

ADMINISTRATION



Bachelor of Arts in Administration

SCHOOL of
PROFESSIONAL STUDIES

PROGRAM OVERVIEW

The Bachelor of Arts in Administration is designed especially for the transfer student. It contains a professional sequence of business courses that will provide students the necessary background in administration for entry-level positions.

This degree permits the student to customize his/her plan by giving an option of adding a minor that can complement current job requirements or prepare for future career goals. This degree is also excellent preparation for the MBA, since it requires 8 of the 12 undergraduate courses required for entry into the MBA program. By working with an advisor, a student can use the elective area to take the four extra courses needed to be admitted to the MBA program.

PROGRAM FORMAT

Courses are 8-weeks long and offered six terms each year. Faculty are scholar practitioners with real world experience.

- **Available in the classroom at the following learning centers:**

Alamo Heights Center

Corpus Christi Center

Northeast Center

Northwest Center

- **Available 100% online**

CAREER OPPORTUNITIES

Job examples for this degree: Administrative Service Manager Office Manager Cost Estimator

Learn about earning potential: U.S. Bureau of Labor Statistics | www.bls.gov

CONTACT US

UIW School of Professional Studies Admissions

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www.SPS.UIW.edu

Accreditation: University of the Incarnate Word is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, doctorate, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of University of the Incarnate Word.

DEGREE PROFILE: 4-YEAR PLAN

YEAR 1					
Term	Course Title	Hours	Course Title	Hours	Hours
Term I	ENGL 1311 Composition I	3	DWHP 3300 Dimensions of Wellness	3	
Term II	ENGL 1312 Composition II	3	COMP 1301 Computer Literacy	3	
Term III	ENGL 2310 World Literature	3	Natural Science with Lab	4	
Term IV	Social Science	3	BIS 2325 Business Information Processing*	3	
Term V	PHIL 1381 Introduction to Philosophy	3	Fine or Applied Arts	3	
Term VI	MATH 1304 College Algebra	3	History	3	
YEAR 2					
Term	Course Title	Hours	Course Title	Hours	Hours
Term I	MSC 3370 Statistical Analysis of Business*	3	Language I	3	
Term II	ECN 2302 Microeconomics*	3	Language II	3	
Term III	ACC 2311 Financial Accounting*	3	RELS 1325 Religious Quest	3	
Term IV	MGT 3340 Concepts and Functions of Management*	3	3000 or 4000 Level Religious Studies or Philosophy	3	
Term V	MGT 3354 Theories and Concepts of Personnel Management*	3	General Elective	3	
Term VI	MGT 4355 Organizational Behavior*	3	General Elective	3	
YEAR 3					
Term	Course Title	Hours	Course Title	Hours	Hours
Term I	MKT 3331 Introductory Marketing Concepts and Strategies*	3	BLW 3317 Legal Aspects of Business*	3	
Term II	FIN 3321 Business Finance*	3	Specialization Course (Transfer or minor)	3	
Term III	Specialization Course (Transfer or minor)	3	Specialization Course (Transfer or minor)	3	
Term IV	Specialization Course (Transfer or minor)	3	Specialization Course (Transfer or minor)	3	
Term V	Specialization Course (Transfer or minor)	3	General Elective	3	
Term VI	General Elective	3	General Elective	3	
YEAR 4					
Term	Course Title	Hours	Course Title	Hours	Hours
Term I	General Elective	3	General Elective	3	
Term II	General Elective	3	General Elective	3	

* Indicates Major Courses

Total requirements must meet 120 credit hours to be eligible for graduation and 45 hour residency requirement.

All students must have documented 45 hours of community service to graduate.

