

# Bachelor of Arts in Administration

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The Bachelor of Arts with a major in Administration is designed especially for the transfer student. It contains a professional sequence of business courses that will provide students with the necessary background in administration for entry-level positions. This degree permits the student to customize their plan by requiring a minor that complements their current job or prepares them for future 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. By working with their advisor, students can use the elective area to take the four extra courses they will need to be admitted to the MBA program.<sup>1</sup>

## Major Requirements for a Bachelor of Arts in Administration

### 1. Completion of UIW General Education Core Curriculum (46 hours)

\* All 15 hours of General Education will transfer here, plus 3 hours of transfer credit from the CCAF degree plan

### 2. Professional Module (30 hours of business-related coursework)

\* The 6 hours of Leadership, Management, and Military Studies will transfer here in Management Theory and Practices, Human Resource Management, or Organizational Behavior as applicable.

- ACC 2311 Financial Accounting
- BIS 2325 Business Information Processing
- BLW 3317 Legal Aspects of Business
- FIN 3321 Business Finance
- MKT 3331 Introductory Marketing Concepts and Strategies
- MGT 3340 Concepts and Functions of Management
- MGT 3354 Theories and Concepts of Personnel Management
- MSC 3370 Statistical Analysis of Business
- MGT 4355 Organizational Behavior
- ECN 2302 Microeconomics

### 3. Specialized Course Module (12-18 hours)

\* Fifteen hours of specialized courses in a related area of concentration. If applicable, all or some of the 12-18 hours of Program Electives will transfer in here. If a minimum of 12 hours of concentration are not available, the student may choose from a specific minor within UIW.

### 4. Electives Module (26-32 hours)

\* Free elective hours. These can be transferring hours or a specialized course area. Program Electives and Technical Education can transfer in here as free electives if they are academic, such as music, science, psychology, information technology, etc. Students can elect to take more courses in one field for graduate work prerequisites.

### 5. Community Service Component

A total of 45 clock hours (non-credit) of Community Service are required for all baccalaureate degrees at UIW. Academic advisors discuss the options for fulfilling the community service requirement and the method for documenting the service.

### 6. Residency Requirement

Following SOC guidelines, completion of 25% (30 credit hours) of coursework at the University of the Incarnate Word for Baccalaureate degree programs.

### 7. Upper-Division Course Requirement


36 hours of upper-division course work (3000-level and above). These courses can be transferred in or taken at UIW.

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<sup>1</sup> <https://uiw.smartcatalogiq.com/en/2024-2025/undergraduate-catalog/academic-programs/sps/bachelors/administration-ba/>



Bachelor of Arts in Administration Plan File (PPF)  
Category I

 Degree Requirement	Require d Semest er Credits	CCAF Transfer Credits	Course Credits to take at Institution
<b>General Education</b>	<b>46 Hours</b>	<b>18</b>	<b>28</b>
ENGL 1311 English Composition I	3		
ENGL 1312 English Composition II	3		
ENGL 2310 World Literature	3		
COMP 1301 Computer Literacy	3		
MUSI 1000/3000 Fine & Applied Arts	3		
PHIL 1381 Introduction to Philosophy	3		
RELS 1325 Religion Quest	3		
RELS 3000/4000 Religious Studies or Philosophy	3		
HIST 1000/2000 History	3		
PSYC 1301/SOCI 1311 Social Science	3		
BIOL 1401 Natural Science W/Lab	4		
MATH 1000/2000 College Algebra	3		
SPAN 1311 Foreign Language I	3		
SPAN 1312 Foreign Language II	3		
DWHP 3300 Dimensions of Wellness	3		
<b>Professional Module</b>	<b>30 Hours</b>	<b>0-6</b>	<b>24-30</b>
ACC 2311 Financial Accounting	3		
*ECN 2302 Macroeconomics	3		
BIS 2325 Business Information Processing	3		
BLW 3317 Legal Aspects of Business	3		
FIN 3321 Business Finance	3		
MKT 3331 Introductory Marketing Concepts & Strategies	3		
MGT 3340 Concepts and Functions of Management	3		
MGT 3354 Theories & Concepts of Personnel Management	3		
MSC 3370 Statistical Analysis of Business	3		
MGT 4355 Organizational Behavior	3		

\*It is advised for the student to complete ECN 2301 Microeconomics in the electives as a pre-requisite for ECN 2302 Macroeconomics



Bachelor of Arts in Administration Plan File (PPF)  
Category I

Specialized Course Module	12 – 18 Hours	12-18	0-6
	3		
	3		
	3		
	3		
	3		
	3		
<b>Electives Module 26 – 32 Hours (Free elective hours may be needed to fulfill 36 hours upper division requirements) – Hours dependent on Specialized Course Module</b>	<b>26 – 32 Hours</b>	<b>18-24</b>	<b>2-8</b>
	3		
	3		
	3		
	3		
	3		
	3		
	3		
	3		
	3		
	3		
	2		
<b>Total Credits Required Bachelor of Arts in Administration Degree</b>	<b>120</b>	<b>60*</b>	<b>60</b>
<b>All credits are unofficial until audited by the registrar</b>			

**\*AU-ABC degrees (BA-ADM, BAAS, BA-OD, BA-HR, and BS-LS) are guaranteed to transfer in 60 or more credit hours from the CCAF. The remaining hours necessary to meet the required 120 hours must be taken at the institution for completion of the degree. Credits will be allocated upon evaluation of the CCAF transcript.**

**COMMUNITY SERVICE COMPONENT (45 CLOCK HOURS)**

A total of 45 clock hours (non-credit) of Community Service are required for all baccalaureate degrees at UIW. Academic advisors discuss the options for fulfilling the community service requirement and the method for documenting the service.

**RESIDENCY REQUIREMENT:**

Following SOC guidelines, completion of 25% (30 credit hours) of coursework at the University of the Incarnate Word for Baccalaureate degree programs.

**UPPER-DIVISION COURSE REQUIREMENT:**

36 hours of upper-division course work (3000-level and above). These courses can be transferred in or taken at UIW.