

Management: Human Resource Management Option

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 percent of Harrison College of Business graduates find employment within a year of graduation.

Career preparation is part of the mission of Southeast. In fact, more than 90% of Southeast students participate in internships, clinical opportunities, student teaching, research assistantships, and study abroad. St. Louis Business Interview Days offers Southeast business students a one-of-a-kind interviewing and networking opportunity.

Professional career counselors are available for all students. The Office of Career Services in Academic Hall 057 can provide students with professional career counseling, resume critiques, practice interviews, job search strategies, career events, networking opportunities, and more.

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.

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.

Human Resource Management Option

To learn more
 Office of Admissions
 (573) 651-2590
admissions@semo.edu
www.semo.edu

To explore
 the Harrison College
 of Business online, visit
www.semo.edu/hcb

For advising
 Harrison College of Business Advising Center
 (573) 651-5090
businessadvising@semo.edu
www5.semo.edu/cobadvising

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This is a guide based on the 2015-2016 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

"Critical Courses" are italicized and bolded. Data shows that students who have completed this course in the first two years and have earned the noted grade are most likely to complete this program of study.

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 – 30 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 Quantitative Analysis (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 support course.

- ___ AD101 Intro to Microcomputer Applications (3)
- ___ BA452 Professionalism (1)
- ___ **EC215 Principles of Microeconomics (3)**
- ___ EC225 Principles of Macroeconomics (3)
- ___ EN140 Rhetoric & Critical Thinking (3)
- ___ **MA134 College Algebra (3)**
- ___ MG252 Business Communication (2)
- ___ 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 – 27 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)

Human Resource Management Option:

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

Choose 6 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)
- ___ MG550 Improving Team Performance (3)
- ___ MG662 Organization Theory and Design (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

	Fall Semester		Spring Semester	
	Course #	Hrs	Course #	Hrs
FIRST YEAR	UI100	3	EN140	3
	EN100	3	SC105	3
	AD101	3	Behavioral Systems	3
	MA134	3	Develop of Major Civ.	3
	Artistic Expression	3	Social Systems	3
Total	15	Total	15	
Milestone: Achieve a minimum 2.25 overall GPA				

SECOND YEAR	AC221	3	AC222	3
	EC215	3	BL255	3
	MG252	2	EC225	3
	QM257	3	QM258	3
	Literary Expression	3	Political Systems	3
	Physical Systems	3		
Total	17	Total	15	
Milestone: Gain admission to College of Business by end of fourth semester.				

THIRD YEAR	BA452	1	BA361	3
	FI361	3	MG356	3
	MG301	3	MI375	3
	MK301	3	MG Elective	3
	QM352	3	IU/UI3XX	3
	Living Systems	3		
	Total	16	Total	15
Milestone: Maintain 2.25 overall GPA and 2.25 major GPA				

FOURTH YEAR	International Course	3	BA490	3
	MG470	3	MG546	3
	MG526	3	MG566	3
	MG Elective	3	Real World Experience	3
	IU/UI3XX	3	UI400	3
Total	15	Total	15	
Milestone: Maintain 2.25 overall GPA and 2.25 major GPA				

A "Milestone" signifies a significant stage for a student in the completion of a degree.

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 senior level.

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
3/19/2015