

GENERAL EDUCATION REQUIREMENTS

Required Courses: 6 courses, as listed below (at least 18 hours)

Course Name	Complete	Term	Grade
ENGL 113 - English Composition I MOTR ENGL 100	_____	_____	_____
BCIS 203 – Microsoft Office Suite (<i>Required for School of Business</i>)	_____	_____	_____
<i>One of the following courses</i>			
ARTS 153 - Art Appreciation OR MOTR ARTS 100	_____	_____	_____
MUHL 153 - Appreciation of Music OR MOTR MUSC 100	_____	_____	_____
CPHI 203 - Introduction to Logic OR MOTR PHIL 101	_____	_____	_____
CPHI 213 - Introduction to Philosophy MOTR PHIL 100	_____	_____	_____
<i>One of the following courses</i>			
Course Name	Complete	Term	Grade
PSYC 133 - General Psychology OR MOTR PSYC 100	_____	_____	_____
SOCO 113 - Introduction to Sociology OR MOTR SOCI 101	_____	_____	_____
SOHI 213 - Worldview and Social Issues MOTR SOCI 201	_____	_____	_____
<i>One of the following courses</i>			
Course Name	Complete	Term	Grade
MATH 123 - Contemporary College Mathematics OR MOTR MATH 120	_____	_____	_____
MATH 133 - College Algebra MOTR MATH 130	_____	_____	_____
<i>One of the following courses</i>			
Course Name	Complete	Term	Grade
CBIB 113 - Old Testament History OR	_____	_____	_____
CBIB 123 - New Testament History	_____	_____	_____

BUSINESS ADMINISTRATION REQUIREMENTS

Required Business Courses: (31 hours)

Course Name	Complete	Term	Grade
ACCT 213 – Principles of Financial Accounting	_____	_____	_____
ACCT 223 – Principles of Managerial Accounting	_____	_____	_____
BUSN 281 – Interviewing Techniques	_____	_____	_____
BUSN 303 – Business Ethics	_____	_____	_____
BUSN 353 – Communication Strategies in Business	_____	_____	_____
BUSN 363 – Financial Management	_____	_____	_____
BUSN 413 – Business Law I	_____	_____	_____
ITBU 363 – Business Analytics	_____	_____	_____
ECON 123 – Microeconomics MOTR ECON 102	_____	_____	_____
MGMT 303 – Management Concepts and Practices	_____	_____	_____
MRKT 313 – Introduction to Marketing	_____	_____	_____

Concentration: (15 hours)

Choose one of the following concentration areas to complete the Associate of Science in Business Administration degree.

Required Business Administration Concentration Courses: (15 hours) Upper Division courses from courses in Accounting, Business Administration, Computer Science, Data Analytics, Information Systems, Information Technology, Economics, Entrepreneurship, Healthcare Management, or Marketing not used as required courses or electives in another School of Business major (excluding general education and degree requirements).

Course Name	Complete	Term	Grade
Upper Division Business Course (Type Course Name Here)	_____	_____	_____
Upper Division Business Course (Type Course Name Here)	_____	_____	_____
Upper Division Business Course (Type Course Name Here)	_____	_____	_____
Upper Division Business Course (Type Course Name Here)	_____	_____	_____
Upper Division Business Course (Type Course Name Here)	_____	_____	_____

Required Healthcare Management Concentration Courses: (15 hours)

Course Name	Complete	Term	Grade
HCMG 303 – Introduction to Healthcare Systems	_____	_____	_____
HCMG 313 – Ethical and Legal Issues in Healthcare	_____	_____	_____

HCMG 323 – Introduction to Marketing for Healthcare Systems	_____	_____	_____
HCMG 333 – Introduction to Healthcare Information Technology	_____	_____	_____
HCMG 363 – Financial Management of Healthcare Systems	_____	_____	_____

Required Information Technology Concentration Courses: (15 hours)

Course Name	Complete	Term	Grade
BCIS 303 – Information Technology Theory and Practice	_____	_____	_____
ITBU 213 – IT Infrastructure	_____	_____	_____
ITBU 333 – System Analysis and Design	_____	_____	_____
ITBU 353 – Data and Information Management	_____	_____	_____
ITBU 473 – Project Management	_____	_____	_____

Required Management Concentration Courses: (15 hours)

Course Name	Complete	Term	Grade
ENTR 303 – Introduction to Entrepreneurship	_____	_____	_____
ITBU 473 – Project Management	_____	_____	_____
MGMT 353 – Production and Operations Management	_____	_____	_____
MGMT 363 – Managing Organizational Change and Diversity	_____	_____	_____
MGMT 433 – Human Resource Management	_____	_____	_____

Required Marketing Concentration Courses: (15 hours)

Course Name	Complete	Term	Grade
MRKT 363 – Market Management	_____	_____	_____
MRKT 373 – Market Research	_____	_____	_____
MRKT 383 – Consumer Behavior	_____	_____	_____
MRKT 403 – International Marketing	_____	_____	_____
MRKT 413 – Digital and Social Media Marketing	_____	_____	_____

A student must earn a grade of C or better in all major (business component and concentration) courses, and achieve an overall grade point average of 2.5 or better for the awarding of the associate degree.

If a substitution has been made, attach a copy of the signed approval and indicate the course number and title following the catalog requirement. Please include the date of the substitution.

A minimum of 64 semester hours is required to earn the Associate of Science Degree with a concentration in Business Administration, including the general education, business, and elective courses listed on this degree sheet.

Transfer credit will be accepted into this program from an accredited college or school up to a maximum of 42 semester hours of credit. Up to 15 hours of the associate degree may be earned through credit by examination and/or portfolio assessment of prior learning. Portfolio credit is only available to those who have completed a minimum of 12 semester hours in residency at Missouri Baptist University. Students must complete a minimum of 22 semester hours in residency at Missouri Baptist University to earn the Associate of Science degree.

Student's Signature _____

Date _____

Advisor's Signature _____

Date _____

Director of Records' Signature _____

Date _____