Required

Some courses may fulfill General Education requirements. A grade of 'C' or better is required in each support course.

- ___ BA252 Business Communication (2)
- ___ BA400 Applied Ethical Leadership (3)
- ___ BA452 Professionalism (1)
- ___ EC215 Principles of Microeconomics (3)
- ___ EC225 Principles of Macroeconomics (3)
- ___ EN140 Rhetoric & Critical Thinking (3)
- ___ MA116 Precalculus A OR MA123 Mathematical Reasoning and Modeling (3)
- ___ MI101 Intro to Computer Applications (3)
- ___ QM257 Business Statistics I (3)
- ___ QM258 Business Statistics II (3)
- ___ SC105 Fundamentals of Oral Communication (3)

NOTE: All 100 and 200 level core and support courses are pre-requisite to all 300 level business core and business major courses.

Business Administration Major Courses (24 Hours) –

24 Hour Major – No Minor Required

Required Courses: AC/BA/BL/EC/ER/FA/FI/HA/MG/MI/MK/QM 300-599 level (24)*

* Choose a minimum of 4 disciplines with no more than 9 hours in one discipline (represented by subject prefix).

Choose 3 hours from the following as part of the 24 hours of required coursework:

- ___ AC 330 Accounting Analytics (3)
- ___ EC 351 Applied Economic Models (3)
- ___ EC 490 Business Forecasting (3)
- ___ ER 561 Business Planning for New Ventures (3)
- ___ FA 315 Retail Buying (3)
- ___ MG 416 Acquiring Talent (3)
- ___ MG 436 Compensating Talent (3)
- ___ MK 345 Intro to Business Research (3)
- ___ QM 358 Production/Operations Management (3)

* Core and support courses for BSBA degree will not count here.

* No more than 6 hours can double count in this major and a minor in the Harrison College of Business.

* No more than 9 hours may double count between this major and a second Business major.

General Education Requirements – some requirements may be fulfilled by coursework in major program

- Social and Behavioral Sciences – 6 hours
- Constitution Requirement – 3 hours
- Written Communication – 6 hours
- Oral Communication – 3 hours
- Natural Sciences – 7 hours (from two disciplines, one to include a lab)
- Mathematics – 3 hours
- Humanities & Fine Arts – 9 hours (from at least two disciplines)
- Additional requirements – 5 hours (to include UI100 for native students)
- Civics examination

SAMPLE FOUR-YEAR PLAN

◆	Fall Semester		Spring Semester	
	Course #	Hrs	Course #	Hrs
FIRST YEAR	UI100	1	EN140	3
	EN100	3	SC105	3
	BA101	3	General Education	3
	MA116 or MA123	3	General Education	3
	MI101	3	General Education	3
	General Education	3		
	Total	16	Total	15
Milestone: Achieve a minimum 2.25 overall GPA				

SECOND YEAR	AC221	3	AC222	3
	BA252	2	BL255	3
	EC215	3	EC225	3
	QM257	3	QM258	3
	General Education	3	General Education	3
	General Education	3		
	Total	17	Total	15
Milestone: Achieve a minimum 2.25 overall GPA				

(summer courses are encouraged to avoid 18 hour semesters)

THIRD YEAR	FI361	3	AC330, EC351, EC490, ER561, MG416, MG436, MK345, or QM358	3
	BA452	1	MI375	3
	MG301	3	Major Course	3
	MK301	3	Major Course	3
	QM352	3	Elective	2
	General Education	3		
	Total	16	Total	14
Milestone: Maintain 2.25 overall GPA and 2.25 major GPA				

FOURTH YEAR	Major Course	3	BA400	3
	Major Course	3	BA490	3
	International Course	3	Major Course	3
	Major Course	3	Major Course	3
	General Education	3		
Total	15	Total	12	
Milestone: Maintain 2.25 overall GPA and 2.25 major GPA				

Degree requirements for all students: a minimum of 120 credit hours, completion of the General Education program, and completion of 39 senior division hours (300-599). Refer to the Undergraduate Bulletin or Degree Works for additional graduation requirements for your program.

A minimum 2.25 GPA in the major and overall are required to graduate with a BSBA degree.

All Harrison College of Business and Computing majors are encouraged to study abroad during their junior or senior year. Numerous opportunities exist from 10 days to a full semester. Programs are available in which all classes are taught in English and tuition rates are the same as Southeast's.

Revised
3/12/2021