



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 and Faculty Contact

Tammy Katuin, tammy.katuin@vcsu.edu, (701) 845-7513

Department Location

Vangstad 120, (701) 845-7513

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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
English Composition		
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	
Speech Communication		
Select one of the following:		3
COMM 110	Fundamentals of Public Speaking	
COMM 212	Interpersonal Communication	
COMM 216	Intercultural Communication	
Mathematics		
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	
Lab Science		

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
GEOL 100	Introduction to Earth Science
GEOL 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

Wellness

Select one of the following: 2

HPER 100	Concepts of Fitness and Wellness
HPER 212	Introduction to Stress Management

Computer Science and Literacy

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

Humanities

Literacies

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
SPAN 102	1st Year Spanish II
SPAN 201	2nd Year Spanish I
SPAN 202	2nd Year Spanish II



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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 ¹	
ECON 202	Principles of Macroeconomics ¹	
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

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

Major Requirements

Code	Title	Credits
Required Courses		
Electives/Internship		
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
Total Credits		46

Human Resources & Management Concentration

Code	Title	Credits
Human Resource & Management		
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
Total Credits		21

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
13		16	

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
14		15	

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
16		15	

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
15		16	

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.