

**Bachelor of Science in Business Administration (BSBA)****Business Administration (Online)**

The major in business administration prepares students for a variety of administrative opportunities in the education services industry, health care industry, state and local government, and finance and insurance sectors. It is also designed for those who want a general business major with 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. This major 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).

**Becoming Career Ready...**

/ Qualified, award winning faculty interact with students in a small online class environment.

/ 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 completing an internship that fits their skills and future goals.

/ 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
- Farmers Insurance
- JC Penney
- Macy's
- Maxim Healthcare Services
- Missouri Government Offices
- Missouri Department of Transportation
- Old Town Cape
- Target
- TG Missouri
- United Way
- Walgreens
- Workforce Employment Solutions

**About Our Online Programs**

At Southeast, if a program is designated as an online degree, you can complete your degree anywhere, without ever having to come to one of our campuses. As a student in an online class, your faculty will be the same faculty who teach in our campus classrooms. Advising for online programs and other support services are all completed online by staff who specialize in serving distance students.

**Special Options with Business Administration**

Southeast offers a Master of Business Administration with multiple emphasis options, which can also be completed entirely online. These online options include General Management, Health Administration, and Sport Management.

*Save time and money by utilizing upper level courses toward the accelerated master's degree.*

The accelerated master's degree gives you an early start toward your MBA.

**Transfer and Dual Credit Students**

If you have dual credit or transfer credit, please visit our transfer course equivalencies guide at [semo.edu/transfercredit](http://semo.edu/transfercredit).

**To learn more**  
 Southeast Online  
 (573) 651-2766  
[southeastonline@semo.edu](mailto:southeastonline@semo.edu)  
[semo.edu/online](http://semo.edu/online)

**To explore**  
 all online degree options,  
 visit [semo.edu/online](http://semo.edu/online)

**For advising**  
 Phone: (573) 651-5184  
[onlineadvising1@semo.edu](mailto:onlineadvising1@semo.edu)  
[semo.edu/online/advising-center](http://semo.edu/online/advising-center)

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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 <sup>8S</sup>	Principles of Accounting I (3)
___ AC222 <sup>2S</sup>	Principles of Accounting II (3)
___ BA101	The Business Universe (3)
___ BA490 <sup>S</sup>	Business Policy & Strategy (3)
___ BL255 <sup>6S</sup>	Business Law (3)
___ F361 <sup>S</sup>	Financial Management (3)
___ MG301 <sup>WS</sup>	Principles of Management (3)
___ MI375 <sup>S</sup>	Management Information Systems (3)
___ MK301 <sup>WS</sup>	Principles of Marketing (3)
___ QM352 <sup>2S</sup>	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 <sup>S</sup>	International Management (3)
___ MK560 <sup>S</sup>	International Marketing (3)

\* International course taken to meet business administration core requirement may not be counted on a major. Some courses listed may not be available in an online format.

**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 <sup>6S</sup>	Business Communication (2)
___ BA400	Applied Ethical Leadership (3)
___ BA452 <sup>S</sup>	Professionalism (1)
___ EC215 <sup>6S</sup>	Principles of Microeconomics (3) -
___ EC225 <sup>6S</sup>	Principles of Macroeconomics (3)
___ EN140 <sup>S</sup>	Rhetoric & Critical Thinking (3) *
___ MA116 <sup>S</sup>	Precalculus A OR MA123 Survey of Mathematics (3) *
___ MI101 <sup>8S</sup>	Intro to Computer Applications (3)
___ QM257 <sup>8S</sup>	Business Statistics I (3)
___ QM258 <sup>8S</sup>	Business Statistics II (3)
___ SC107	Online Oral Presentations (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/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)
___ FA3 15	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.

8 - These courses are typically offered in an eight-week format in the spring or fall semesters.

S - These courses are typically offered in a summer session.

W - These courses are typically offered over the wintertime (listed as part of the spring semester). Students are restricted to one wintertime course per semester.

+ - Meets General Education requirement

**SAMPLE YEARLY COURSE MAP**

FALL	Start / Stop	Course #	Hrs
Full Term	Aug. - Dec.		3
Full Term	Aug. - Dec.		3
Full Term	Aug. - Dec.		3
1st 8 Week	Aug. - Oct.		3
2nd 8 Week	Oct. - Dec.		3
<b>Total</b>			<b>15</b>

SPRING	Start / Stop	Course #	Hrs
Wintertime	Dec. - Jan		3
Full Term	Jan. - May		3
Full Term	Jan. - May		3
1st 8 Week	Jan. - Mar.		3
2nd 8 Week	Mar. - May		3
<b>Total</b>			<b>15</b>

SUMMER	Start / Stop	Course #	Hrs
1st 4 Week	June		3
8 Week	June-July		3
2nd 4 Week	July		3
<b>Total</b>			<b>9</b>

**Personalized Pathways:**

At Southeast, we offer online courses in a traditional 16-week fall and spring semester with eight-week sessions in the first and last half of both. In addition, we offer a wintertime between fall and spring and at least six different 4, 6, and 8 week sessions over summer. Talk with an advisor to see how you can utilize these different sessions to expedite your degree completion.

**Degree requirements for all students:** a minimum of 120 credit hours; completion of/transfer credit for General Education program courses; residency at Southeast - at least 30 hours from Southeast; 39 senior division hours required: current residency at Southeast - 12 of your final 18 hours must be taken with Southeast. Refer to the Undergraduate Bulletin or Degree Works for additional graduation requirements.

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

**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

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