HUMAN RESOURCE MANAGEMENT, BUSINESS ADMINISTRATION (BBA)

Degree: Bachelor of Business Administration
Major: Business Administration
Concentration: Human Resource Management
Program Code: 3128

About This Major . . .

The Bachelor of Business Administration (BBA) is designed to prepare students for the challenges of today’s organizations, as well as the business world of tomorrow. The program provides students with the knowledge, skills, and abilities to compete in both local and global business environments. Additionally, the program allows for an emphasis in a specialized area such as management, marketing, finance, economics, entrepreneurship, human resource management, energy management, insurance, or hospitality management.

The BBA is a very versatile, flexible, and valuable degree. Colorado Mesa's BBA graduates have great success stories in the business world as well as the ability to earn advanced degrees in business such as the Master of Business Administration — one of the most sought after degrees by employers in today’s job market.

With impending legislation, the need for additional personnel in the area of human resource management will only grow in the future. Become a part of the industry that performs vital functions for all businesses: finding the right people for the right job and then providing training and development for that employee. This concentration has been recognized as aligning with the Society for Human Resource Management curriculum.

To be admitted to the Bachelor of Business Administration program, certain prerequisites must be satisfied. Please see the Department Head of Business for complete requirements and application form.

The 21 semester hours listed under Foundation Courses, as well as the Essential Learning English, Essential Learning Math and Essential Learning Social and Behavioral Sciences Requirement must be completed within the student’s first 60 hours.

For more information on what you can do with this major, visit Career Services’ What to Do with a Major? resource.

All CMU baccalaureate graduates are expected to demonstrate proficiency in specialized knowledge/applied learning, quantitative fluency, communication fluency, critical thinking, personal and social responsibility, and information literacy. In addition to these campus-wide student learning outcomes, students in this major complete a plan of study that fulfills our department mission and requires demonstrated comprehension of program specific learning outcomes. These are as follows:

Mission: As a student-focused teaching and research department, Colorado Mesa University’s Business Department prepares students to be sound decision makers and serves businesses in the Rocky Mountain region, the nation, and the world. We strive to develop prepared students who demonstrate strong ethical principles, superior critical thinking, effective communication, and robust business acumen.

Student Learning Outcomes:

a. Apply business knowledge and skills in appropriate business contexts. (Specialized Knowledge/Applied Learning)

b. Analyze business issues critically utilizing quantitative research methodologies. (Quantitative Fluency)

c. Analyze business issues critically utilizing qualitative research methodologies. (Critical Thinking)

d. Utilize relevant and critically evaluated information in the process of communicating clearly, appropriately, and accurately to the audience in writing. (Communication Fluency, Information Literacy, Specialized Knowledge/Applied Learning)

e. Utilize relevant and critically evaluated information in the process of communicating clearly, appropriately, and accurately to the audience orally. (Communication Fluency, Information Literacy, Specialized Knowledge/Applied Learning)

f. Differentiate various functions of teams within organizations. (Specialized Knowledge/Applied Learning)

g. Demonstrate behaviors consistent with effective teamwork. (Specialized Knowledge/Applied Learning)

h. Analyze an issue within an ethical framework. (Personal and Social Responsibility)

i. Recommend a solution based on an ethical framework. (Critical Thinking)

j. Engage in a local, regional, national, and/or international activity that positively impacts society. (Personal and Social Responsibility)

Requirements

Each section below contains details about the requirements for this program. Select a header to expand the information/requirements for that particular section of the program’s requirements.

To print or save an overview of this program’s information, including the program description, learning outcomes, requirements, suggested course sequencing (if applicable), and advising and graduation information, scroll to the bottom of the left-hand navigation menu and select "Print Options." This will give you the options to either "Send Page to Printer" or "Download PDF of This Page." The "Download PDF of This Page" option prepares a much more concise presentation of all program information. The PDF is also printable and may be preferable due to its brevity.

Institutional Degree Requirements

The following institutional degree requirements apply to all CMU baccalaureate degrees. Specific programs may have different requirements that must be met in addition to institutional requirements.

- 120 semester hours minimum.
- Students must complete a minimum of 30 of the last 60 hours of credit at CMU, with at least 15 semester hours in major discipline courses numbered 300 or higher.
- 40 upper-division credits (an alternative credit limit applies to the Bachelor of Applied Science degree).
- 2.00 cumulative GPA or higher in all CMU coursework.
- A course may only be used to fulfill one requirement for each degree/certificate.
• No more than six semester hours of independent study courses can be used toward the degree.
• Non-traditional credit, such as advanced placement, credit by examination, credit for prior learning, cooperative education and internships, cannot exceed 30 semester credit hours for a baccalaureate degree. A maximum of 15 of the 30 credits may be for cooperative education, internships, and practica.
• Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
• Capstone exit assessment/projects (e.g., Major Field Achievement Test) requirements are identified under Program-Specific Degree Requirements.
• The Catalog Year determines which program sheet and degree requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements you should follow.
• See “Requirements for Undergraduate Degrees and Certificates” in the catalog for a complete list of graduation requirements.

Essential Learning Requirements
(31 semester hours)

See the current catalog for a list of courses that fulfill the requirements below. If a course is an Essential Learning option and a requirement for your major, you must use it to fulfill the major requirement and make a different selection for the Essential Learning requirement.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL</td>
<td>English Composition I-GTCO1</td>
<td>3</td>
</tr>
<tr>
<td>ENGL</td>
<td>English Composition II-GTCO2</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>College Algebra-GTMA1</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>History</td>
<td>Select one History course</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>Select one Humanities course</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social and Behavioral Sciences</td>
<td>Select one Social and Behavioral Sciences course</td>
<td>3</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>Select one Social and Behavioral Sciences course with a lab</td>
<td>4</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>Select one Fine Arts course</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Sciences</td>
<td>Select one Natural Sciences course</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>Select one Natural Sciences course with a lab</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Semester Credit Hours 31

1 Essential Learning Capstone must be taken after completion of the Essential Learning English and Mathematics requirements, and when a student has earned between 45 and 75 hours.

Foundation Courses
(21 semester hours. These courses plus Essential Learning English and Mathematics requirements must be completed within the student’s first 60 hours.)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUGB</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUGB</td>
<td>Survey of Business Law</td>
<td>3</td>
</tr>
<tr>
<td>CISB</td>
<td>Introduction to Business Analysis</td>
<td>3</td>
</tr>
<tr>
<td>ECON</td>
<td>Principles of Macroeconomics-GTSS1</td>
<td>3</td>
</tr>
<tr>
<td>ECON</td>
<td>Principles of Microeconomics-GTSS1</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Semester Credit Hours 21

Program Specific Degree Requirements
(45 semester hours, must maintain a 2.0 cumulative GPA or higher in coursework in this area.)

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUGB</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CISB</td>
<td>Fundamentals of Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CISB</td>
<td>Quantitative Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>FINA</td>
<td>Managerial Finance</td>
<td>3</td>
</tr>
<tr>
<td>HRMA</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MANG</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MANG</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MANG</td>
<td>Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>MANG</td>
<td>Business Strategy</td>
<td>3</td>
</tr>
<tr>
<td>MARK</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

Human Resource Management Nucleus

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANG</td>
<td>Leadership</td>
<td>3</td>
</tr>
</tbody>
</table>
Suggested Course Plan

First Year

Fall Semester

- ENGL 111: English Composition I-GTCO1 3
- MATH 113: College Algebra-GTMA1 4
- Essential Learning - Social and Behavioral Sciences 3
- Essential Learning - Social and Behavioral Sciences 3
- Essential Learning - Fine Arts 3

Spring Semester

- ENGL 112: English Composition II-GTCO2 3
- CISB/STAT 241: Introduction to Business Analysis 3
- CISB 210: Fundamentals of Information Systems 3
- Essential Learning - Natural Science with Lab 4
- KINE 100: Health and Wellness 1
- KINA Activity 1

Total Semester Credit Hours 15

Second Year

Fall Semester

- ACCT 201: Principles of Financial Accounting 3
- ECON 201: Principles of Macroeconomics-GTSS1 3
- MANG 201: Principles of Management 3
- BUGB 231: Survey of Business Law 3
- Essential Learning - History 3

Spring Semester

- BUGB 211: Business Communications 3
- ACCT 202: Principles of Managerial Accounting 3
- ECON 202: Principles of Macroeconomics-GTSS1 3
- ESSL 290: Maverick Milestone 3
- ESSL 200: Essential Speech 1
- Essential Learning - Humanities 3

Total Semester Credit Hours 15

Third Year

Fall Semester

- MARK 231: Principles of Marketing 3

General Electives

(17 semester hours) It is strongly recommended to meet with a Business Advisor to choose electives that complement the nucleus or choose the nucleus of a second concentration. At least four hours must be upper division. Also include all college level courses appearing on your final transcript, not listed above that will bring your total semester hours to 120 hours.

Code Title Semester Credit Hours

MATH 113 College Algebra-GTMA1 1
Select additional electives 16
Total Semester Credit Hours 17

Advising and Graduation

Advising Process and DegreeWorks

Documentation on the pages related to this program is intended for informational purposes to help determine what courses and associated requirements are needed to earn a degree. The suggested course sequencing outlines how students could finish degree requirements. Some courses are critical to complete in specific semesters, while others may be moved around. Meeting with an academic advisor is essential in planning courses and altering the suggested course sequencing. It is ultimately the student’s responsibility to understand and fulfill the requirements for her/his intended degree(s).

DegreeWorks is an online degree audit tool available in MAVzone. It is the official record used by the Registrar’s Office to evaluate progress towards a degree and determine eligibility for graduation. Students are responsible for reviewing their DegreeWorks audit on a regular basis and should discuss questions or concerns with their advisor or academic department head. Discrepancies in requirements should be reported to the Registrar’s Office.

Graduation Process

Students must complete the following in the first two months of the semester prior to completing their degree requirements:

- Review their DegreeWorks audit and create a plan that outlines how unmet requirements will be met in the final semester.
- Meet with their advisor and modify their plan as needed. The advisor must approve the final plan.
- Submit the “Intent to Graduate” form to the Registrar’s Office to officially declare the intended graduation date and commencement ceremony plans.
- Register for all needed courses and complete all requirements for each degree sought.

Submission deadlines and commencement details can be found at [http://www.coloradomesa.edu/registrar/graduation.html](http://www.coloradomesa.edu/registrar/graduation.html).

If a student's petition for graduation is denied, it will be her/his responsibility to consult the Registrar's Office regarding next steps.