

Wherever you are, we'll meet you there.

BBA

bachelor of business administration

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Contact our Enrollment Counselor

Stephanie Rittenhouse

Call: (800) 293.7075 x 106

Click: online.King.edu

Email: srittenhouse@learninghouse.com



KING
COLLEGE *Online*

About King College

King College is a Presbyterian-affiliated, master's-level comprehensive college structured on a university model.

The College offers more than 80 majors, minors, pre-professional degrees and concentrations in fields such as business, nursing, law, medical and health sciences, pharmacy, digital media, education, and humanities.

Graduate programs are offered in business administration, education, and nursing. A number of off-campus learning opportunities and travel destinations are also available.

Our reputation goes beyond satisfied students, parents and employers. For the 21st consecutive year, King has been recognized as a Best College by *U.S. News & World Report*. King was named a **Best Baccalaureate College**. The *Princeton Review* named King one of the **Best Schools in the Southeast** for a seventh consecutive year. While both are prestigious accolades, the *Princeton Review's* is particularly noteworthy since it is based on current student assessments of academic quality and personal experiences both in and out of the classroom at King. King has also been selected by *G.I. Jobs* for the second year as a **Military Friendly School**.

Accreditation

King College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and masters 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 King College.

Why King College Online?

Now, King College Online extends an accredited, affordable and achievable private education to you anytime, anywhere. The online accelerated courses are designed to meet the needs of working adults and allow students to concentrate on one course at a time.



Find the balance in your goals for life and work with King College Online.

Wherever you are, we'll meet you there.

Bachelor of Business Administration

Bachelor of Business Administration

100% Online

King College's Bachelor of Business Administration (BBA) online degree program essentially provides an opportunity for a current or future professional to succeed. The BBA online program is designed for adult learners who have earned some college credits and seek to finish their bachelor's degree and enhance their business management knowledge.

The BBA also prepares professionals for various career paths that require excellent business, communication and critical-thinking skills. A bachelor's degree in business is a must-have credential for individuals who seek to integrate management, administration and strategy theory into their current or future career.

Enrollment Requirement

Students must have previously earned 45 credit hours to gain admission into the online bachelor of business administration degree program.

This program is comprised of 48 credit hours (12 courses) and is completed in an accelerated schedule of 16 months. A total of 124 credit hours are required to graduate from King College. Students that need additional core and/or elective courses to fulfill the 124 credit hours may transfer those credit hours from another accredited institution or register for core and elective courses offered each semester through the Pathway and Quest programs at King College.

The management focus of the online business degree program allows you to apply your past and current business experience to the classroom and take the newly acquired knowledge back to your job. The quality of our online courses is the same as of those delivered on campus.

Professionals who earn their bachelor's degree in business administration online are prepared and qualified to pursue career advancements in a variety of industries and contribute to the progress of their chosen field.

The BBA online program will prepare you for the next step in your career by focusing on fundamental managerial topics such as:

- problem solving
- business communication
- self-analysis, research
- managerial economics
- ethical decision making
- business research methods
- business plan development

Salary Range

The earning potential for professionals who possess a bachelor's degree in business administration ranges from \$40,000 to \$120,000. (salary.com)

Take the next step in your career with King College Online!

Apply NOW!

Course Schedule

Undergraduate Core Requirements (in semester hours)

English Composition	3 s.h.
U.S. History or Western Civilization	6 s.h.
Social Science (excluding History and Economics)	3 s.h.
Mathematics	3 s.h.
Natural Science (with lab)	4 s.h.
Total Hours	19 s.h.

BBA Major Requirements (in semester hours)

ECON 2000 Introduction to Economic Principles	4 s.h.
BUSA 2100 Management Communication	4 s.h.
BUSA 2200 Information Systems for Decision Making.....	4 s.h.
BUSA 3200 Financial Accounting	4 s.h.
BUSA 3210 Management of Organizations.....	4 s.h.
BUSA 3231 Managerial Accounting.....	4 s.h.
BUSA 3230 Corporate Finance	4 s.h.
BUSA 3240 Principles of Marketing.....	4 s.h.
BUSA 3260 Statistics and Business Research Methods.....	4 s.h.
BUSA 3271 Human Resource Management.....	4 s.h.
BUSA 3276 Business Law.....	4 s.h.
BUSA 3280 Strategic Management and Business Policy	4 s.h.
*KING 4010 Comprehensive Assessment.....	0 s.h.
Total Hours	48 s.h.

To graduate from King College, students must accumulate at least **124 credit hours** (48 of which must be completed at King College).

*Students will complete the Comprehensive Assessment in the semester that they graduate. All students must pass according to the minimum requirements of their department. There is a fee associated with this test. For a complete list of testing centers, visit:

<http://etsis4.ets.org/tcenter/tcenter.jsp>

International: <http://etsis4.ets.org/tcenter/tcenterIntl.jsp>

Undergraduate Transfer Credit

Credits from previously attended colleges or universities will be evaluated based on institutional accreditation, level, content, quality, comparability and degree of program relevance and those accepted will be applied to the new degree being sought, up to a maximum of 88 semester hours.

However, the college will grant semester-hour equivalence only for transfer work with a grade of C- or better, and only work with grades of C- or better will apply toward graduation requirements. Students may submit up to 8 semester hours of prior major coursework for transfer consideration.

Apply NOW!

Admission | How to Apply

Admission Requirements

Students applying for the **BBA program** must meet the following requirements:

1. A minimum of a 2.5 grade point average on a 4.0 scale and the equivalent of 60 semester hours or an associate degree.
 - a. Students with less than a 2.5 grade point average may be considered and accepted on a conditional basis provided they are able to demonstrate a significant rationale as to why they feel they will succeed in the King College BBA program.
2. A completed "Plan of Study" to document how those students who need extra courses to meet the required 124 credits for graduation will earn additional credits. Students with 45-60 hours may apply for admission; however, they must meet with a King College Student Support Specialist to develop a specific written plan that will outline how they will complete the BBA program. This plan must be in place prior to registration of classes.

How to Apply

Students applying for admission to a **Graduate and Professional Studies** program must take the following steps:

1. Submit a [completed application](#).
2. Send a transcript request form (included in the Admission packet) to each college or university previously attended. Applicants should check with the Registrar from each institution for the appropriate transcript fee.
3. Obtain and submit two letters of recommendation (preferably one from an employer and one from a previous college professor). When applying online, students may submit the recommenders' names and email addresses to automate the process.
4. Submit a two- to three-page essay or personal statement on the topic stated in the application packet.

Mailing Address

King College
1350 King College Road
Bristol, TN 37620
800.362.0014 | 423.652.4861

Apply NOW!

Tuition | Financial Aid

Tuition

BBA Online Program Tuition = \$300 per semester hour

Fees

Graduation Fee: Graduates are required to pay a one-time fee of \$125.

Technology Fee: Students must pay a \$150 fee per semester for the BBA online program.

Payment Procedures

King College offers a convenient method of paying your tuition bill: King College Nelnet Business Solutions (NBS) Tuition Management Payment Plan.

- There are no interest or finance charges assessed, and there is no credit check.
- The cost to budget your interest-free monthly payment plan is a \$25 per semester nonrefundable NBS enrollment fee.
- You may budget your tuition and fees, less any awarded financial aid, either by ACH or by credit card.
- Payments will be drafted on the 5th day of each month.
- NBS Tuition Management accepts Visa, Master Card, Discover and American Express.

Financial Aid

Your financial aid must be complete prior to the course launch date, or you must make arrangements with the Student Services Office until financial aid is complete.

Most financial aid is need-based and available for qualifying students. Students wishing to start the BBA online program should apply as soon as possible to qualify for all available aid.

College Cost – Your Family Contribution = Financial Need

To apply for financial aid, visit the online Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. Our school code is **003496**.

- We encourage you to apply for financial aid when you apply for admission.
- Once we receive confirmation of your acceptance into your selected program from the Admissions Office, we can access your federal financial aid information online.
- We will then compose a financial aid award email detailing all the information that you are eligible to receive. You may then access the financial aid portal to complete the process.

Contact Financial Aid

If you have any questions, please don't hesitate to contact the King College Financial Aid office at 800.362.0014 or e-mail financialaid@king.edu.

Textbooks | Helpful Contacts

Textbooks - Fall 2011

- Textbooks are sold through ecampus.com/King. Students can search for required textbooks on the Web site using course numbers. Methods of payment include credit card, check and money order.
- You may use financial aid balances to purchase books with a King College e-mail address (contact our Financial Aid or Admissions Office for details.)

You may purchase books through:

Web site: ecampus.com/King

Phone: 1.877.284.6744 (toll-free)

Helpful Contacts

King College Online Admissions Office

Office hours are:

- 8 a.m. to 6 p.m. Monday through Thursday and
- 8 a.m. to 5 p.m. on Friday (EST)

Phone: 800.362.0014 | E-mail: admissions@king.edu

Financial Aid Office

Office hours are:

- 8 a.m. to 6 p.m. Monday through Thursday and
- 8 a.m. to 5 p.m. on Friday (EST)

Phone: 800.362.0014 | E-mail: financialaid@king.edu

Registrar's Office

Office hours are:

- 8 a.m. to 6 p.m. Monday through Thursday and
- 8 a.m. to 5 p.m. on Friday (EST)

Phone: 423.652.4738 | E-mail: registrar@king.edu

Online Learning Success Tools | FAQs

Getting Started

Tech Requirements:

Operating System	Windows 2000 or higher	Mac OS 8.0
Free Disk Space	10 MB or more	10 MB or more
Browser	Mozilla 1.4 or higher	Mozilla 1.4 or higher
Internet Connection	56K modem (DSL recommended)	56K modem (DSL recommended)

Basic Computer Skills

- Use email
- Attach a document to an email message
- Navigate Web pages
- Type a URL in a Web browser
- Download a file from a Web site
- Upload a file to a Web site
- Use a discussion board
- Participate in a chat session
- Use the Internet to research information

FAQ

1) HOW DO I PREPARE FOR THE ONLINE COURSES?

For your convenience, we offer a student training presentation that provides instructions on taking an online course. The presentation is available upon request.

2) HOW WILL I ACCESS MY ONLINE COURSE?

Enrolled students will receive a login ID and password. Upon entering the ID and password in the login window, students will be able to access their online class, view course information or retrieve their academic records.

3) WILL I HAVE FACE-TO-FACE MEETINGS WITH MY PROFESSOR?

Online courses are delivered entirely through the Internet. However, students can visit the campus and meet with professors during office hours if they desire.

4) WILL I HAVE ACCESS TO LIBRARY RESOURCES?

Our library resources and services are available to all faculty and students wherever the programs or courses are located and however they are delivered.

5) HOW DO I GET HELP IF I CANNOT ACCESS MY ONLINE COURSE?

King College provides all students with a 24/7 Help Center. Students will receive contact information for the Help Center upon enrollment.

6) HOW DO I REQUEST MY TRANSCRIPTS?

Print and complete the Official Transcript Request form below and email a scanned copy to srittenhouse@learninghouse.com or fax it to 1-717-798-9923.

Request for Official Transcripts

To: Registrar at
(School/College/University of transcripts being requested)

Please send an official copy of my transcript to:
King College
c/o The Learning House
Attn: Stephanie Rittenhouse
3675 Vartan Way, Suite 204
Harrisburg, PA 17110

Student Information:

Name
Address
City, St. Zip
Social Security Number
Phone Number Email
Student Signature _____

Year(s) of Attendance:
From to

My transcript is under the following name:

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