

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.

For more information on what you can do with this major, visit Career Services' *What to Do with a Major?* (<https://www.coloradomesa.edu/career/students/explore/major.html>) resource.

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.

All CMU baccalaureate graduates are expected to demonstrate proficiency in critical thinking, communication fluency, quantitative fluency, and specialized knowledge/applied learning. 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

SLO #1: Critical Thinking/Problem Solving Skills:

- 1.1 - Apply business knowledge and skills in appropriate business contexts (Critical Thinking)
- 1.2 - Transfer knowledge and skills to new business situations. (Critical Thinking)
- 1.3 - Analyze business data critically, reason logically, and apply quantitative analysis methods correctly to develop appropriate business conclusions. (Quantitative Fluency)
- 1.4 - Analyze business data critically, reason logically, and apply qualitative analysis methods correctly to develop appropriate business conclusions. (Critical Thinking)

SLO #2: Effective Communication Skills:

- 2.1 - Communicate clearly, appropriately, and persuasively to the audience in writing. (Communication Fluency)
- 2.2 - Communicate clearly, appropriately, and persuasively to the audience orally (Communication Fluency)

SLO #3: Teamwork:

- 3.1 - Demonstrate an understanding of the role of teams in organizations (Specialized Knowledge/Applied Learning)
- 3.2 - Demonstrate behaviors consistent with effective teamwork (Specialized Knowledge/Applied Learning)

SLO #4: Ethical Awareness:

- 4.1 – Analyze an issue within an ethical framework (Specialized Knowledge/Applied Learning)
- 4.2 – Recommend a solution based on an ethical framework (Specialized Knowledge/Applied Learning)

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.

Code	Title	Semester Credit Hours
English ¹		
ENGL 111	English Composition-GTC01	3
ENGL 112	English Composition-GTC02	3
Mathematics ¹		
MATH 113	College Algebra-GTMA1 ²	3
History		
Select one History course		3
Humanities		
Select one Humanities course		3
Social and Behavioral Sciences		
Select one Social and Behavioral Sciences course		3
Select one Social and Behavioral Sciences course		3
Fine Arts		
Select one Fine Arts course		3
Natural Sciences ³		
Select one Natural Sciences course		3
Select one Natural Sciences course with a lab		4
Total Semester Credit Hours		31

¹ Must receive a grade of "C" or better and must be complete by the time the student has 60 semester hours.

² This is a 4 credit course. 3 credits apply to the Essential Learning requirements and 1 credit applies to elective credit.

³ 7 semester hours, one course must include a lab.

Other Lower Division Requirements

Code	Title	Semester Credit Hours
Wellness Requirement		
KINE 100	Health and Wellness	1
Select one Activity course		1
Essential Learning Capstone ¹		
ESSL 290	Maverick Milestone	3
ESSL 200	Essential Speech	1
Total Semester Credit Hours		6

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 Math & English requirements must be completed within the student's first 60 hours.)

Code	Title	Semester Credit Hours
ACCT 201	Principles of Financial Accounting	3
ACCT 202	Principles of Managerial Accounting	3
BUGB 211	Business Communications	3
BUGB 231	Survey of Business Law	3
CISB 241	Introduction to Business Analysis	3
or STAT 241	Introduction to Business Analysis	
ECON 201	Principles of Macroeconomics-GTSS1	3
ECON 202	Principles of Microeconomics-GTSS1	3
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.)

Code	Title	Semester Credit Hours
Business Administration Core		
BUGB 401	International Business	3
CISB 210	Fundamentals of Information Systems	3
FINA 301	Managerial Finance	3
MANG 201	Principles of Management	3
MANG 301	Organizational Behavior	3
HRMA 371	Human Resource Management	3
MANG 471	Operations Management	3
MANG 491	Business Strategy	3
MARK 231	Principles of Marketing	3
Select one of the following courses:		3
CISB 341	Quantitative Decision Making	
MARK 350	Marketing Research	

Human Resource Management Nucleus		
HRMA 372	Employment Assessment	3
HRMA 373	Human Resource Management, Leadership, Ethics, and Social Responsibility	3
MANG 410	Effective Workplace Communication	3
HRMA 475	Compensation and Reward Systems	3
HRMA 478	Advanced Human Resource Management	3
Total Semester Credit Hours		45

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

Course	Title	Semester Credit Hours
First Year		
Fall Semester		
Essential Learning - Social and Behavioral Sciences		3
Essential Learning - Social and Behavioral Sciences		3
Essential Learning - Fine Arts		3
ENGL 111	English Composition-GTCO1	3
MATH 113	College Algebra-GTMA1	4
Semester Credit Hours		16
Spring Semester		
ENGL 112	English Composition-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
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
Semester Credit Hours		15
Spring Semester		
BUGB 211	Business Communications	3
ACCT 202	Principles of Managerial Accounting	3
ECON 202	Principles of Microeconomics-GTSS1	3
ESSL 290	Maverick Milestone	3
ESSL 200	Essential Speech	1
Essential Learning - Humanities		3
Semester Credit Hours		16

Third Year		
Fall Semester		
MARK 231	Principles of Marketing	3
HRMA 371	Human Resource Management	3
MANG 301	Organizational Behavior	3
Essential Learning - Natural Science		3
General Elective		3
Semester Credit Hours		15
Spring Semester		
FINA 301	Managerial Finance	3
HRMA 372	Employment Assessment	3
HRMA 373	Human Resource Management, Leadership, Ethics, and Social Responsibility	3
General Electives (2 courses)		6
Semester Credit Hours		15
Fourth Year		
Fall Semester		
CISB 341 or MARK 350	Quantitative Decision Making or Marketing Research	3
BUGB 401	International Business	3
MANG 410	Effective Workplace Communication	3
MANG 471	Operations Management	3
HRMA 475	Compensation and Reward Systems	3
Semester Credit Hours		15
Spring Semester		
HRMA 478	Advanced Human Resource Management (Capstone)	3
General Electives (2 courses)		6
MANG 491	Business Strategy	3
Elective		1
Semester Credit Hours		13
Total Semester Credit Hours		120

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>.

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