

## 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. 100% of programs offer our students an internship, study-abroad program, clinical opportunity, student teaching or research internship.

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

Demonstrated Career Proficiency is a Requirement of all Southeast Students		
CL001	First Semester	Students connect academic career planning by completing an online career assessment
CL002	Second Semester	Students learn more about resources available to enhance academic and career planning
CL003	Junior Year	Students learn about continued career planning, job search strategies, and networking
CL004	Senior Year	Students learn about resume development, professional communication, interviewing, and transitioning to the first job from college

### 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: AC221, AC222, AD101, BL255, EC215, EC225, EN140, MA134, MG252, QM257, QM258 and SC105 with a grade of 'C' or better.
2. Cumulative 2.25 GPA.
3. In addition to satisfying prerequisites, students must complete at least 45 credit hours before 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.

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 Organizational Management.

**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 2017-2018 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.

- \_\_\_ 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/ER/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)
- \_\_\_ EC 351 Applied Economic Models (3)
- \_\_\_ EC 490 Business Forecasting (3)
- \_\_\_ ER 561 Entrepreneurship Plan & Strat (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

**SAMPLE FOUR-YEAR PLAN**

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

<b>SECOND YEAR</b>	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		
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>15</b>	
Milestone: Gain admission to College of Business by end of fourth semester.				

(summer courses are encouraged to avoid 18 hour semesters)

<b>THIRD YEAR</b>	FI361	3	AC330, EC351, EC490, ER561, MG546, MK345, or QM358	3
	MG301	3	MI375	3
	MK301	3	Major Course	3
	QM352	3	Major Course	3
	Living Systems	3	Elective	3
	BA452	1		
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>	
Milestone: Maintain 2.25 overall GPA and 2.25 major GPA				

<b>FOURTH YEAR</b>	Major Course	3	BA490	3
	Major Course	3	Major Course	3
	International Course	3	Major Course	3
	Major Course	3	UI400	3
	Elective	3		
	<b>Total</b>	<b>15</b>	<b>Total</b>	<b>12</b>
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, completion of 39 senior division hours (300-599), career proficiencies (CL001-004), Writing Proficiency Exam (WP003), and completion of the Measure of Academic Proficiency and Progress (MAPP) at the senior level. 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.

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

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