Business Administration

Bachelor of Science in Business Administration (BSBA)

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 Dept. of Labor’s Occupational Outlook Handbook, employment of administrative services managers will grow about as fast as average at 8% between 2014 and 2024.

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, an efficient and beautiful business building with a look and feel of a corporate 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 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
- 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.
This is a guide based on the 2019-2020 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.

### Degree Map 2019-2020

**HARRISON COLLEGE OF BUSINESS AND COMPUTING**

**Business Administration**

Bachelor of Science in Business Administration (BSBA)

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**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 (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/ER/FI/MI/MK/OM 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)
- MG 416 Acquiring Talent (3)
- MG 438 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)

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**SAMPLE FOUR-YEAR PLAN**

**Fall Semester** | **Spring Semester**
---|---
**I** | **II**
**FIRST YEAR**
**Fall Semester** | **Spring Semester**
---|---
UI100 | SC105
EN100 | EN140
BA101 | General Education
MA116 | General Education
MI101 | General Education

Total: 15 Total: 15

Milestone: Achieve a minimum 2.25 overall GPA

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**SECOND YEAR**

**Fall Semester** | **Spring Semester**
---|---
AC221 | AC222
BA252 | BL255
EC215 | EC225
QM257 | QM258

Total: 17 Total: 15

Milestone: Achieve a minimum 2.25 overall GPA

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**THIRD YEAR**

**Fall Semester** | **Spring Semester**
---|---
MI101 | MK301
AC452 | BA400
MG301 | BA490
MK301 | International Course
QM352 | Major Course

Total: 15 Total: 12

Milestone: Maintain 2.25 overall GPA and 2.25 major GPA

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**FOURTH YEAR**

**Fall Semester** | **Spring Semester**
---|---
Major Course | BA400
Major Course | BA490
International Course | Major Course
Major Course | Major Course
Elective | Elective

Total: 15 Total: 12

Milestone: Maintain 2.25 overall GPA and 2.25 major GPA

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Degree requirements for all students: a minimum of 120 credit hours, completion of the General Education program, completion of 39 senior division hours (300-599), Writing Proficiency Exam (WP003). 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.

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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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