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.

<table>
<thead>
<tr>
<th>Demonstrated Career Proficiency of all Southeast Students</th>
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<tbody>
<tr>
<td>CL001/CL002 First Semester</td>
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<tr>
<td>CL003 Junior Year</td>
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<tr>
<td>CL004 Senior Year</td>
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</tbody>
</table>

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

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)
- FI301 Financial Management (3)
- MG301 Principles of Management (3)
- MI375 Management Information Systems (3)
- MK301 Principles of Marketing (3)
- OM332 Quantitative Analysis (3)

Support Courses – 30 Hours Required

Some courses may fulfill University Studies requirements.

- 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)
- OM257 Business Statistics (3)
- OM258 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 core business 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:

- 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 national 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)
- MG355 Business Negotiation: Concepts and Practice (3)
- MG456 Topics in Human Resource Management (3)
- MG550 Improving Team Performance (3)
- MG562 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 UI/UXXXs

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.