

**Missouri Baptist University**  
 2010 – 2011 Degree Sheets  
 Bachelor of Arts in Business Administration

Student's Name \_\_\_\_\_

I.D. # \_\_\_\_\_

Date of Initial Enrollment \_\_\_\_\_  
 (If readmitted, indicate semester readmitted)

Enrollment Status \_\_\_\_\_  
 (Freshman, Transfer, Re-admit)

Course Completed Course Semester

Course Completed Course Semester

**GENERAL EDUCATION REQUIREMENTS**

**DEGREE REQUIREMENTS**

**Completed**  
**COMMUNICATION SKILLS: 3 courses as listed below (at least 9 hours)**  
 ENGL 113 College Composition I \_\_\_\_\_  
 ENGL 123 College Composition II \_\_\_\_\_  
 COMM 103 Speech Communication\* OR \_\_\_\_\_  
 COMM 123 Public Speaking and Diction \_\_\_\_\_

*\* Students who are taking or who have taken ENGL 013 should take COMM 123 Public Speaking and Diction instead of COMM 103.*

**Completed**  
**FINE ARTS AND HUMANITIES: 3 courses (at least 9 hours) from the courses listed below, with at least one from each division (one Fine Arts, one Humanities, and one from either), unless the major requires all courses in the same division.**

**Fine Arts**  
 ARTS 153 Art Appreciation \_\_\_\_\_  
 THEA 103 Appreciation of Theatre \_\_\_\_\_  
 COMM 153 Appreciation of Film \_\_\_\_\_  
 COMM 223 Media Literacy \_\_\_\_\_  
 COMM 233 Introduction to Cross-Cultural Communication \_\_\_\_\_  
 MUHL 153 Appreciation of Music \_\_\_\_\_  
 OR equivalent Fine Arts background \_\_\_\_\_

**Humanities**  
 HUMT 153 Travel Studies \_\_\_\_\_  
 RPHI 213 Introduction to Philosophy OR \_\_\_\_\_  
 RPHI 203 Introduction to Logic \_\_\_\_\_  
 OR equivalent Humanities background \_\_\_\_\_

\*The student may substitute any upper-division Philosophy course if an introductory course in Philosophy or Logic has been completed.

**Completed**  
**NATURAL SCIENCE: 1 course from the biological sciences and 1 course from chemistry or physical science (at least 7-8 hours\*)**

BIOL 101 + 103 Introduction to Biology \_\_\_\_\_  
 CHEM 111 + 113 Introduction to Chemistry OR \_\_\_\_\_  
 PHYS 111 + 103 Introduction to Physical Science OR \_\_\_\_\_  
 PHYS 122 + 123 Geology and Earth Science \_\_\_\_\_

\*For the transfer student, at least one of the above must include a laboratory.

**Completed**  
**MATHEMATICS: one course from the following (at least 3 hours)**

MATH 123 Contemporary College Mathematics \_\_\_\_\_  
 MATH 133 College Algebra \_\_\_\_\_  
 MATH 154 Pre-Calculus \_\_\_\_\_  
 OR a course with either MATH 133 or 154 as prerequisite \_\_\_\_\_

**Completed**  
**SOCIAL AND BEHAVIORAL SCIENCES: 3 courses from at least two of the following disciplines as listed below: Cultural Anthropology, Economics, History, Political Science, Psychology, and Sociology (at least 9 hours)**

ECON 113 Macroeconomics \_\_\_\_\_  
 ECON 123 Microeconomics \_\_\_\_\_  
 HIST 113 Western Civilization I AND \_\_\_\_\_  
 HIST 123 Western Civilization II OR \_\_\_\_\_  
 HIST 213 U.S. History I AND \_\_\_\_\_  
 HIST 223 U.S. History II \_\_\_\_\_  
 POLS 113 Federal Government OR \_\_\_\_\_  
 POLS 123 State and Local Government OR \_\_\_\_\_  
 POLS 233 American Foreign Policy \_\_\_\_\_  
 PSYC 133 General Psychology \_\_\_\_\_  
 SOCO 113 Introduction to Sociology OR \_\_\_\_\_  
 SOCO 213 Social Issues and Problems OR \_\_\_\_\_  
 SOCO 353 Cultural Anthropology \_\_\_\_\_

**Completed**  
**HUMANITIES: 5 courses, as listed below (at least 15-17 hours)**  
 RBIB 113 Old Testament History \_\_\_\_\_  
 RBIB 123 New Testament History \_\_\_\_\_  
 ENGL 203 World Literary Types \_\_\_\_\_

Two courses in the same foreign language  
 \_\_\_\_\_  
 \_\_\_\_\_

**Completed**  
**KINESIOLOGY AND HEALTH SCIENCES: 4 hours**  
 (At least 1 hour must be an activity course, unless waived for documented medical reasons.)  
 Health and Wellness \_\_\_\_\_  
 \_\_\_\_\_

**Completed**  
**COMPUTER LITERACY: 1 course as listed below (at least 3 hours)**  
 BCIS 103 Survey of Computing \_\_\_\_\_  
 OR proof of demonstrated competency \_\_\_\_\_  
 (determined by a University administered assessment test)

**Completed**  
**INTERDISCIPLINARY STUDIES: 1-2 courses as listed below (3-4 hours)**  
 IDST 101 Collegiate Seminar (required for students entering Missouri Baptist University as first-time freshmen) \_\_\_\_\_  
 IDST 403 World Citizen \_\_\_\_\_

\_\_\_\_\_ Total Hours of General Education: at least 37-38

\_\_\_\_\_ Total Hours of Degree Requirements: at least 28-29

Associate of Arts Degree:  Yes  No

Received from \_\_\_\_\_

Date \_\_\_\_\_

(Degree must meet MO\_CBHE requirements for general education as established 10/87)

**Shaded areas are courses that are required for the major or are prerequisites for degree or major requirements.**

Please use check marks in the completed course column

Please use the standard abbreviations for the semester and year in the semester column (FA-00., SP-01, etc.).

Grade	Course	Semester	Grade	Course	Semester
<b>MAJOR</b>			<b>Minor</b>		
<input type="checkbox"/> <b>Completed</b> <i>Required Business Accounting (ACCT) courses:</i> _____ ACCT 213 Principles of Financial Accounting    FA/SU _____ _____ ACCT 223 Principles of Managerial Accounting    SP/SU _____			_____		
<input type="checkbox"/> <b>Completed</b> <i>Required Business (BUSN) courses:</i> _____ BUSN 303 Business Ethics    FA/SU _____ _____ BUSN 363 Financial Management    FA _____ _____ BUSN 413 Business Law I <b>OR</b> FA _____ _____ BUSN 423 Business Law II    SP _____ _____ BUSN 403 Business in a Global Env.    SP _____ _____ BUSN 463 Strategic Management    SP _____ _____ BUSN 481 Interviewing Techniques    SP _____			_____		
<input type="checkbox"/> <b>Completed</b> <i>Required Computer Information Systems (BCIS) course:</i> _____ BCIS 303 Information Technology Theory and Practice    FA _____			_____		
<input type="checkbox"/> <b>Completed</b> <i>Required Economics (ECON) courses:</i> _____ ECON 113 Macroeconomics    SP/SU _____ _____ ECON 123 Microeconomics    FA/SU _____			<input type="checkbox"/> Yes    At least 24 of the last 32 hours taken at Missouri Baptist University		
<input type="checkbox"/> <b>Completed</b> <i>Required English (ENGL) course:</i> _____ ENGL 433 Business Writing    FA/SP _____			<input type="checkbox"/> Yes    Cumulative GPA of at least 2.00 on a 4.00 scale (those seeking certification must achieve a GPA of 2.5)		
<input type="checkbox"/> <b>Completed</b> <i>Required Management (MGMT) courses:</i> _____ MGMT 303 Management Concepts and Practices    FA _____ _____ MGPS 403/503 Organizational Behavior & Leadership    SP _____			_____ Total Upper Division Hours (At least 45, 57 for a dual degree) _____ Total Credit Hours (at least 128 to graduate, 152 for a dual degree)		
<input type="checkbox"/> <b>Completed</b> <i>Required Marketing (MRKT) course:</i> _____ MRKT 313 Introduction to Marketing    FA/SP _____			Completed: <input type="checkbox"/> Yes    Mid-Level Assessment (please list the Mid-Level Assessment) _____ Date Completed _____		
<input type="checkbox"/> <b>Completed</b> <i>Required: 12 hours of upper division (300-400) electives in Accounting, Business Administration, Computer Science, Information Systems, Entrepreneurship, Economics, Management or Marketing (excluding general education and degree requirements) to total 55 semester hours.</i> _____ _____ _____ _____			<input type="checkbox"/> Yes    Major Field/ Exit Exam/Assessment (Please list the requirement completed) _____ Date Completed _____		
At least six hours of major and three hours of minor must be earned at Missouri Baptist University.  A grade of D is not acceptable in courses taken to fulfill the requirements for a major or minor.  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.			<b>Students need to make an appointment with the Director of Records the first semester of their Junior Year for their first graduation check.</b>		

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Director of Records' Signature \_\_\_\_\_ Date \_\_\_\_\_