



# Business Administration - Human Resource & Management Concentration

## About this Composite Major

The Business Administration HR & Management concentration program prepares students with the core competencies essential to succeed in all types of business environments. This versatile program includes coursework in accounting, human relations, management, marketing, finance, and technology.



## Meet a Student

"During my time as a student at VCSU the Business Department "family" helped prepare me for my future. They created a culture that valued all of their students and truly were vested in our success not only while at VCSU but beyond. Every professor within the department worked diligently to ensure each of us had the necessary tools and the knowledge to succeed both in class and in the community. Being mentored by these true professionals in the business department allowed me to expand my knowledge of the business world and has given me boundless opportunities since graduation. It is such an honor and privilege to be a graduate of VCSU and to have been able to learn and grow from the outstanding members of the Business Department. From this learning experience it has allowed me to grow and find a great career path since graduation. Truly an outstanding experience." — *Dillion Thomas, '18*

## Career Opportunities

Graduates are prepared for a variety of careers leading to management positions in service and manufacturing

industries, the government sector, or entrepreneurial endeavors. Graduates may also choose to pursue further education in MBA programs, law school, or other specialized graduate programs.

Career opportunities include positions such as:

- Business Administrator
- Financial Manager
- Management Consultant
- Operations Manager
- General Management
- Entrepreneur
- Human Resources Generalist
- Staffing Coordinator
- Corporate Trainer
- Recruiter
- Compensation/Benefits Specialist

## Get Involved in your Major

**Business Club:** There are many ways to get involved in your major. Among other things, you can participate in competitions, attend guest lectures, or join the business club. The goal of the club is to provide opportunities for students to develop the skills, abilities, and leadership qualities necessary to enter and be successful in the workplace. This organization allows business students to network and focus their time and energy on activities that will enhance their educational experiences and better prepare them for the job market.

## Practical Experience

Students are encouraged to earn credits by extending their learning beyond the classroom. Job shadowing opportunities exist that allow students to observe the performance of employees in careers related to their area of study. Students will have the opportunity to participate in tours, workshops, fairs, and conferences.

An internship or business practicum is a valuable learning experience that can enhance the student's educational experience. These hands-on learning opportunities allow students to apply knowledge to real-world situations, gain opportunities to network and may lead to job offers. The business practicum includes a student-led business incubator and a volunteer tax preparation site. Area businesses



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and organizations that have offered internships to VCSU students include Arthur Companies Inc., The ARC Group, Bank Forward, Centrol Ag Consulting, Columbia Grain, Dakotah Bank, Doosan Bobcat, John Deere Seeding Group, Larson Grain, Nutrien Ag Solutions, Riverton Research Inc., USDA Farm Service Agency, Valley Plains Equipment, and Wold Engineering.

## Contact Information

### Department Chair

Brenda Tyre, [brenda.tyre@vcsu.edu](mailto:brenda.tyre@vcsu.edu), (701) 845-7515

### Faculty Contact

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### Department Location

Vangstad 125, (701) 845-7515

### Schedule your visit today!

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(701) 845-7101 or (800) 532-8641



**Learn more  
about studying  
Business  
Administration  
at Valley City  
State University**

## General Education Requirements

Code	Title	Credits
<b>English Composition</b>		
Select one of the following:		6
ENGL 110	College Composition I	
ENGL 120	College Composition II	
	or ENGL 12!Introduction to Professional Writing	
or		
ENGL 120	College Composition II	
	or ENGL 12!Introduction to Professional Writing	
ENGL 210	College Composition III: Persuasive Writing	
<b>Speech Communication</b>		
Select one of the following:		3
COMM 110	Fundamentals of Public Speaking	
COMM 212	Interpersonal Communication	
COMM 216	Intercultural Communication	
<b>Mathematics</b>		
Select one of the following:		3
MATH 103	College Algebra	
MATH 104	Finite Mathematics	
MATH 107	Precalculus	
MATH 110	Mathematics in Society	

MATH 165	Calculus I	
MATH 210	Elementary Statistics	
<b>Lab Science</b>		
Select two of the following, one must come from the Natural and Physical Sciences category		8
Natural and Physical Sciences (ND:LABSC)		
BIOL 111	Concepts of Biology	
BIOL 150	General Biology I	
BIOL 151	General Biology II	
BIOL 170	General Zoology	
CHEM 115	Introductory Chemistry	
CHEM 116	Introduction to Organic and Biochemistry	
CHEM 121	General Chemistry I	
CHEM 122	General Chemistry II	
GEOG 100	Introduction to Earth Science	
GEOG 106	The Earth Through Time	
PHYS 100	Concepts of Physics	
PHYS 110	Introductory Astronomy	
PHYS 211	College Physics I	
PHYS 212	College Physics II	
PHYS 251	University Physics I	
PHYS 252	University Physics II	
Additional Sciences (ND:SCI)		
PSYC 240	Cognition and Brain Science	
TECH 161	Technology, Engineering, and Design	
TECH 165	Technology Solutions for Society	
<b>Wellness</b>		
Select one of the following:		2
HPER 100	Concepts of Fitness and Wellness	
HPER 212	Introduction to Stress Management	
<b>Computer Science and Literacy</b>		
Select one of the following:		3
CIS 147	Principles of Information Security	
CIS 170	Introduction to Computer Information Systems	2,3
CSCI 120	Introduction to Programming	
CSCI 127	Introduction to Programming in Java	
CSCI 160	Introduction to Structured Programming I	
CSCI 289	Social Implications of Computer Technology	3
SE 110	Discovering Computing	
<b>Humanities</b>		
<b>Literacies</b>		
Select one of the following:		3
ASL 101	American Sign Language I	
ASL 102	American Sign Language II	
COMM 211	Oral Interpretation	
ENGL 220	Introduction to Literature	
ENGL 225	Introduction to Film	
ENGL 231	Bible as Literature	
ENGL 232	Mythology	
ENGL 236	Women and Literature	
ENGL 241	World Literature I	
ENGL 242	World Literature II	
ENGL 261	American Literature I	
ENGL 262	American Literature II	
HUM 201	Civilization, Thought, and Literary Heritage	
PSYC 200	Ethics and Philosophy of Science	
SPAN 101	1st Year Spanish I	



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SPAN 102	1st Year Spanish II
SPAN 201	2nd Year Spanish I
SPAN 202	2nd Year Spanish II
THEA 110	Introduction to Theatre Arts

**Art and Music**

Select one of the following:	3
ART 110	Introduction to the Visual Arts
ART 115	Introduction to Digital Media
ART 210	Art History I
ART 211	Art History II
ART 233	History of Craft
HUM 202	Fine Arts and Aesthetics
MUS 100	Music Appreciation
MUS 101	Music Fundamentals
MUS 201	World Music
MUS 207	History of Popular/Rock Music

**Social Science**

Select 6 credits from the following:	6
COMM 112	Understanding Media and Social Change
COMM 114	Human Communication
ECON 201	Principles of Microeconomics <sup>1</sup>
ECON 202	Principles of Macroeconomics <sup>1</sup>
GEOG 151	Human Geography
HIST 103	United States to 1877
HIST 104	United States to Present
HIST 211	World Civilizations to 1500
HIST 212	World Civilizations since 1500
HIST 267	Environmental History
HIST 270	Native American Studies
POLS 115	American National Government
POLS 116	State and Local Government
PSYC 111	Introduction to Psychology
SOC 110	Introduction to Sociology
SOC 111	Introduction to Anthropology

**Additional Humanities or Social Science**

Select one additional course from Humanities or Social Science	2
or select from the following:	
ART 122	Two-Dimensional Design
ART 130	Drawing I
ART 150	Ceramics I
ART 180	Photography I
GEOG 111	Survey of Geography
MUS 104	Group Piano for Non-Majors
MUS 105	Group Piano for Non-Majors
MUS 130	Valkyries
MUS 131	Concert Choir
MUS 140	Athletic Band
MUS 141	Concert Band
PHYS 275	Planetarium Science
THEA 201	Theatre Practicum

**Total Credits** 39

<sup>1</sup> ECON 201 & ECON 202 are required for the Business Administration Major.  
<sup>2</sup> Required  
<sup>3</sup> Course satisfies the Digital Literacy graduation requirement.

**Major Requirements**

Code	Title	Credits
<b>Required Courses</b>		
<b>Electives/Internship</b>		
ACCT 200	Elements of Accounting I	3
ACCT 201	Elements of Accounting II	3
ACCT 315	Business in the Legal Environment	3
BUSI 214	Business Communications	3
BUSI 347	Business Spreadsheet Applications	3
BUSI 350	Operations Management	3
BUSI 480	Strategic Planning	3
BUSI 485	Entrepreneurship	3
BUSI 491	Senior Seminar	1
CIS 329	Information Systems Management	3
FIN 375	Managerial Finance	3
MATH 210	Elementary Statistics	3
MGMT 269	Business Ethics	3
MGMT 302	Principles of Management	3
MGMT 460	International Business	3
MRKT 301	Principles of Marketing	3
<b>Total Credits</b>		<b>46</b>

**Human Resources & Management Concentration**

Code	Title	Credits
<b>Human Resource &amp; Management</b>		
ACCT 307	Managerial Accounting	3
COMM 304	Corporate Training	3
COMM 311	Communication and Interviewing	3
MGMT 340	Human Resource Management	3
MGMT 372	Foundations of Leadership	3
MGMT 381	Project Management	3
MGMT 430	Organizational Behavior	3
<b>Total Credits</b>		<b>21</b>

**Total General Education 39 Hrs**  
**Total Major Requirement 46 Hrs**  
**Total Concentration Requirements 21 Hrs**  
**Total Credits Needed to Graduate 120 Hrs**

For degree and graduation requirements, visit degree requirements and graduation requirements (<http://catalog.vcsu.edu/undergraduate-catalog/academic-affairs/degree-requirements/>).



## Plan of Study

### First Year

Fall	Credits	Spring	Credits
CIS 170 (Gen Ed)	3	ECON 202 (Gen Ed)	3
ECON 201 (Gen Ed)	3	ENGL 125 or 120 (Gen Ed)	3
ENGL 110 (Gen Ed)	3	Lab Science (Gen Ed)	4
MGMT 269	3	MATH 104 or 107 (Gen Ed)	3
UNIV 150	1	Speech Communication (Gen Ed)	3
<b>13</b>		<b>16</b>	

### Second Year

Fall	Credits	Spring	Credits
ACCT 200	3	ACCT 201	3
BUSI 347	3	ACCT 315	3
FIN 375	3	BUSI 214	3
HPER 100 or 212 (Gen Ed)	2	MATH 210	3
MGMT 302	3	MRKT 301	3
<b>14</b>		<b>15</b>	

### Third Year

Fall	Credits	Spring	Credits
ACCT 307	3	BUSI 350	3
Additional Humanities or Social Sciences (Gen Ed)	3	CIS 329	3
Art and Music (Gen Ed)	3	Literacies (Gen Ed)	3
Lab Science	4	Elective	3
MGMT 340	3	Elective	3
<b>16</b>		<b>15</b>	

### Fourth Year

Fall	Credits	Spring	Credits
BUSI 480	3	BUSI 485	3
COMM 304	3	BUSI 491	1
Elective	3	COMM 311	3
MGMT 372	3	Elective	3
MGMT 460	3	MGMT 381	3
		MGMT 430	3
<b>15</b>		<b>16</b>	

**Total Credits 120**

Please note: This plan is intended for general information only. Students are strongly encouraged to meet with their academic advisor each semester before registration.

## Online Course Rotation

### Fall Even Years

ACCT 200	Elements of Accounting I	3
ACCT 307	Managerial Accounting	3
ACCT 315	Business in the Legal Environment	3
BUSI 214	Business Communications	3
BUSI 350	Operations Management	3
BUSI 485	Entrepreneurship	3
BUSI 491	Senior Seminar	1
BUSI 497	Internship	3-12
COMM 304	Corporate Training	3
COMM 311	Communication and Interviewing	3
ECON 202	Principles of Macroeconomics	3
FIN 375	Managerial Finance	3
MATH 210	Elementary Statistics	3
MGMT 302	Principles of Management	3
MGMT 340	Human Resource Management	3
MGMT 372	Foundations of Leadership	3
MRKT 301	Principles of Marketing	3

### Fall Odd Years

ACCT 200	Elements of Accounting I	3
ACCT 315	Business in the Legal Environment	3
BUSI 214	Business Communications	3
BUSI 350	Operations Management	3
BUSI 485	Entrepreneurship	3
BUSI 491	Senior Seminar	1
BUSI 497	Internship	3-12
COMM 304	Corporate Training	3
COMM 311	Communication and Interviewing	3
ECON 202	Principles of Macroeconomics	3
MATH 210	Elementary Statistics	3
MGMT 302	Principles of Management	3
MGMT 269	Business Ethics	3
MRKT 301	Principles of Marketing	3

### Spring Even Years

ACCT 201	Elements of Accounting II	3
ACCT 315	Business in the Legal Environment	3
BUSI 347	Business Spreadsheet Applications	3
BUSI 480	Strategic Planning	3
BUSI 491	Senior Seminar	1
BUSI 497	Internship	3-12
ECON 201	Principles of Microeconomics	3
MATH 210	Elementary Statistics	3
MGMT 302	Principles of Management	3
MGMT 460	International Business	3
MRKT 301	Principles of Marketing	3

### Spring Odd Years

ACCT 201	Elements of Accounting II	3
ACCT 315	Business in the Legal Environment	3
BUSI 347	Business Spreadsheet Applications	3
BUSI 480	Strategic Planning	3
BUSI 491	Senior Seminar	1
BUSI 497	Internship	3-12
CIS 329	Information Systems Management	3
ECON 201	Principles of Microeconomics	3



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MATH 210	Elementary Statistics	3
MGMT 269	Business Ethics	3
MGMT 302	Principles of Management	3
MGMT 430	Organizational Behavior	3
MGMT 460	International Business	3
MRKT 301	Principles of Marketing	3

Summer Even Years

ACCT 200	Elements of Accounting I	3
ACCT 201	Elements of Accounting II	3
BUSI 214	Business Communications	3
BUSI 350	Operations Management	3
BUSI 480	Strategic Planning	3
BUSI 497	Internship	3-12
MATH 210	Elementary Statistics	3
MGMT 269	Business Ethics	3
MGMT 302	Principles of Management	3
MGMT 381	Project Management	3
MRKT 301	Principles of Marketing	3

Summer Odd Years

ACCT 200	Elements of Accounting I	3
ACCT 201	Elements of Accounting II	3
BUSI 214	Business Communications	3
BUSI 485	Entrepreneurship	3
BUSI 497	Internship	3-12
FIN 375	Managerial Finance	3
MATH 210	Elementary Statistics	3
MGMT 269	Business Ethics	3
MGMT 302	Principles of Management	3
MGMT 460	International Business	3
MRKT 301	Principles of Marketing	3

**Face-to-Face Course Rotation**

Fall Even Years

ACCT 200	Elements of Accounting I	3
BUSI 259	Business Club	0
BUSI 347	Business Spreadsheet Applications	3
BUSI 387	Business Practicum	1-12
BUSI 480	Strategic Planning	3
ECON 201	Principles of Microeconomics	3
MATH 210	Elementary Statistics	3
MGMT 269	Business Ethics	3
MGMT 302	Principles of Management	3
MGMT 340	Human Resource Management	3
MGMT 460	International Business	3

Fall Odd Years

ACCT 200	Elements of Accounting I	3
ACCT 307	Managerial Accounting	3
BUSI 259	Business Club	0
BUSI 347	Business Spreadsheet Applications	3
BUSI 387	Business Practicum	1-12
BUSI 480	Strategic Planning	3
COMM 311	Communication and Interviewing	3
ECON 201	Principles of Microeconomics	3
FIN 375	Managerial Finance	3
MATH 210	Elementary Statistics	3

MGMT 302	Principles of Management	3
MGMT 372	Foundations of Leadership	3
MGMT 460	International Business	3

Spring Even Years

ACCT 201	Elements of Accounting II	3
BUSI 214	Business Communications	3
BUSI 259	Business Club	0
BUSI 350	Operations Management	3
BUSI 387	Business Practicum	1-12
BUSI 485	Entrepreneurship	3
CIS 329	Information Systems Management	3
ECON 202	Principles of Macroeconomics	3
MATH 210	Elementary Statistics	3
MGMT 269	Business Ethics	3
MGMT 381	Project Management	3
MGMT 430	Organizational Behavior	3
MRKT 301	Principles of Marketing	3

Spring Odd Years

ACCT 201	Elements of Accounting II	3
BUSI 214	Business Communications	3
BUSI 259	Business Club	0
BUSI 350	Operations Management	3
BUSI 387	Business Practicum	1-12
BUSI 485	Entrepreneurship	3
ECON 202	Principles of Macroeconomics	3
MATH 210	Elementary Statistics	3
MGMT 381	Project Management	3
MRKT 301	Principles of Marketing	3

**Learning Outcomes**

Students will:

1. Demonstrate knowledge of core business functional areas.
2. Integrate the core areas of business to inform decision making.
3. Demonstrate professional business communication.
4. Demonstrate the ability to collaborate with diverse colleagues.
5. Apply legal and ethical principles in business to organizational decision making.
6. Demonstrate leadership skills.