

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

**B.S. – Business / Management / Human Resources**  
**2021-2022**

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 102 College Algebra (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, non studio ART or foreign)*

\*Equity & Justice Studies: At least 1 of the 6 above courses must be an E & J course: HUM 301, 305, 307, 311, HIS 302, LIT 305, MCM 300 or 308, MGT 325, or POL 351

**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 Legal Envir of Bus. (3)

\_\_\_\_\_ MTH 251 Statistics (3)  
\_\_\_\_\_ FIN 320 Principles of Finance (3)  
\_\_\_\_\_ MGT 313 Operations Mgt (3)  
\_\_\_\_\_ MCM 333 Business Comm (3)

\_\_\_\_\_ IMG 300 International Mgt. (3)  
\_\_\_\_\_ MKT 316 Prin of Marketing (3)  
\_\_\_\_\_ MGT 317 Organ. Behavior (3)  
\_\_\_\_\_ MGT 327 Business Ethics (3)  
\_\_\_\_\_ MGT 400/401 Senior Capstone (3)

**Business Core Units Required: 45**

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

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

**MANAGEMENT MAJOR / HUMAN RESOURCES MGT OPTION**

\_\_\_\_\_ MIS 260 Survey of Info Systems (3) \_\_\_\_\_ HRM 300 Human Resources Mgt (3)

315 Employment Law  
316 HRM Strategy  
317 Staff/Test/Train/Develop  
318 Benefits/Compensation

**Choose 3**  
**HRM**  
courses

\_\_\_\_\_ (3)  
\_\_\_\_\_ (3)  
\_\_\_\_\_ (3)

\_\_\_\_\_ (3)  
Choose 1 Upper-Div Bus. (300-499) from  
ACC, FIN, HRM, IMG,  
MGT, MIS, MKT, RLS, SMG

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

**Major Units Required: 24**

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

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

**ELECTIVES**

\_\_\_\_\_ ( ) \_\_\_\_\_ ( )  
\_\_\_\_\_ ( ) \_\_\_\_\_ ( )  
\_\_\_\_\_ ( ) \_\_\_\_\_ ( )

**Elective Units Required: 19** *Transfer/waiver adjustments, if applicable: (+ \_\_\_\_\_) (- \_\_\_\_\_) (New total: \_\_\_\_\_)*

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

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

**GRADUATION PROGRESS:**  
**(124 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 124 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, 102, ENG101, 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
- Last two semesters before graduation, a student **must** be enrolled **at** Menlo

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

Foreign Language 102 – **NOT** an upper division course; will **NOT** meet any upper division requirement

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)

MCM 300 (History of Film) – May count as UD Humanities/History course, or UD MCM course

No “double-dipping” – Courses may only count as one requirement. Example: MCM 333 is required for Business degrees, so it will not *also* count as the upper-division Social Science requirement

Subjects – ACC (Accounting), ECO (Economics), ENG (English), FIN (Finance), HIS (History), HRM (Human Resources Management), HUM (Humanities), IMG (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

HIS 111 – (ENG 101 co-req)  
HIS 112 – (HIS 111, ENG 102 co-req)  
ENG 101 – (Place. test or ENG 100)  
ENG 102 – (ENG 101)  
ENG 450 – (ENG 102)  
ECO 200 – (MTH 100/101, ENG 102 co-req)  
MTH 102 – (Place. test or MTH 100/101)

### HUMAN RESOURCES MGT OPTION

MIS 260 – (MGT 101, STS 101)  
HRM 300 – (MGT 101, ENG 102, ECO 200)

Not all below are required; refer to front side.

HRM 315 – (HRM 300)  
HRM 316 – (HRM 300)  
HRM 317 – (HRM 300)  
HRM 318 – (HRM 300)

### BUSINESS CORE

ACC 201 – (MGT 101, MTH 100/101, ENG 101)  
ACC 202 – (ACC 201 & MTH 102 w/ a “C-” or better)  
ECO 201 – (MTH 100/101)  
IMG 300 – (MGT 101, ENG 102, ECO 200)  
FIN 320 – (ACC 201, ECO 200, MTH 102, MTH 251)  
MKT 316 – (MGT 101, ENG 102, ECO 200)  
MCM 333 – (MGT 101, ENG 101)  
MGT 206 – (MGT 101, ENG 101)  
MGT 313 – (MGT 101, MTH 102, MTH 251)  
MGT 317 – (MGT 101, ENG 102, ECO 200)  
MGT 327 – (MGT 317)  
MGT 400/401 – (FIN 320, MGT 313, MKT 316, MGT 317, IMG 300)  
MTH 251 – (MTH 102 or MTH 260 w/ a “C-” or better)

### ADDITIONAL COURSES

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