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.

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.

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.

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 is a Requirement of all Southeast Students</th>
<th></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>

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 SC105/107 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).

To learn more
Southeast Online
(573) 651-2766
southeastonline@semo.edu
online.semo.edu

To explore
all online degree options,
visit online.semo.edu

For advising
Southeast Online
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southeastonline@semo.edu
online.semo.edu
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.
- AC221L Principles of Accounting I (3)
- AC222L Principles of Accounting II (3)
- BA490L Business Policy & Strategy (3)
- BL258L Legal Environment of Business (3)
- FI381L Financial Management (3)
- MG301L Principles of Management (3)
- MG359L Management Information Systems (3)
- MK301L Principles of Marketing (3)
- QM325L Management Science (3)

Choose 3 Hours From:
- AC540L International Perspectives of Accounting (3)
- BA560L International Business Study Tour (3)
- EC580L International Economics (3)
- FI440L International Finance (3)
- MG550L International Management (3)
- MK566L International Marketing (3)

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

Support Courses – 30 Hours Required

Some courses may fulfill University Studies requirements.
A grade of ‘C’ or better is required in each support course.
- AD101L Intro to Microcomputer Applications (3)
- BA522L Professionalism (1)
- EC215L Principles of Microeconomics (3)
- EC256L Principles of Macroeconomics (3)
- EN140L Rhetoric & Critical Thinking (3)
- MA134L College Algebra (3)
- MG525L Business Communication (2)
- QM257L Business Statistics (3)
- QM259L Business Statistics II (3)
- SC105R/107 Fundamentals of Oral Communication (1)
- UI430L 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/JC/FI/MI/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).

Choose 3 hours from the following:
- AC330 Principles of Accounting (3)
- BA560 Entrepreneurship Plan & Strat (3)
- EC490 Business Forecasting (3)
- MG486 Acquiring & Compensating Talent (3)
- MK455 Intro to Business Research (3)
- QM358 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, EN101 English Composition, Artistic Expression
- Literary Expression, Behavioral Systems, Living Systems, Physical Systems, Development of a Major Civilization, Political Systems, Social Systems, and two IUs/UDGs

- 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.

For advising
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Degree Map 2016-2017

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.

SAMPLE YEARLY COURSE MAP

<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>
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</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 winter session 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 University Studies program, career proficiencies (CL100-104), and the Writing Proficiency Exam (WP003).

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.

Revised 2/29/2016