BACHELOR OF ARTS IN BUSINESS

About Concordia University Texas

Welcome Message from Online Center Dean

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Concordia University Texas
Sarah Hawkes, Enrollment Counselor
Call Toll Free: 844-CTX-CTX1 (844-289-2891)
Email: online@concordia.edu
Website: online.concordia.edu
About Concordia University Texas

ABOUT
Concordia has been providing quality Christian education since 1926 under the auspices of The Lutheran Church-Missouri Synod. Concordia University Texas is a private institution of liberal arts and sciences that offers numerous undergraduate and graduate degrees for traditional and nontraditional students.

Concordia University Texas provides students with a high-quality education so they are competent and knowledgeable in their chosen professions. Concordia students demonstrate high levels of workforce proficiency, which can be attributed to the knowledgeable faculty and their exposure to practical experience.

Concordia University Texas is also a member of the Independent Colleges and Universities of Texas, the Association of Texas Colleges and Universities, the American Association of Colleges for Teacher Education, the Association of Independent Liberal Arts Colleges for Teacher Education, the Texas Association of Colleges for Teacher Education, the Association of Lutheran College Faculties, the American Association for Higher Education and the International Assembly for Collegiate Business Education. Concordia’s elementary and secondary teacher education programs are approved by the Texas Education Agency for preschool through grade 12.

MISSION STATEMENT
The mission of Concordia University Texas is to develop Christian leaders.

CONCORDIA UNIVERSITY TEXAS ONLINE
The online educational opportunities at Concordia University Texas add value through convenience and flexibility, helping educators advance their careers and future. Concordia’s online program is designed for busy, working teachers who are interested in advancing their careers in the education field. While, time often proves to be the main obstacle to higher education, Concordia’s online program allows educators to obtain their degree on their schedule.

ACCREDITATION
Concordia University Texas is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the associate’s, bachelor’s, and master’s degrees. Contact the SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Concordia University Texas. [http://www.sacscoc.org/](http://www.sacscoc.org/). Normal institutional inquires, such as admission requirements, financial aid, education programs, etc., should be addressed directly to Concordia University Texas at 11400 Concordia University Dr., Austin, TX, 78726 or call 512-313-3000 and not to the Commission’s Office. The Commission on Colleges should be contacted only if there is evidence that appears to support a significant noncompliance with a requirement or standard established by the Commission on Colleges.
WELCOME TO CONCORDIA UNIVERSITY TEXAS ONLINE!

I am excited to welcome you to Concordia University Texas (CTX) Online, which delivers quality education straight to you.

Online education provides non-traditional students around the country with an accessible, convenient and flexible alternative to earn a degree. A fully online Bachelor of Arts in Business from CTX provides students with a quality online education.

CTX remains dedicated to our students and recognizes the need to provide more students with the opportunity to earn a degree online.

To learn more about the Bachelor of Arts in Business, including the course schedule, please contact your enrollment counselor with any questions or concerns. I look forward to working with you.

ALEX HERRON
Online Center Dean
Concordia University Texas
Concordia University Texas now offers a Bachelor of Arts in Business program online. The online format allows busy, working students the opportunity to continue their education without interrupting their daily routine. The online courses emulate the on-campus environment by providing students with an atmosphere in which they can collaborate and interact with the professor and their peers.

The B.A. in Business program consists of 128 hours. The program emphasizes core business skills and leadership development in a challenging course of study that will prepare students to adapt to the fast changing business environment. With an emphasis on communication, ethics and entrepreneurship, the Bachelor of Arts in Business provides a strong foundation for a wide range of careers including financial planning, sales, nonprofit management, entrepreneurship and business management.

**BUSINESS COURSES**

In addition to the General Education Core Requirements students must successfully complete the following for the major:

**Business Major Requirements - 45 academic hours**

- ACC 2301 Fundamentals of Financial Accounting
- ACC 2302 Fundamentals of Managerial Accounting
- BUS 3310 Leadership and Business
- BUS 3311 Principles of Management
- BUS 3321 Business Law
- BUS 3350 Principles of Marketing
- BUS 3360 Finance
- BUS 4302 Strategic Management

**Plus four courses from among the following:**

- BUS 3312 Small Business Management
- BUS 3313 Creativity, Critical Thinking, and Change
- BUS 3351 Selling and Sales Management
- BUS 3361 Money, Banking, and Credit
- BUS 3370 Purchasing Management
- BUS 3380 Production and Operations Management
- BUS 4311 International Management
- BUS 4350 International Marketing
- HRM 3345 Fundamentals of HR Management

**Supporting Courses:**

- BADM 43XX Spirituality in the Workplace
- CIS 2304C Spreadsheet Software
- COM 3331 Organizational Communications
- ECO 2301C Intro to Macroeconomics

**CONTINUED...**
ECO 2302 Intro to Microeconomics
MTH 1351 College Algebra
MTH 2301C Introduction to Statistics

Additional Requirements for all BA degrees:
6-8 hours of Foreign Language
3 hours of Global Culture

PROGRAM BENEFITS

• **Degree Prestige and Value:** Since 1926, Concordia has provided students with education rooted in the liberal arts.

• **Quality Education:** Concordia University Texas believes in utilizing highly skilled and experienced instructors.

• **Convenience:** Flexibility is essential to students who manage a busy work schedule and personal commitments. The online program at Concordia University Texas is proud to offer its students a chance to earn a high quality education at their own convenience.

• **Year-round Help Desk:** Technical support is available 24/7/365.
ADMISSION REQUIREMENTS

GENERAL REQUIREMENTS:

- Complete Application
- Minimum 2.0 cumulative GPA on all college-level coursework, or minimum 2.5 cumulative high school GPA if fewer than 12 transferable college credit hours were earned

* Students who don’t meet the requirements will be evaluated by the admissions committee and may still be eligible for provisional admission to the Online Program.

HOW TO APPLY

APPLICATION STEPS

Online Application and Application Fee

Please click the link above to complete the online application and pay the $25 application fee. On your application, please use your legal name and fill in any maiden names. Application fees are non-refundable.

TRANSCRIPTS

Submit official transcripts from the college or university where you earned your baccalaureate degree and/or graduate coursework was attempted. Request an official, sealed transcript to be sent to the Office of Admissions Processing. Please request transcripts immediately as they may take up to six weeks to arrive in our office.

Official transcripts can be requested by filling out the Official Transcript Request form at the end of this packet.

If you have completed fewer than 12 transferable college hours, an official high school transcript must also be submitted. If you are unsure what might qualify as transferable hours, consult your local Admissions Counselor. An official transcript is one that comes directly to Concordia University from the institution of record.
ADMISSION DEADLINES
Applications must be received by the posted application deadline(s) to be considered for admission during the upcoming semester. If the application is not complete, students have the opportunity to roll the application over to the next semester. In order to use Financial Aid as payment for tuition, students are required to have all admission and financial aid documents submitted by the Admission Deadline.

INTERNATIONAL STUDENTS
All students who are residents of a foreign country must apply as an international student. Click here to learn about admissions requirement and application information for International Students.

PAYMENT OPTIONS
If you do not wish to use financial aid, payment options are available. Please click the link above for more information.
TUITION INFORMATION
Undergraduate Tuition per credit hour: $440

FINANCIAL AID
Concordia University Texas understands that continuing your college education is a substantial investment in your future and we are prepared to provide you with specific information to help you accomplish this goal.

Concordia focuses on assisting all eligible students in finding options that will allow them to finance their college education. Financial Aid options may include grants, federal loans, and other payment options.

Click the link below to complete the federal application for financial aid. The Concordia University Texas school code is 003557.

Free Application for Federal Student Aid (FAFSA)

When a student submits the FAFSA, it is sent to the Federal Student Aid’s Central Processing System (CPS) where it goes through a series of edits to check for inconsistencies. In addition, the CPS initiates several database matches with:

- Social Security Administration (SSA)
- Department of Homeland Security (formerly Immigration and Naturalization Service)
- National Student Loan Data System (NSLDS)
- Selective Service System
- U.S. Department of Veterans Affairs

If a discrepancy arises with the application, the student’s FAFSA is flagged and the student may not be eligible for federal student aid until s/he resolves the discrepancy. It is important that the student understands that some discrepancies will prevent the CPS from calculating the Expected Family Contribution (EFC).

*2014-2015 academic year
Military Information

There are multiple financing options available to assist veterans and their dependents in pursuing their college education. Concordia University Texas accepts most Veteran Affairs educational benefits and is a participant in the Yellow Ribbon program. We do not accept the Hazelwood Act as these benefits are only eligible at public institutions.

In order for active military personnel to take advantage of their benefits, they must contact their local Veteran Affairs representative. Veterans must apply for their benefits on the Department of Veteran Affairs website at www.gibill.va.gov.

For more information on VA educational benefits, the Yellow Ribbon Program and steps to accessing your benefits, please visit the Department of Veteran Affairs website at www.gibill.va.gov/apply-for-benefits/. Once you’ve applied for benefits through the VA site, the Department of Veteran Affairs will notify you of your eligibility. Concordia will need a copy of your Certificate of Eligibility and your DD-214 so that we can certify your attendance with the VA once you are registered.

In the meantime, your admissions counselor can help you proceed through the regular admissions process in accordance with your program of interest. Once you have been officially accepted to Concordia University Texas, the University will process the paperwork concerning your financial benefits.
In addition to our online programs, Concordia University Texas has five locations that provide additional support. In such case, all students are assigned a specific location for such purposes.
HOW DO I PREPARE FOR ONLINE COURSES?
For your convenience, we offer a student training presentation that provides instructions on how to take an online course. The presentation is available upon request.

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 classes, view course information and retrieve their academic records.

WILL I HAVE ACCESS TO MY INSTRUCTOR?
Online courses are delivered entirely through the Internet. However, students can have access to their instructors via various Internet communication modes (i.e. chat, discussion forum, email or phone).

WILL I HAVE ACCESS TO LIBRARY RESOURCES?
CTX students and faculty have 24/7 access to free, multiple electronic resources, including 130,000+ eBooks, numerous full-text magazine & journal articles, and citation generators through the CTX Library website (www.concordia.edu/library). Texas residents may receive a TexShare card, giving them print borrowing privileges and database access at any participating library. Asking for citation and research help is only a click away: CTX librarians are available for research assistance via text, email, and phone during posted library hours.

HOW DO I GET HELP IF I CANNOT ACCESS MY ONLINE COURSE?
Concordia University Texas provides all students with access to a 24/7/365 help center upon enrollment.
Please send your signed and completed form via fax to 800-473-2512

Please note: Some institutions may require the student to obtain transcripts directly; if this is the case, your enrollment counselor will contact you.

**Concordia University Texas: Transcript Release Form**

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<th>TRANSSCRIPT RELEASE AUTHORIZATION</th>
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<tr>
<td><em>I authorize my official transcripts to be sent to Concordia University Texas C/O The Learning House and allow any necessary follow-up to acquire said transcripts listed below.</em></td>
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| Applicant’s Signature: _______________________________ Date: __________________ |

| Legal Name: ____________________ ____________________ ____________________ ________________ |
|-----------------------------------|-----------------|-----------------|-----------------|
| First                             | Last            | Maiden          | other           |

| Permanent Address: ____________________________ Street ____________________________ City State Zip |

| Date of Birth: _____-____-_____ Social Security Number or Student ID Number: ________-____-______ |

| Phone __________________________ Email ____________________ |

| 1. Institution Name: __________________________________________ |
| Mailing Address: __________________________________________ City State Zip |
| Dates Attended From: ______ to: ______ Degree Earned/ Program Seeking (if any): ____________________ |

| 2. Institution Name: __________________________________________ |
| Mailing Address: __________________________________________ City State Zip |
| Dates Attended From: ______ to: ______ Degree Earned/ Program Seeking (if any): ____________________ |

| 3. Institution Name: __________________________________________ |
| Mailing Address: __________________________________________ City State Zip |
| Dates Attended From: ______ to: ______ Degree Earned/ Program Seeking (if any): ____________________ |

*Have more schools for us to request? Please use additional sheets.*

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<th>Return official transcript materials to:</th>
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<tr>
<td>Concordia University Texas</td>
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<tr>
<td>C/O The Learning House</td>
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<tr>
<td>801 East Park Drive, Suite 105</td>
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<tr>
<td>Harrisburg, PA 17111</td>
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*Or email transcripts@learninghouse.com*

*Institution Records Office: If you cannot process this request please contact the Transcript Office at 800-293-7075 ext. 133*