### 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)

**Social Sciences** (9 units, lower or upper division)
- POL, MCM, SSC, PSY, ECO not required elsewhere

**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, 307 or 311, 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)

**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)
- 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:

**Completed:** ________

**Remaining/In Progress:** ________

**(124 UNITS REQUIRED)**
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

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<tr>
<th>GENERAL EDUCATION</th>
<th>BUSINESS CORE</th>
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<tr>
<td>HIS 111 – (ENG 101 co-req)</td>
<td>ACC 201 – (MGT 101, MTH 100/101, ENG 101)</td>
</tr>
<tr>
<td>HIS 112 – (HIS 111, ENG 102 co-req)</td>
<td>ACC 202 – (ACC 201 &amp; MTH 102 w/a “C-” or better)</td>
</tr>
<tr>
<td>ENG 101 – (Place. test or ENG 100)</td>
<td>ECO 201 – (MTH 100/101)</td>
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<td>ENG 102 – (ENG 101)</td>
<td>IMG 300 – (MGT 101, ENG 102, ECO 200)</td>
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<td>ENG 450 – (ENG 102)</td>
<td>FIN 320 – (ACC 201, ECO 200, MTH 102, MTH 251)</td>
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<tr>
<td>ECO 200 – (MTH 100/101, ENG 102 co-req)</td>
<td>MKT 316 – (MGT 101, ENG 102, ECO 200)</td>
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<tr>
<td>MTH 102 – (Place. test or MTH 100/101)</td>
<td>MCM 333 – (MGT 101, ENG 101)</td>
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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) |

ADDITIONAL COURSES

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