

Bachelor of Science in Business Administration Completion Program

Degree Type

Bachelor of Science

Online + Low-residency

The Bachelor of Science in Business Administration (BSBA) is a degree-completion program, available to students who have completed a minimum of 75 quarter units (50 semester units) of prior college-level work. Integrating concepts from transpersonal psychology into the study of the main functional areas of business, the program is designed to equip business leaders across industries and organizations with both the personal leadership and business acumen required for a successful career. Students tailor the program to their interests and goals by developing an individually designed Concentration that focuses their studies and prepares them for graduate school or career advancement.

Courses are offered online, with faculty serving as facilitators and tutors. Each quarter students will attend classroom sessions on campus or participate in a field trip to a site relevant to the study and application of business fundamentals to complement their online courses.

Program Learning Outcomes

Upon successful completion of the Bachelor of Science in Business Administration program, students will be able to:

- Summarize fundamental concepts of the business disciplines and apply these when analyzing and solving business problems.
- Determine when information is needed to address a topic or problem, and locate, evaluate, and use the needed information effectively and efficiently.
- Integrate empirical data, ethical considerations, and transpersonal values when analyzing and solving business problems.
- Communicate using a variety of media and genres to effectively address the circumstances and intended audience across a range of purposes and settings.
- Describe and employ effective management and leadership practices to teamwork in multidisciplinary and multicultural settings.
- Articulate key concepts and frameworks of ethics, social responsibility, and sustainability, and apply them appropriately in professional settings

Degree Requirements

To receive a Bachelor of Science in Business Administration degree, students must successfully complete 180 quarter units including transfer credit earned at other colleges or universities. The following are specific degree requirements:

- **36 units in General Education**
- **45 units in Core Courses**
- **12 units in Concentration Courses**
- **6 units in Capstone Project**
- **36 units in Elective Courses**

At least 48 quarter units of the degree must be completed at Sofia University. Across units earned at Sofia and elsewhere, students must complete a minimum of 48 "upper division" units. The Capstone Project cannot be fulfilled by transfer units and must be completed at Sofia.

General Education (36 units)

The General Education requirement consists of the following content areas:

- **9 units in English and Communication**
- **3 units in Mathematical Reasoning**
- **9 units in Arts and Humanities**
- **9 units in Social Sciences**
- **6 units in Physical and Natural Sciences**

Transfer students with an associate degree from a California community college who have completed the Intersegmental General Education Transfer Curriculum (IGETC), or equivalent, are waived from taking additional General Education coursework at Sofia. Students who did not complete an associate degree will have a transcript audit conducted to determine which remaining General Education courses are required to complete the degree.

English and Communication (9 units)

Students must complete coursework in composition, critical thinking (or advanced composition), and oral communication from the following list (or equivalents):

Item #	Title	Credits
ENG100	Written Communication	3.0
ENG101	Oral Communication	3.0
	ENG102 or ENG190	3

Mathematical Reasoning (3 units)

Students must complete coursework in basic mathematics drawn from the following list (or equivalents):

Item #	Title	Credits
MAT100	College Algebra	3.0
MAT102	Liberal Arts Mathematics	3.0

Arts and Humanities (9 units)

Students must complete coursework in arts and humanities drawn from the following list (or equivalents):

Item #	Title	Credits
HUM100	Art and Society	3.0
HUM101	Mythology and Symbolism	3.0
HUM102	Ethics and Public Policy	3.0
HUM190	Special Topics in the Humanities	3.0

Social Sciences (9 units)

Students must complete coursework in the social sciences drawn from the following list (or equivalents):

Item #	Title	Credits
SOC100	Cultural and Media Studies	3.0
SOC101	History of Government	3.0
SOC102	Religion and Society	3.0
SOC190	Special Topics in the Social Sciences	3.0

Physical and Natural Sciences (6 units)

Students must complete coursework in physical and natural sciences drawn from the following list (or equivalents):

Item #	Title	Credits
PNS100	Human Biology	3.0
PNS102	General Biology	3.0
PNS103	Introduction to Physical Science	3.0
PNS104	General Chemistry	3.0

Core Courses (45 units)

The Core provides broad exposure to the field of business administration and consists of the following required courses:

Item #	Title	Credits
BUS100	Introduction to Business	3.0
BUS101	Organizational Theory	3.0
BUS102	Business Statistics and Probability	3.0
BUS103	Financial Accounting	3.0
BUS104	Meditation, Mindfulness, and Business Leadership	3.0
BUS201	Marketing Management	3.0
BUS202	Micro and Macroeconomics	3.0
BUS203	Business Ethics	3.0
BUS204	Managerial Accounting	3.0
BUS301	Research Methods	3.0
BUS302	Information Systems and Technology	3.0
BUS303	Human Resource Management	3.0
BUS401	Corporate Finance	3.0
BUS402	Advanced Principles of Marketing	3.0
BUS403	Strategic Management	3.0

Concentration Courses (12 units)

Students propose a Concentration that combines courses from the elective pool in business administration, Core and/or Elective Courses in psychology, and independent study in a focused field of business administration.

Examples of Concentrations include, but are not limited to, *Leadership and Organizational Behavior*, *Marketing*, *Information Technology Management*, *Human Resource Management*, and *Finance*.

Capstone Project (6 units)

The Capstone Project is divided into two courses and is designed to enable students to integrate the knowledge and skill they have developed as they prepare to graduate and either continue on to a master's degree or advance in their careers. The two Capstone courses are the following:

Item #	Title	Credits
BUS498	Business Administration Capstone I	3.0
BUS499	Business Administration Capstone II	3.0

Elective Courses (36 units)

Students complete their bachelor's program by selecting courses that complement their Concentration, prepare them for additional career options and advanced study in the field, and enable them to explore new areas of interest. In addition to the courses below, students may select Elective Courses from the BA in Psychology program, with the Program Chair's approval:

Item #	Title	Credits
BUS404	Business Law	3.0
BUS405	Health Care Management	3.0
BUS406	Business-to-Business Marketing	3.0
BUS407	Performance Measurement	3.0
BUS408	Knowledge Management	3.0
BUS409	Management and Information Systems	3.0
BUS410	Fundamentals of Taxation	3.0
BUS411	Consumer Credit and Personal Finance	3.0
BUS412	Search Engine Optimization	3.0
BUS413	Logistics and Global Supply Chain Management	3.0
BUS414	Global Finance	3.0
BUS415	Politics and Global Trade	3.0
BUS416	Workforce Training and Development	3.0
BUS417	Sustainability and Global Business	3.0
BUS418	Advertising and Brand Promotion	3.0
BUS419	Business and Professional Speaking	3.0
BUS420	Cross-cultural Communication	3.0
BUS421	Advertising and Social Media Strategy	3.0
BUS422	Negotiation and Global Business	3.0
HUM490	Advanced Topics in the Humanities	3.0
SOC490	Advanced Topics in the Social Sciences	3.0
	Total Credits	135