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 faster than average at 9 percent between 2014 and 2024.

The Society for Human Resource Management (SHRM) has acknowledged that this major is aligned with SHRM’s HR Curriculum Guidebook and Templates-2016.

**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. 100% of programs offer our students an internship, study-abroad program, clinical opportunity, student teaching or research internship.

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

**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: AC221, AC222, AD101, BA101, BL255, EC215, EC225, EN140, MA116, MG252, QM257, QM258 and SC105 with a grade of ‘C’ or better.

2. Cumulative 2.25 GPA.

3. In addition to satisfying prerequisites, students must complete at least 45 credit hours before enrolling in upper division (300 level or above) business courses.

**Special Options with Human Resource Management**

Southeast Missouri State University offers an accelerated master’s degree for current Southeast human resource management students. For more information, please see any of the MBA degree maps.

Southeast also offers a Master of Business Administration in Environmental Management.

**Transfer and Dual Credit Students**

If you have dual credit or transfer credit, please visit our transfer course equivalencies guide at semo.edu/transfercredit.
Management: Human Resource Management Option

Bachelor of Science in Business Administration (BSBA)

This is a guide based on the 2018-2019 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 Degree Works 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 – 33 Hours Required

A grade of C is required in each core course:

- AC221 Principles of Accounting I (3)
- AC222 Principles of Accounting II (3)
- BA101 The Business Universe (3)
- BA490 Business Policy & Strategy (3)
- BL255 Legal Environment of Business (3)
- EN140 Rhetoric & Critical Thinking (3)
- MG301 Principles of Management (3)
- MG375 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)
- EC590 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)
- BA400 Applied Ethical Leadership (3)
- BA452 Professionalism (1)
- EC215 Principles of Microeconomics (3)
- EC225 Principles of Macroeconomics (3)
- EN140 Rhetoric & Critical Thinking (3)
- MA116 Precalculus A (3)
- MG252 Business Communication (2)
- QM257 Business Statistics (3)
- QM258 Business Statistics II (3)
- SC105 Fundamentals of Oral Communication (3)

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

- ER361 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:

- EC360 Labor Economics (3)
- ER351 Innovation (3)
- MG354 Business Negotiation: Concepts and Practice (3)
- MG452 Topics in Human Resource Management (3)
- MG550 Improving Team Performance (3)
- MG562 Organization Theory and Design (3)
- MK541 Public Relations (3)

University Studies Requirements – some requirements may be fulfilled by coursework in major program

- Social and Behavioral Sciences – 6 hours
- Constitution requirement – 3 hours
- US History requirement – 3 hours
- Written Communication – 6 hours
- Oral Communication – 3 hours
- Natural Sciences – 7 hours (from two disciplines, one to include a lab)
- Mathematics – 3 hours
- Humanities & Fine Arts – 9 hours (from at least two disciplines)
- Additional requirements – 5 hours (to include UI100 for nursing students)

SAMPLE FOUR-YEAR PLAN

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Milestone: Achieve a minimum 2.25 overall GPA

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Milestone: Gain admission to College of Business by end of fourth semester.

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Milestone: Maintain 2.25 overall GPA and 2.25 major GPA

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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, completion of 39 senior division hours (300-599), Writing Proficiency Exam (WP003), and completion of the Measure of Academic Proficiency and Progress (MAPP) at the senior level. Refer to the Undergraduate Bulletin or Degree Works for additional graduation requirements for your program.

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

Revised 9/11/2018