

**Bachelor of Science in Business Administration (BSBA)**

Human resource management involves coordinating the resources and activities of organizational members in a systematic way to achieve common goals. Skills include acquiring, maintaining and developing an organization's human resources (HR). Positions include human resource manager, benefits manager, labor relations manager, personnel manager, and training and development manager. According to the Department of Labor, employment of HR managers is projected to grow much faster than average at 21 percent between 2010 and 2020.

The Society for Human Resource Management (SHRM) has acknowledged that this major is aligned with SHRM's HR Curriculum Guidebook and Templates-2013.

**Human Resource Management students will...**

- Interact with qualified, award winning faculty in a small class environment.
- Study in *Robert A. Dempster Hall*, an efficient and beautiful business building with a look and feel of a corporate environment.
- Have access to more than 30 study-abroad programs offered with the Harrison College of Business.
- Have access to Southeast's *Douglas C. Greene Center for Innovation and Entrepreneurship*, one of the largest entrepreneurship programs in the Midwest. Entrepreneurial studies prepare students to be creative and innovative in their chosen careers.

**Career Planning**

Currently, 98% of Harrison College of Business graduates find employment within a year of graduation.

A St. Louis Outreach Office, located in Chesterfield, Missouri, provides career exploration assistance, resume critiques, interview tips, job search strategies and more.

St. Louis Business Interview Days offers Southeast business students a one-of-a-kind interviewing and networking opportunity.

Demonstrated Career Proficiency is a Requirement of all Southeast Students		
CL001/CL002	First Semester	Complete the FOCUS2 assessment and develop a Career Action Plan.
CL003	Junior Year	Students gain information about career planning and job searching resources.
CL004	Senior Year	Students demonstrate advanced proficiency by identifying a position in their field, developing a cover letter, and tailoring a resume for the position. Materials are critiqued to ensure preparedness for a successful job search.
Career Services, located in Academic Hall 057, provides professional career advising to guide students in their career development.		

**Internship and Employment Opportunities of Recent Graduates**

- Anthem Blue Cross/Blue Shield
- Bank of America
- Biokyowa, Inc.
- Boeing
- Cape Girardeau Public Schools
- City Government Offices
- Douglas C. Greene Center for Innovation and Entrepreneurship
- Edward Jones
- Farmers Insurance
- JC Penney
- Macy's
- Maxim Healthcare Services
- Missouri State Government
- Missouri Department of Transportation
- Old Town Cape
- Target
- TG Missouri
- United Way
- Walgreens
- Workforce Employment Solutions

**Admission Requirements**

1. Completion of 60 semester hours.
2. Completion of: AC221, AC222, AD101, BL255, EC215, EC225, EN140, MA134, MG252, QM257, QM258 and SC105 with a grade of 'C' or better.
3. Cumulative 2.25 GPA.
4. Business students must be admitted to the College of Business prior to enrolling in upper division (300 level or above) business courses.

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This is a guide based on the 2014-2015 Undergraduate Bulletin and is subject to change. The time it takes to earn a degree will vary based on several factors such as dual enrollment, remediation, and summer enrollment. Students will meet with an academic advisor each semester and use DegreeWorks to monitor their individual progress.

**CURRICULUM CHECKLIST**

Business students must be admitted to the College of Business prior to enrolling in upper division (300 level or above) business courses.

**Business Administration Core – 33 Hours Required**

A grade of 'C' is required in each core course except accounting majors must earn 'A' or 'B' in AC222.

- \_\_\_ AC221 Principles of Accounting I (3)
- \_\_\_ AC222 Principles of Accounting II (3)
- \_\_\_ BA490 Business Policy & Strategy (3)
- \_\_\_ BL255 Legal Environment of Business (3)
- \_\_\_ FI361 Financial Management (3)
- \_\_\_ MG301 Principles of Management (3)
- \_\_\_ MI375 Management Information Systems (3)
- \_\_\_ MK301 Principles of Marketing (3)
- \_\_\_ QM352 Management Science (3)
- \_\_\_ QM358 Production/Operations Management (3)

**Choose 3 Hours From:\***

- \_\_\_ AC540 International Perspectives of Accounting (3)
- \_\_\_ BA560 International Business Study Tour (3)
- \_\_\_ EC580 International Economics (3)
- \_\_\_ FI540 International Finance (3)
- \_\_\_ MG560 International Management (3)
- \_\_\_ MK560 International Marketing (3)

\* International Course taken to meet Business Administration Core requirement may not be counted on a major.

**Support Courses – 30 Hours Required**

Some courses may fulfill University Studies requirements. A grade of 'C' or better is required in each.

- \_\_\_ AD101 Intro to Microcomputer Applications (3)
- \_\_\_ EC215 Principles of Microeconomics (3)
- \_\_\_ EC225 Principles of Macroeconomics (3)
- \_\_\_ EN140 Rhetoric & Critical Thinking (3)
- \_\_\_ MA134 College Algebra (3)
- \_\_\_ MG252 Business Communication (3)
- \_\_\_ QM257 Business Statistics (3)
- \_\_\_ QM258 Business Statistics II (3)
- \_\_\_ SC105 Fundamentals of Oral Communication (3)
- \_\_\_ UI400 Business & Ethics (3)

**NOTE:** All 100 and 200 level core and support courses are pre-requisite to all 300 level business core and business major courses.

**Management Major Courses – 24 Hour Major – No Minor Required**

(Cannot double count elective choices in more than one option.)

**Required Management Core Courses:**

- \_\_\_ BA361 Principles of Entrepreneurship (3)
- \_\_\_ MG356 Foundations of Human Resource Management (3)
- \_\_\_ MG470 Leadership in Management (3)
- \_\_\_ Real World Experience – Choose one option:  
Participate in departmentally approved international academic program (3) **OR**  
Complete departmentally approved internship (3)

**Required Courses for Human Resource Management Option:**

- \_\_\_ MG526 Managing and Developing Talent (3)
- \_\_\_ MG546 Acquiring & Compensating Talent (3)
- \_\_\_ MG566 Legal & Union Issues in Human Resources(3)

**Choose 3 Hours From the Following:**

- \_\_\_ BA531 Imagination, Creativity and Innovation (3)
- \_\_\_ EC380 Labor Economics (3)
- \_\_\_ MG354 Business Negotiation: Concepts and Practice (3)
- \_\_\_ MG456 Topics in Human Resource Management (3)
- \_\_\_ MG462 Organization Theory and Design (3)
- \_\_\_ MG550 Improving Team Performance (3)
- \_\_\_ MK341 Public Relations (3)

**University Studies Requirements (not already listed above):**

UI100 First Year Seminar, EN100 English Composition, Artistic Expression, Literary Expression, Behavioral Systems, Living Systems, Physical Systems, Development of a Major Civilization, Political Systems, Social Systems, and two IU/UI3XXs

**SAMPLE FOUR-YEAR PLAN****Management:  
Human Resource Management Option**

Requirements for the 2014-2015 Undergraduate Bulletin

	Fall Semester		Spring Semester	
	Course #	Hrs	Course #	Hrs
<b>FIRST YEAR</b>	UI100	3	EN140	3
	EN100	3	SC105	3
	MA134	3	Behavioral Systems	3
	AD101	3	Develop of Major Civ.	3
	Artistic Expression	3	Social Systems	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>	
<b>SECOND YEAR</b>	AC221	3	AC222	3
	EC215	3	BL255	3
	MG252	3	EC225	3
	QM257	3	QM258	3
	Literary Expression	3	Living Systems	3
	Physical Systems	3	Political Systems	3
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>18</b>	
(summer courses are encouraged to avoid 18 hour semesters)				
<b>THIRD YEAR</b>	FI361	3	BA361	3
	MG301	3	MG356	3
	MK301	3	MI375	3
	QM352	3	QM358	3
	IU/UI3XX	3	IU/UI3XX	3
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>	
<b>FOURTH YEAR</b>	International Course	3	BA490	3
	MG470	3	MG546	3
	MG526	3	MG566	3
	MG Elective	3	Real World Experience	3
	UI400	3		
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>12</b>	

**Degree requirements for all students:** a minimum of 120 credit hours, completion of University Studies program, career proficiencies (CL001-004), Writing Proficiency Exam (WP003), and completion of the Measure of Academic Proficiency and Progress (MAPP) at the freshman and senior levels.

A minimum 2.25 GPA in the major and overall are required to graduate with a BSBA degree.

Refer to the Undergraduate Bulletin or DegreeWorks for additional graduation requirements (i.e. minimum GPA and coursework) for your program of study.

Revised  
02/14/2014