

Bachelor of Science in Business Administration (BSBA)

Business Administration

A major in business administration prepares students for a variety of administrative opportunities in the education services industry, the healthcare industry, state and local government, and finance and insurance sectors. 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). 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.



Business Administration students will...

- Interact with qualified, award winning faculty in a small class environment.
- Study online or in Robert A. Dempster Hall, an efficient and beautiful business building with a look and feel of a corporate environment.
- Have access to more than 30 study-abroad programs offered with the Harrison College of Business.

Career Planning

Currently, 98 percent of Harrison College of Business graduates find employment within a year of graduation.

Career preparation is part of the mission of Southeast. In fact, more than 90% of Southeast students participate in internships, clinical opportunities, student teaching, research assistantships, and study abroad. St. Louis Business Interview Days offers Southeast business students a one-of-a-kind interviewing and networking opportunity.

Professional career counselors are available for all students. The Office of Career Services in Academic Hall 057 can provide students with professional career counseling, resume critiques, practice interviews, job search strategies, career events, networking opportunities, and more.

Demonstrated Career Proficiency is a Requirement of all Southeast Students		
CL001/CL002	First Semester	Complete the FOCUS2 assessment and develop a Career Action Plan.
CL003	Junior Year	Students gain information about career planning and job searching resources.
CL004	Senior Year	Students demonstrate advanced proficiency by identifying a position in their field, developing a cover letter, and tailoring a resume for the position. Materials are critiqued to ensure preparedness for a successful job search.

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 State Government Offices
- Missouri Department of Transportation
- Old Town Cape
- Target
- TG Missouri
- United Way
- Walgreens
- Workforce Employment Solutions

Admission Requirements

1. Completion of 60 semester hours.
2. Completion of: AC221, AC222, AD101, BL255, EC215, EC225, EN140, MA134, MG252, QM257, QM258 and SC105 with a grade of 'C' or better.
3. Cumulative 2.25 GPA.
4. Business students must be admitted to the College of Business prior to enrolling in upper division (300 level or above) business courses.

Special Options with Business Administration

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

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

To explore
the Harrison College
of Business online, visit
www.semo.edu/hcb

For advising
Center for Academic Advising - North
(573) 651-5090
www.semo.edu/advising
advisingnorth@semo.edu

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This is a guide based on the 2016-2017 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 DegreeWorks to monitor their individual progress.

CURRICULUM CHECKLIST

Business students must be admitted to the College of Business prior to enrolling in upper division (300 level or above) business courses.

Business Administration Core – 30 Hours Required

A grade of 'C' is required in each core course except accounting majors must earn 'A' or 'B' in AC222.

- ___ AC221 Principles of Accounting I (3)
- ___ AC222 Principles of Accounting II (3)
- ___ BA490 Business Policy & Strategy (3)
- ___ BL255 Legal Environment of Business (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 International Business Study Tour (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 University Studies requirements. A grade of 'C' or better is required in each support course.

- ___ AD101 Intro to Microcomputer Applications (3)
- ___ BA452 Professionalism (1)
- ___ EC215 Principles of Microeconomics (3)
- ___ EC225 Principles of Macroeconomics (3)
- ___ EN140 Rhetoric & Critical Thinking (3)
- ___ MA134 College Algebra (3)
- ___ MG252 Business Communication (2)
- ___ QM257 Business Statistics (3)
- ___ QM258 Business Statistics II (3)
- ___ SC105 Fundamentals of Oral Communication (3)
- ___ UI400 Business & Ethics (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/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:

- ___ AC 330 Accounting Analytics (3)
- ___ BA 561 Entrepreneurship Plan & Strat (3)
- ___ EC 351 Applied Economic Models (3)
- ___ EC 490 Business Forecasting (3)
- ___ MG 546 Acquiring & 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.

University Studies Requirements (not already listed above):

UI100 First Year Seminar, EN100 English Composition, Artistic Expression, Literary Expression, Behavioral Systems, Living Systems, Physical Systems, Development of a Major Civilization, Political Systems, Social Systems, and two IU/UI3XXs

SAMPLE FOUR-YEAR PLAN

	Fall Semester		Spring Semester	
	Course #	Hrs	Course #	Hrs
FIRST YEAR	UI100	3	SC105	3
	EN100	3	EN140	3
	MA134	3	Behavioral Systems	3
	AD101	3	Dev. of Major Civ.	3
	Artistic Expression	3	Social Systems	3
	Total	15	Total	15
Milestone: Achieve a minimum 2.25 overall GPA				

SECOND YEAR	AC221	3	AC222	3
	EC215	3	BL255	3
	QM257	3	EC225	3
	MG252	2	QM258	3
	Literary Expression	3	Political Systems	3
	Physical Systems	3		
Total	17	Total	15	
Milestone: Gain admission to College of Business by end of fourth semester.				

(summer courses are encouraged to avoid 18 hour semesters)

THIRD YEAR	FI361	3	AC330, BA561, EC351, EC490, MG546, MK345, <u>or</u> QM358	3
	MG301	3	MI375	3
	MK301	3	Major Course	3
	QM352	3	Major Course	3
	Living Systems	3	IU/UI3XX	3
	BA452	1		
Total	16	Total	15	
Milestone: Maintain 2.25 overall GPA and 2.25 major GPA				

FOURTH YEAR	Major Course	3	BA490	3
	Major Course	3	Major Course	3
	International Course	3	Major Course	3
	Major Course	3	UI400	3
	UI3XX	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 University Studies program, career proficiencies (CL001-004), Writing Proficiency Exam (WP003), and completion of the Measure of Academic Proficiency and Progress (MAPP) at the senior level.

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

Refer to the Undergraduate Bulletin or DegreeWorks for additional graduation requirements (i.e. minimum GPA and coursework) for your program of study.

Revised
2/23/2016