

Springfield College
Undergraduate Program Advising Checksheet

Catalog Year: For students admitted to SC 2007-2008

Major: BUSINESS MANAGEMENT

Name: _____

(120 Total Credits)

ID #: _____

Part I of this checksheet outlines General Education course requirements customized for your major.

Part II lists specific course requirements for your major.

Part III is space to record elective courses you choose. If applicable, this section includes courses taken for a minor or teacher preparation program.

GUIDELINES FOR USING THIS CHECKSHEET

1. Keep this checksheet as a record of your progress toward graduation; update it at the conclusion of each semester. After completing a course, mark the grade you received, the semester (for example, F07 or SP08), and the credits earned.
2. Bring the updated checksheet with you to each advising session. It is your responsibility to keep track of your progress and to be familiar with the requirements of your program.
3. Your advisor may wish to keep a second copy of your updated checksheet for his or her records.
4. If you change your major, you will need a new checksheet for that major. If you intend to complete a minor, those requirements can be listed in the elective section of this checksheet. If you are in a teacher preparation program, you may need a special checksheet which includes your education requirements.
5. You can also use this checksheet to record approved transfer, AP, or CLEP exam credit. Note that the residency policy requires you to complete a minimum of 60 credits of coursework (including 15 of your last 30 credits.) at SC.
6. If you have questions about your requirements or your progress toward graduation, contact your advisor or department chair. General questions about college policies, procedures, or graduation requirements may also be directed to the Office of the Registrar, 413/748-3530 or the Office of Academic Advising, 413/748-3379.

Information in this document is subject to change.

Students must insure that a minimum of 120 credits are completed in order to graduate.

My major advisor is:

(If applicable) My second or education advisor is:

Name: _____

Name: _____

Phone: _____

Phone: _____

Office location: _____

Office location: _____

E-mail: _____

E-mail: _____

ADVISING NOTES AND QUESTIONS

Date:

Note, question, or concern:

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Part I - General Education Requirements

All students must complete a minimum of 40 credit hours of General Education coursework to graduate.

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Course	Title	Credits	Grade	Sem/Yr	Course	Title	Credits	Grade	Sem/Yr
I. Competencies <i>(overlap* does not apply)</i>					II. Domains of Knowledge and Understanding (continued)				
1. College Writing (6 credits)					3. Social Sciences (6 credits - one course from each category)				
ENGL 113	College Writing I	3			A. Historical/Cultural Studies				
ENGL 114	College Writing II	3					3		
2. Writing Across the Curriculum <i>(embedded**)</i> (two courses)					B. Behavioral and Social Sciences				
ECON 301	Managerial Economics I	NA			ECON 200	Princip. Macroeconomics	3		
ECON 302	Managerial Economics II	NA			4. International/Multicultural Studies (3-6 credits depending upon option selected)				
3. Computer Applications (3 credits)							3		
		3					3		
4. Information Literacy <i>(embedded**)</i>					5. Social Justice (3 credits)				
		NA					3		
II. Domains of Knowledge and Understanding <i>(overlap* can apply)</i>					6. Physical Education (6 credits - three credits from each category)				
1. Arts and Humanities (9 credits - one course from each category)					A. Health & Wellness				
A. Literary Studies					HLTH 100	Wellness, A Way of Life	3		
		3			B. Physical Activity				
B. Visual/Performing Arts							.5		
		3					.5		
C. Spiritual & Ethical Dimensions							.5		
MGTE 225	Business Ethics	3					.5		
		3					.5		
2. Analytical and Natural Sciences (6-7 credits - one course from each category)					APPROVED GENERAL EDUCATION MODIFICATIONS (if necessary):				
A. Quantitative Reasoning					Requirement	Modification	Date		
		3							
B. Natural Sciences									
		3							
		1							

Total General Education Credits: (excluding NA)

Definition of Terms:

*** Overlap:** An overlap course satisfies both a *Domains of Knowledge and Understanding* category and a major requirement. A maximum of 3 courses can overlap. Credit for an overlap course is only counted as part of General Education.

**** Embedded:** Embedded competencies are met through courses taken as part of the major, or another General Education category. Credit for an embedded course is not counted as part of the General Education program.

Shaded Lines with NA credits:

A shaded line indicates a course that also fills another requirement. Credits only count once, in the primary area. "NA" (not applicable) is marked for credit in the secondary area.

Italics: Italics indicate a General Education course that fulfills two General Education categories (a double-dip). Credit is only counted once, for one category.

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Part II - Major Requirements

Major: **BUSINESS MANAGEMENT**

Name: _____

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CORE REQUIREMENTS

Course	Title	Credits	Grade	Sem/Yr
ECON 200	Principles of Macroeconomics	NA		
ECON 205	Principles of Microeconomics	3		
ECON 301	Managerial Economics I	3		
ECON 302	Managerial Economics II	3		
MGTE 121	Principles of Marketing	3		
MGTE 150	Introduction to Business	3		
MGTE 210	Principles of Accounting I	3		
MGTE 211	Principles of Accounting II	3		
MGTE 215	Principles of Management	3		
MGTE 311	Managerial Accounting	3		
MGTE 225	Business Ethics	NA		
MGTE 315	Financial Management	3		
MGTE 360	Business Statistics	3		
MGTE 402	Business Policy and Control	3		
MGTE 440	Quantitative Methods	3		
MGTE 478	Business Law	3		
MGTE 480	Corporate Social Responsibility	3		

RELATED REQUIREMENTS

Course	Title	Credits	Grade	Sem/Yr
ENGL 302	Business and Technical Writing	3		

REQUIRED CONCENTRATION **12**

Select **one** of the following concentrations:

A. ACCOUNTING

Select **12** credits from the following courses:

Course	Title	Credits	Grade	Sem/Yr
MGTE 341	Bus. Mgt. Field Exper. (3-6 cr.)			
MGTE 352	Acc. for Nonprofit Agencies			
MGTE 353	Income Taxes			
MGTE 361	Intermediate Accounting I			
MGTE 362	Intermediate Accounting II			

B. COMPUTER TECHNOLOGY

Select **12** credits from the following courses:

Course	Title	Credits	Grade	Sem/Yr
CISC 165	Programming in Basic			
CISC 175	Intro Comp. Sci. w/ C++ & Java			
CISC 215	COBOL and File Processing			
CISC 275	Data Structures Using C++			
CISC 315	Database Development & Mgt.			
CISC 320	Syst. Anal. & Software Design			
MGTE 341	Bus. Mgt. Field Exper. (3 cr.)			
MGTE 370	Electronic Commerce			

C. ECONOMICS

Select **12** credits from the following courses:

Course	Title	Credits	Grade	Sem/Yr
ECON 190	Special Topics in Economics			
ECON 310	Money and Banking			
ECON 315	Business and Government			
ECON 350	Economics of Sport			
ECON 360	Economics of Healthcare			
ECON ____	Economics Elective			
MGTE 341	Bus. Mgt. Field Exper. (3 cr.)			

D. FINANCE

Select **12** credits from the following courses:

Course	Title	Credits	Grade	Sem/Yr
ECON 310	Money and Banking			
MGTE 230	Personal Finance			
MGTE 341	Bus. Mgt. Field Exper. (3-6 cr.)			
MGTE 370	Electronic Commerce			
MGTE 375	Entrepreneurial Studies			

E. GENERAL BUSINESS MANAGEMENT

Select **12 cr.** of MGTE or ECON electives or any of the courses listed as components of other tracks. A maximum of 3 cr. of MGTE 341 may be used for this track.

Course	Title	Credits	Grade	Sem/Yr

continued on page 4

