

Student: \_\_\_\_\_

ID#: \_\_\_\_\_ Advisor: \_\_\_\_\_

**GENERAL EDUCATION**

\_\_\_\_\_ MLO 101 Transition to College (2)  
\_\_\_\_\_ STS 092 Library Tutorial (0)  
\_\_\_\_\_ STS 101 Microsoft Lit (test/class) (0/1)

\_\_\_\_\_ ENG 101 English Comp 1 (3)  
\_\_\_\_\_ ENG 102 English Comp 2 (3)  
\_\_\_\_\_ ENG 450 Research Writing (3)  
*(450 typically completed senior year)*

\_\_\_\_\_ MTH 110 Finite Math (3)  
\_\_\_\_\_ Science with Lab (4)

Social Sciences\* (9 units, lower or upper division)  
*(POL, SSC, PSY, MCM 151 or 308, or ECO not already needed)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Humanities\* (9 units, lower or upper division)  
*(HUM, LIT, HIS, PHIL, ART or foreign language)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Equity & Justice Studies: 1 of 6 above must be E & J course  
ECO 301, HIS 301, 302, HUM 305, 307, 311, 330, LIT 305, MCM 308,  
MGT 325, POL 351, 353, PSY 306, 313, 314, 383, SSC 313, 353, 350

**GE Units Required: 36**

**Completed:** \_\_\_\_\_

**Remaining/In Progress:** \_\_\_\_\_

**BUSINESS CORE**

\_\_\_\_\_ MGT 101 Discovering Business (3)

\_\_\_\_\_ ACC 201 Prin of Financial Acct (3)  
\_\_\_\_\_ ACC 202 Prin of Managerial Acct (3)

\_\_\_\_\_ ECO 200 Macroeconomics (3)  
\_\_\_\_\_ ECO 201 Microeconomics (3)

\_\_\_\_\_ MGT 206 Business Law (3)

\_\_\_\_\_ MTH 251 Statistics (3)

\_\_\_\_\_ FIN 220 Principles of Finance (3)

\_\_\_\_\_ MGT 213 Supply Chain Op. (3)

\_\_\_\_\_ MCM 233 Business Comm (3)

\_\_\_\_\_ MKT 216 Prin of Marketing (3)

\_\_\_\_\_ MGT 217 Organ. Behavior (3)

\_\_\_\_\_ MGT 227 Business Ethics (3)

\_\_\_\_\_ MGT 400/401 Senior Capstone (3)

**Business Core Units Required: 42**

**Completed:** \_\_\_\_\_

**Remaining/In Progress:** \_\_\_\_\_

**HUMAN RESOURCES MAJOR**

\_\_\_\_\_ HRM 300 Prin of Human Resrc. (3)  
\_\_\_\_\_ HRM 315 Employment Law (3)  
\_\_\_\_\_ HRM 316 Strategic HRM Strategy (3)  
\_\_\_\_\_ HRM 317 Talent Acquisition/Dev (3)

\_\_\_\_\_ INT 499 Internship (6)

**Major Units Required: 30**

Choose 4 courses from list to the right:  
(3 of the 4 must be HRM courses)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BSA 410 Silicon Valley Immersion  
HRM 318 Total Comp & Rewards  
HRM XXX Teamwork in Workplace  
HRM XXX Special Topics  
MCM 335 Persuasion & Negotiation  
PSY 316 Organizational Psychology

**Completed:** \_\_\_\_\_

**Remaining/In Progress:** \_\_\_\_\_

**ELECTIVES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Elective Units Required: 12** *Transfer/waiver adjustments, if applicable: (+ \_\_\_\_\_) (- \_\_\_\_\_) (New total: \_\_\_\_\_)*

**Completed:** \_\_\_\_\_

**Remaining/In Progress:** \_\_\_\_\_

**GRADUATION PROGRESS:**  
**(120 UNITS REQUIRED)**

**Completed:** \_\_\_\_\_

**Remaining/In Progress:** \_\_\_\_\_

**SEE ADDITIONAL INFORMATION AND NOTES ON BACK →**

# Key Definitions, Terms, Notes, and General Information

Academic Catalog – Available online, this document details Menlo College’s curriculum, all policies, processes, and other requirements

Credits/Hours/Units – The unit measuring educational ‘credit’, usually based on the number of class hours per week through a semester. This is the number in parentheses to the right of the course title on the front page.

Degree Requirements –

- Students must complete & pass 120 units; 42 of these units must be upper division
- Cumulative GPA overall for all courses, **and** GPA for **all** major & core courses **MUST** equal 2.0 or greater
- Designated courses may require C- to pass, ex: MTH101, 110, ENG 101, 102, etc. See course descriptions for details.
- 30 units in major & core must be completed **at** Menlo; at least 24 of these units must be upper division.
- Students must be enrolled in at least one of the last two semesters before graduation **at** Menlo.

Double Majors – two majors within the same degree (ex: BS in Business with majors in Accounting & Finance); usually 145 units total.

Electives – Almost any course taken that is NOT already required as a part of GE, Core, or Major requirements. See an advisor for exceptions

General Education – These required courses are designed to introduce students to a variety of subjects & disciplines, and to assure Menlo graduates possess strong writing, quantitative, & analytical skills.

Internship (Business) – Typically completed in the summer before senior year. Please contact the Internship office to discuss options & ask questions

Lower-Division – Courses numbered lower than 300 (ex: ENG 101)

Upper-Division – Courses numbered 300 or higher (ex: PSY 411)

No “double-dipping” – Courses may only count as one requirement. Example: ECO 201 is required for Business degrees, so it will not *also* count as a Social Science requirement for business majors.

Subjects – ACC (Accounting), BSA (Business Analytics), ECO (Economics), ENG (English), ENT (Entrepreneurship), FIN (Finance), HIS (History), HRM (Human Resources Management), HUM (Humanities), INB (International Management), LIT (Literature), MTH (Math), MCM (Mass Communication), MGT (Management), MKT (Marketing), POL (Political Science), PSY (Psychology), RLS (Real Estate), SMG (Sports Management), SSC (Social Sciences), STS (Study Skills)

Transfer courses – Maximum 70 lower-division credits and 24 upper-division may be transferred in for credit. Community college classes will only count as lower-division. Upper-division are typically taken at a 4-year institution. Transfer courses do not affect your Menlo GPA.

## PREREQUISITE COURSES

### GENERAL EDUCATION

ENG 101 – (Place. test or ENG 100 “C-“ or higher)  
ENG 102 – (ENG 101 “C-“ or higher)  
ENG 450 – (ENG 102 “C-“ or higher, 2<sup>nd</sup> sem jr)  
MTH 110 – (Place. test or MTH 100/101)  
Equity & Justice – one the 6 Social Science & Humanities courses must be E&J.

### HUMAN RESOURCES MGT OPTION

HRM 300 – (ECO 200, ENG 102 “C-“ or higher, MGT 101)  
HRM 315 – (HRM 300)  
HRM 316 – (HRM 300)  
HRM 317 – (HRM 300)  
HRM 318 – (HRM 300)  
BSA 410 – soph or junior standing  
MCM 335 – (ENG 102 “C-“ or higher)  
PSY 316 – (PSY 101)  
*See MyMenlo or catalog for other courses.*

### BUSINESS CORE

ACC 201 – (ENG 101 “C-“ or higher, MGT 101, & MTH 110 concurrent enrollment or “C-“ or higher)  
ACC 202 – (ACC 201 “C-“ or higher & MTH 110 “C-“ or higher)  
ECO 200 – (Both MTH 110 & ENG 102 concurrent enrollment or “C-“ or higher)  
ECO 201 – (MTH 110 “C-“ or higher or concurrent enrollment)  
FIN 220 – (ACC 201 “C-“ or higher, ECO 200, MTH 110 “C-“ or higher & MTH 251 “C-“ or higher)  
MCM 233 – (MGT 101, ENG 102 “C-“ or higher)  
MGT 206 – (MGT 101, ENG 101 “C-“ or higher)  
MGT 213 – (MGT 101, ECO 201)  
MGT 217 – (MGT 101, ENG 102 “C-“ or higher)  
MGT 227 – (ENG 100/101 “C-“ or higher, MGT 101)  
MGT 400/401 – (FIN 220, MGT 213, MGT 217, MKT 216, senior)  
MKT 216 – (MGT 101, ENG 102 “C-“ or higher)

### ADDITIONAL COURSES

Information regarding prerequisites for all other courses are online in MyMenlo and the Academic Catalog.