BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Mailing Address:
Office of Undergraduate Admissions, MC 018
University of Illinois at Chicago
Suite 1100 Student Services Building
1200 West Harrison Street
Chicago, IL 60607-7161

Contact Information:
Campus Location: 1111 University Hall (UH): Academic Services, 110
Douglas Hall (DH): Business Career Center
(312) 996-2700 (Academic Services), (312) 996-5139 (Business Career Center), (844) 819-5615 (toll-free)
bba@uic.edu
Undergraduate Programs: business.uic.edu/undergraduate-programs/
online-bachelor-business-administration

Administration:
Dean, Michael B. Mikhail
Associate Dean and Academic Director, Abagail McWilliams
Undergraduate Programs: Assistant Dean, Angela Prazza Winters

Program Codes:
2PFL0079BBAU

Introduction
The Bachelor of Business Administration (BBA) Degree Completion program offers a challenging variety of courses intended to give students a well-rounded background in all aspects of operating a business. The program helps students develop critical-thinking, problem-solving, leadership, and other skills that will serve them on the job today as well as become a foundation for lifelong learning. The courses will be offered in an eight-week format (two courses per session when available) and regular (one course per session) track.

These online business courses will help equip students to adapt to the constantly changing business world, including the globalization of the economy. They will give students credentials that can serve as a launching pad for a variety of business operation and leadership positions, as well as an advanced degree in business.

The College of Business Administration provides leadership in the creation and transmission of knowledge as one of the largest and best undergraduate business programs in the Chicago area. This outstanding education is enhanced through high-quality graduate programs, academically challenging and innovative theoretical and applied research, active professional development programs, and an array of research and outreach centers.

Accreditation
The College of Business Administration is accredited by AACSB International—The Association to Advance Collegiate Schools of Business. AACSB International accreditation represents the highest standard of achievement for business schools worldwide. Institutions that earn accreditation confirm their commitment to quality and continuous improvement through a rigorous and comprehensive peer review. AACSB accreditation is the hallmark of excellence in management education.

Admission
For BBA application deadlines and complete admissions information, see https://business.uic.edu/undergraduate-programs/online-bachelor-business-administration. Students should contact the college at (312) 996-2700 or bba@uic.edu to arrange for a review of their transcripts and to determine where they stand with respect to the admission requirements and prerequisites, which are described below.

Admission Requirements
The Bachelor of Business Administration degree completion program from the College of Business Administration at the University of Illinois at Chicago covers the final 60 credit hours required to receive the bachelor's degree. Students meet the admission requirements for the BBA degree completion program if they have:

- Completed at least 60 hours of prerequisite postsecondary course work with a grade of C or better (see description of prerequisites below)
- Maintained a cumulative GPA of 2.50/4.00 in all postsecondary course work

Students should submit the following to support their request for admission:

- A completed application
- Official transcripts from all prior postsecondary institutions attended, including prior attendance at any campus of the University of Illinois

Records are considered official if they meet one of the following criteria:

- The issuing institution sends them electronically to bba@uic.edu.
- They are certified as true copies by an official of the educational institution, an embassy official, or an appropriate government official.
- They have been received in an envelope sealed by the issuing institution or from an authorized email address.

International Students
The college considers an international student to be any student who does not have American citizenship or permanent residency status. In addition to the materials requested above and TOEFL scores, international applicants must also submit:

- A list of all subjects/courses studied each year
- Grades or examination results received, including maximum and minimum grades obtainable
- Certified/attested English translation of all credentials
- Degrees, certificates, and diplomas awarded accompanied by leaving results
- Official syllabus in English describing fully all course work attempted

The above items should be mailed to:
Office of Undergraduate Admissions, MC 018
University of Illinois at Chicago
Suite 1100 Student Services Building
1200 West Harrison Street
Chicago, IL 60607-7161

Prerequisites
Students must have completed at least 60 hours of postsecondary course work, in the following two categories:

- Completed at least 60 hours of prerequisite postsecondary course work with a grade of C or better (see description of prerequisites below)
- Maintained a cumulative GPA of 2.50/4.00 in all postsecondary course work

- A list of all subjects/courses studied each year
- Grades or examination results received, including maximum and minimum grades obtainable
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Prerequisites
Students must have completed at least 60 hours of postsecondary course work, in the following two categories:
### Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>Finite Mathematics, Calculus, or Business Calculus</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Hours**: 16

### General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analyzing the Natural World a</td>
<td>5</td>
</tr>
<tr>
<td>Exploring World Cultures a</td>
<td>3</td>
</tr>
<tr>
<td>Understanding the Creative Arts a</td>
<td>3</td>
</tr>
<tr>
<td>Understanding the Individual and Society a</td>
<td>3</td>
</tr>
<tr>
<td>Understanding the Past</td>
<td>3</td>
</tr>
<tr>
<td>Understanding U.S. Society a</td>
<td>3</td>
</tr>
<tr>
<td>Electives b</td>
<td>24</td>
</tr>
</tbody>
</table>

**Total Hours**: 44

*a* There are numerous courses that satisfy each of these categories. Students can find a list of these courses and other information about UIC General Education requirements at http://catalog.uic.edu/ucat/degree-programs/general-education.

*b* Other Mathematics, Calculus, Statistics or quantitative analysis courses are highly recommended prerequisites that can be taken in order to satisfy the 24 hours of Electives requirements. However, many courses that satisfy the above general education requirements as well as those required for an associate's degree in business can also satisfy the Electives requirements.

### Please Note:

An earned Associate of Arts or Associate of Science Degree from an Illinois community college fulfills the General Education requirements, per the Illinois Articulation Initiative. Students who have not earned such a degree must complete 60 transferable hours including the Core and General Education requirements above.

Students can select from a number of different courses to satisfy the broad General Education categories listed above. Following is a brief description of each category:

- **Analyzing the Natural World**: Courses in this category should introduce students to scientific and mathematical concepts and methods.
- **Exploring World Cultures**: Courses in this category should address significant aspects of any culture that is not part of the mainstream American culture.
- **Understanding the Creative Arts**: Courses in this category should focus, in close detail, on a number of significant works in literature, art, or other media.
- **Understanding the Individual and Society**: Courses in this category should introduce students either to the complexities of the individual or the relationship of the individual to social structures.
- **Understanding the Past**: Courses in this category should have as their focus significant past events.
- **Understanding U.S. Society**: Courses in this category should address some significant aspect of U.S. Society as their central focus.

### BBA Curriculum

The curriculum of the 60-credit-hour program is listed below. The BBA is a cohort program with a prescribed sequence of courses. Students should work with academic advisors to rearrange the sequence if circumstances do not allow them to participate during a given term or terms. Courses are eight weeks in length with the exception of the BA 300 and the capstone course BA 495, which are 16 weeks.

The curriculum of the 60-credit-hour program is as follows.

#### Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 210 Introduction to Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACTG 211 Introduction to Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BA 200 Managerial Communication</td>
<td>3</td>
</tr>
<tr>
<td>BA 495 Business Strategy</td>
<td>3</td>
</tr>
<tr>
<td>FIN 300 Introduction to Finance</td>
<td>3</td>
</tr>
<tr>
<td>IDS 200 Intro to Management Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>IDS 270 Business Statistics I</td>
<td>4</td>
</tr>
<tr>
<td>IDS 355 Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>IDS 371 Business Statistics II</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 340 Introduction to Organizations</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 350 Business and Its External Environment</td>
<td>3</td>
</tr>
<tr>
<td>MKTG 360 Introduction to Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Selectives

Select 22 hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTG 355 Business Law I: Commercial Transactions</td>
<td>3</td>
</tr>
<tr>
<td>BA 290 Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BA 300 Advanced Managerial Communications</td>
<td>3</td>
</tr>
<tr>
<td>ECON 220 Microeconomics: Theory and Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENTR 310 Introduction to Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>ENTR 444 Entrepreneurial Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 460 Business, Society, and the Global Economy</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 475 Leadership Theories and Personal Leadership Skills Development</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Substitutes

The following courses can be used as substitutes should any of the courses listed above be completed upon admission:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 331 Business Analysis Using Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 463 Negotiation and Conflict Resolution</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 466 Managerial Effectiveness Through Diversity</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 485 Corporate Sustainability and Responsibility</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Hours**: 60

### Academic Advising Services

BBA students will have a designated advisor for their program to ensure academic success. Advising will be delivered in a variety of innovative methods such as Google Hangouts, Skype, and using the existing student advising program. Advisors will work with students to customize their schedule if life events or other circumstances prevent them from following the prescribed order.

### Business Career Center Services

The Business Career Center offers students help with anything from general career advice to exploring specific career paths. Students can
schedule a 1:1 meeting with a career advisor by signing up through UIC Careers (https://uic-sm.symplicity.com/students).

**Textbooks and Course Packets**

Textbooks are available through the UIC Bookstore Online or other vendors including eBook options. Textbooks and materials for each term are available in the Student Resource Center several weeks prior to each start.

**Library Services**

The University of Illinois at Chicago provides easy access to library resources online, including electronic reserves and materials necessary to complete course-related research. Assistance will be available by email, phone, or the “Ask the Librarian” feature. Online tutorials, guides, and other forms of assistance will help students gain familiarity with the library resources most appropriate for a program.