The major in business administration prepares students for a variety of administrative opportunities in the education services industry, the health care 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 highly 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.

A St. Louis Outreach Office, located in Chesterfield, Missouri, provides career exploration assistance, resume critiques, interview tips, job search strategies, and more.

St. Louis Business Interview Days offers Southeast business students a one-of-a-kind interviewing and networking opportunity.

<table>
<thead>
<tr>
<th>Demonstrated Career Proficiency</th>
<th>Requirement of all Southeast Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>CL001/CL002 First Semester</td>
<td>Complete the FOCUS2 assessment and develop a Career Action Plan.</td>
</tr>
<tr>
<td>CL003 Junior Year</td>
<td>Students gain information about career planning and job searching resources.</td>
</tr>
<tr>
<td>CL004 Senior Year</td>
<td>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.</td>
</tr>
</tbody>
</table>

Career Services

Located in Academic Hall 057, provides professional career advising to guide students in their career development.

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

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. An overall cumulative grade point average (GPA) of 2.25.
4. Business students must be admitted to the College of Business prior to enrolling in upper division (300 level or above) business courses.

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

This program of study is also available as an on-campus program and at the regional campuses (Kennett, Malden, and Sikeston).

Special program fees are required for this program of study. semo.edu/sfs/fee-schedule.htm
This is a guide based on the 2014-2015 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 or above) business courses.

**Business Administration Core – 33 Hours Required**

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

- AC221E Principles of Accounting I (3)
- AC222E Principles of Accounting II (3)
- BA400E Business Policy & Strategy (3)
- BL255E Legal Environment of Business (3)
- DS161E Financial Management (3)
- MG301E Principles of Management (3)
- MI375E Management Information Systems (3)
- MK301E Principles of Marketing (3)
- QM350E Management Science (3)
- QM358E Production/Operations Management (3)

- AC540 International Perspectives of Accounting (3)
- BA560 International Business Study Tour (3)
- EC580 International Economics (3)
- FIS540 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. Some courses listed may not be available in an online format.

**Support Courses – 30 Hours Required**

Some courses may fulfill University Studies requirements.

- AD101E Intro to Microcomputer Applications (3)
- EC215E Principles of Microeconomics (3)
- EC225E Principles of Macroeconomics (3)
- EN140E Rhetoric & Critical Thinking (3)
- MA134E College Algebra (3)
- MG252E Business Communication (3)
- OM258E Business Statistics (3)
- OM259E Business Statistics II (3)
- SC105 Fundamentals of Oral Communication (3)
- UI400E Business & Ethics (3)

**Business Administration Major Courses (24 Hours) – 24 Hour Major – No Minor Required**

- AC/B/A/EC/FI/MI/QM 300-599 level (24)

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

* 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 IU1/300s.

- These courses are typically offered in an eight-week format in the spring or fall semesters.
- These courses are typically offered in a summer session.
- These courses are typically offered over the wintersession (listed as part of the spring semester). Students are restricted to one wintersession course per semester.

**SAMPLE YEARLY COURSE MAP**

**Business Administration**

Consult with advisor to select courses meeting requirements for the 2014-2015 Undergraduate Bulletin

<table>
<thead>
<tr>
<th>FALL</th>
<th>Start / Stop</th>
<th>Course #</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Term</td>
<td>Aug. - Dec.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Full Term</td>
<td>Aug. - Dec.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Full Term</td>
<td>Aug. - Dec.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>1st 8 Week</td>
<td>Aug. - Oct.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>2nd 8 Week</td>
<td>Oct. - Dec.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>15</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>SPRING</th>
<th>Start / Stop</th>
<th>Course #</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wintersession</td>
<td>Dec. - Jan</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Full Term</td>
<td>Jan. - May</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Full Term</td>
<td>Jan. - May</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>1st 8 Week</td>
<td>Jan. – Mar.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>2nd 8 Week</td>
<td>Mar. - May</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER</th>
<th>Start / Stop</th>
<th>Course #</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 4 Week</td>
<td>June</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>8 Week</td>
<td>June - July</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>2nd 4 Week</td>
<td>July</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

**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 wintersession 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.

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 freshman and senior levels.

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 (e.g., minimum GPA and course work) for your program of study.