



ADVISING WORKSHEET: HUMAN RESOURCE MANAGEMENT

GENERAL NOTES

- A minimum of 123 credits are required for graduation.
- Credits earned for COM 100 and MAT 100 do not count toward the 123 credits required for graduation; however, COM 100 students may petition for elective credit.
- Where appropriate, courses required for the major can be used to satisfy General Education requirements. However, the credits earned for these courses are applied to either Gen Ed requirements or the major, not both.
- Paths of Knowledge coursework may count towards major or minor requirements, but may not fulfill a second Mid-Level Liberal Arts Exploration requirement.
- Students are expected to follow the catalog requirements for General Education, the major, and additional requirements.
- A minor or second major within the areas listed under Paths of Knowledge automatically fulfills that area of the Gen Ed requirements.

MAJOR NOTES

To graduate with a Business degree, students must:

- 1) have earned and maintained an overall grade point average of 2.0
- 2) have earned 60 credits
- 3) earned a "C" or higher in BUS 101, BUS 206, BUS 207 and the math course taken to fulfill the Liberal Arts General Education.
- 4) There is a 75 Hour Experiential Learning Graduation Requirement for all business majors. Please consult with your academic advisor.

OPPORTUNITIES FOR MAJORS

Alvernia University's Business Department is accredited by the Accreditation Council for Business Schools and Programs (ACBSP)

Society for Human Resource Management (SHRM) SHRM acquaints students seeking careers in management, human resource management or labor relations with current issues and trends in these fields. Our Superior Merit winning student chapter is recognized locally by the Berks County SHRM Chapter. Sponsorship affords our students networking opportunities with professional chapter members during monthly meetings. Student members have been active participants in various community events and attend national and state conferences.

Delta Mu Delta is a business honor society that recognizes academic excellence and encourages students to create a community that fosters the well-being of its members and the business community through life-time membership.

Phi Beta Lambda

Phi Beta Lambda provides opportunities students to develop vocational competencies for business and office occupations and business teacher education. The specific goals are to promote competent, aggressive business leadership, understand American business enterprise, establish career goals, encourage scholarship, promote sound financial management, and develop character and self-confidence and to facilitate transition from school to work. The Alvernia College PBL Chapter has won many awards on both state and national levels. In competitions, the Alvernia PBL Chapter regularly participates in state and national workshops and conferences, is active in campus projects and completes community service projects.

Internship Opportunities

Internship placements for our students have included Citizen's Bank, Walt Disney World, Rohm & Haas, Vangaurd, GVA Smith Mack, Haines & Kibblehouse, US Department of Treasury, US Department of Finance, Stroehmann/Maier's Bakery, Webb Insurance, InRoads, Reading Royals, Olsen/DeTurck, Philadelphia Eagles, Cott Beverage, Four Seasons Produce, Morgan Stanley, Ernst & Young and the Camden Riversharks.

The Washington Center Experience

Alvernia students have an opportunity to earn college credit by spending a semester or summer in Washington, D.C. where they serve as interns in a congressional office, government agency, major corporation, newspaper or news network, or agencies devoted to legal affairs, international relations, or business and economics. They also may intern with one of several non-profit groups dealing with the environment, women's issues, the arts, education, science, or labor relations among others. Participants are customarily juniors or seniors who have achieved grade point averages of 2.5 or better and who have the endorsement of the appropriate academic area. In addition to their internship, students select one seminar dealing with the arts and humanities, communication, public policy, the legal system, business, and government. Interested students should see their academic advisor.

Bloomberg Terminal

Alvernia University students have access to the Bloomberg Terminal, located in the CollegeTown building. The Bloomberg Terminal provided real-time and historical data, market moving news, and analytics to help leading business and financial professionals worldwide make better informed investment decisions. The university's subscription to the Bloomberg Terminal will enable students to become family with tools used in financial services while reinforcing classroom theory.

General Education (54-56 credits)

First Year Curriculum: Enduring Questions	Credits Required	Course	Term	Grade	Credits Earned
SRH 101: Search Sem-Enduring Questions or HNR 160: Honor Search-Enduring Questions	3	SRH 101/ HNR 160			
COM 101: Composition & Research <i>(Must earn a C or higher)</i>	3	COM 101			
THE 105: Foundations of Theology	3	THE 105			
PHI 105: Introduction to Philosophy	3	PHI 105			

Mid-Level Liberal Arts Exploration	Credits Required	Course	Term	Grade	Credits Earned
EXPLORING THE NATURAL WORLD (6-8 credits)					
Lab Science (Biology, Chemistry, Physics)	3-4				
Math (Other than MAT 100) (must earn C or higher) <i>(not MAT 100, MAT 208, MAT 209; MAT 110 Recommended)</i>	3				
INDIVIDUALS & COMMUNITIES (6 credits)					
History or Political Science	3				
PSY 101, HIS, POS, SOC, SSC, or ECON	3				
CULTURE & LANGUAGE (9 credits)					
Communication <i>(Not COM 100 or 101) *may be met with COM 344</i>	3	MET IN RELATED AREA			
World Language – 2 courses in sequence	3				
	3				
CREATIVE EXPRESSIONS (6 credits)					
Literature (ENG)	3				
Art or Music or Theatre	3				

Ethical Leaders and Followers	Credits Required	Course	Term	Grade	Credits Earned
Theology or Philosophy (200-400 level)	3				
Theology or Philosophy (Ethics/Morality @ 200 level)	3				

Paths of Knowledge – Choose 1 Path		PoK may count towards minor or Related Requirements, but not Mid-Level Arts Exploration requirements.			
<p>_____ PATH 1:</p> <p>Interdisciplinary Study (IS) Three courses, at least two from Liberal Arts disciplines, not the major, at the 200-400 level from the interdisciplinary minors of Women & Gender Studies, Digital Media, Community & Environmental Sustainability, Community Engagement, Cultural Studies Leadership Studies or Pre-Law.</p>	<p>_____ PATH 2:</p> <p>Multi-disciplinary Study (MS) Three courses, at least two from Liberal Arts disciplines, not the major, at the 200-400 level employing multiple disciplinary perspectives to explore the Enduring Questions in one of the following themes: Cultural & Global Studies, Imagination & Creativity, Peace & Conflict, Poverty & Wealth or Sustainability, Science & Technology.</p>	<p>_____ PATH 3:</p> <p>In-depth Disciplinary Study (DS) Three courses at the 200-400 level in one Liberal Arts discipline other than one's major, guided by common ideas and methods of inquiry. Students choose from Art, Biology, Chemistry, Communication, Computer Science, Economics, English, History, Mathematics, Music, Philosophy, Political Science, Psychology, Sociology, Theology, Theatre or World Languages. This path may be used to give students a firm foundation in a discipline supporting their chosen major, or to pursue an interest in one of the Liberal Arts disciplines.</p>			
Course (See Catalog for lists of approved courses for each area.)		Area or Discipline	Term	Grade	Credits Earned

BS HUMAN RESOURCE MANAGEMENT (61 credits)

REQUIRED BUSINESS CORE (30 credits) **Students must earn a C or better in all courses in red**				
Course	Pre-Requisites	Term	Grade	Credits
BUS 101: Financial Accounting				3
One =>	BUS 200: Managerial Accounting I	BUS 101		3
	BUS 250: Accounting Principles (<i>recommended for students considering an ACCT major: consult with BUS 101 professor.</i>)	BUS 101		
BUS 206: Management Principles				3
BUS 207: Marketing Principles				3
One =>	MAT 208: Introductory Statistics	Satisfactory score math placement		3
	MAT 209: Probability & Statistics	HS algebra & satisfactory score math placement		
BUS 315: Bus. Data & Info Analysis				3
BUS 342: Business Law				3
BUS 410: Financial Markets	BUS 101; ECON 248, ECON 249			3
BUS 411: Corporate Finance	BUS 200 or 250			3
BUS 426: Strategic Management	BUS 200 or 250, Pre or Co-Req. BUS 411; Senior-level standing			3

REQUIRED HUMAN RESOURCE MANAGEMENT COURSES (18 credits)				
Course	Pre-Requisites	Term	Grade	Credits
BUS 280: Human Resource Management	BUS 206			3
BUS 320: Stakeholder Relations				3
One =>	BUS 322: Current Issues in Human Resource Management	BUS 280		3
	BUS 450: Organizational Leadership, Governance and Accountability			
BUS 420: Employment Law				3
BUS 427: International Human Resource Management				3
BUS 443: Compensation & Benefit Management	BUS 320			3

REQUIRED RELATED AREA COURSES (9 credits)				
Course	Pre-Requisites	Term	Grade	Credits
ECON 248: Macroeconomics				3
ECON 249: Microeconomics				3
COM 344: Writing for the Workplace				3
HIGH PERFORMER DEVELOPMENT SERIES (3 Credits) *Can take BUS 452 if Transfer student, Adult Ed, or with department chair approval				
BUS 251: High Perf Dev Series I				1
BUS 351: High Perf Dev Series II	BUS 251			1
BUS 451: High Perf Dev Series III	BUS 351			1
PROFESSIONAL READINESS (1 Credit)				
UNIV 200: Career and Internship Prep				1

RECOMMENDED COOPERATIVE EDUCATION (at least 3 credits; 9 credits max for BUS 441 and BUS 442)				
Course	Pre-Requisites	Term	Grade	Credits
BUS 441: Cooperative Education in Business I	Senior standing, completed 90 credits and UNIV 200			At least 3 credits
BUS 442: Cooperative Education in Business II	Senior standing, completed 90 credits and UNIV 200; BUS 441			At least 3 credits

ELECTIVES or MINOR as required for the minimum 123 credits (not including MAT 100, COM 100)				
		Term	Grade	Credits

*** Please be advised to double check the 22-23 Course Catalog to ensure that you meet all prerequisite expectations for all required and related classes for this major.***

Eight Semester Plan BS Human Resource Management

The below is not intended as a prescribed course progression.

It is one curriculum option among many possibilities for completing the Business curriculum at Alvernia.

Semester 1		Credits	Semester 2		Credits
SRH 101: Search Sem-Enduring Questions or HNR 160: Honor Search-Enduring Questions	3		BUS 200 or 250	3	
BUS 101: Financial Accounting	3		BUS 206: Management Principles	3	
COM 101: Composition and Research	3		THE 105 or PHI 105	3	
MATH (MAT 110 recommended)	3		Gen Ed SEARCH	3	
THE 105 or PHI 105	3		Gen Ed SEARCH	3	
TOTAL	15		TOTAL	15	
Semester 3		Credits	Semester 4		Credits
BUS 207: Marketing Principles	3		ECON 249: Microeconomics	3	
ECON 248: Macroeconomics	3		MAT 208 or 209	3	
BUS 251: High Perf Dev Series I	1		Gen Ed SEARCH	3	
UNIV 200: Career & Internship Prep	1		Gen Ed SEARCH	3	
Gen Ed SEARCH	3		Gen Ed SEARCH	3	
Gen Ed SEARCH	3				
Gen Ed SEARCH	3				
TOTAL	17		TOTAL	15	
Semester 5		Credits	Semester 6		Credits
BUS 280: Human Resource Management	3		BUS 411: Corporate Finance	3	
BUS 315: Bus Data & Info Analysis	3		BUS 410: Financial Markets	3	
BUS 342: Business Law	3		BUS 320: Stakeholder Relations	3	
BUS 351: High Perf Dev Series II	1		Gen Ed SEARCH	3	
BUS 450: Organizational Leadership, Governance and Accountability	3		Gen Ed SEARCH	3	
Gen Ed SEARCH	3				
TOTAL	16		TOTAL	15	
Semester 7		Credits	Semester 8		Credits
BUS 420: Employment Law	3		BUS 442: Cooperative II (Recommended) or Elective	3+	
BUS 426: Strategic Management	3		BUS 443: Compensation & Benefit Management	3	
BUS 427: International Resource Management	3		Gen Ed SEARCH	3	
BUS 441: Cooperative I	3+		Elective	3	
BUS 451: High Perf Dev Series III	1		Elective	2	
Gen Ed SEARCH	3				
TOTAL	16		TOTAL	14	
ADDITIONAL GRADUATION REQUIREMENTS		RESIDENCY REQUIREMENTS		GRADUATION CREDITS EARNED	
<input type="checkbox"/> SRH 101/HNR 160: Search Seminar- <input type="checkbox"/> HUMAN DIVERSITY will be met with BUS 427 <input type="checkbox"/> COMMUNITY SERVICE HOURS <input type="checkbox"/> OVERALL GPA = 2.0 or higher <input type="checkbox"/> GPA IN MAJOR = 2.0 or higher <input type="checkbox"/> SENIOR CAPSTONE: will be met w/BUS443 <input type="checkbox"/> WRITING ENHANCED COURSE: could be met w/ COM 344 <input type="checkbox"/> 75 Hour Experiential Learning		<input type="checkbox"/> Minimum of 123 non-remedial credits earned <input type="checkbox"/> 45 of last 60 credits <input type="checkbox"/> Minimum of 12 Alvernia credits in the major <input type="checkbox"/> Minimum of 9 Alvernia credits in the minor (if applicable)		Liberal Arts Core credits earned Major and Related Area credits earned Elective and/or Minor credits earned SUBTOTAL SUBTRACT CREDITS EARNED FOR MAT 100, and if applicable COM 100 TOTAL GRADUATION CREDITS	

Academic Policy on Eligibility for Participation of May Commencement Ceremony

The academic policy, which the Registrar follows, is: A student who has 6 or less credits remaining to complete the degree may participate in the May Commencement Ceremony.

Application Deadlines: August Graduation - December 1; December Graduation - March 1; May Graduation - October 1.

Any questions, please call the Registrar's Office.