

SPRINGFIELD COLLEGE

UNDERGRADUATE PROGRAM CHECKSHEET & SEQUENCING GUIDELINES

Business Management Major

2009-2010 Cohort

Name: _____	ID: _____	Date filled out: _____
-------------	-----------	------------------------

- First two pages of this document -- requirements for the undergraduate General Education Program.
- Subsequent pages -- requirements and course-sequencing guidelines for the Business Management major, for students who matriculate to SC during the 2009-2010 academic year.
- Use this as a guide in selecting courses and fill in completely to track your progress toward graduation.
- Note that requirements are subject to change, and may not be offered when listed. Always confirm your plans with your advisor or chairperson.

General Education Program Requirements (customized for the BUSM major):

Course code	Title	Cr	Sem/Yr *	Grade	Note
I. Competencies					
1. College Writing (6 credits)					
ENGL 113	College Writing I	3			<i>Required for all students</i>
ENGL 114	College Writing II	3			<i>Required for all students</i>
2. Writing Across the Curriculum (6 credits; one or both courses embedded in major requirements)					
ECON 301	Managerial Economics I	NA			<i>Record credits on major requirement line</i>
ECON 302	Managerial Economics II	NA			<i>Record credits on major requirement line</i>
3. Computer Applications (3 credits)					
		3			
4. Information Literacy (3 credits -- this is embedded in major requirements)					

II. Domains of Knowledge and Understanding					
1. Arts and Humanities					
A. Literary Studies (3 credits)					
		3			
B. Visual/Performing Arts (must total 3 credits)					
C. Spiritual and Ethical Dimensions (3 credits)					
BUSM 225	Business Ethics	3			<i>Required for major</i>
2. Analytical and Natural Sciences					
A. Quantitative Reasoning (3 credits)					
		3			<i>MATH 115, 125, 131, or 140 recommended for this major, as one of these is prerequisite for BUSM 360</i>
B. Natural Sciences (4 credits; lecture and lab)					

* e.g., F 09, S 10, or TR for transferred courses

BUSM Major, 2009-2010 Cohort
 Program Checksheet & Sequencing Guidelines, cont.

Name: _____	ID: _____	Date filled out: _____
-------------	-----------	------------------------

Note: Major requirements are broken down by the year typically taken, with a section for those that have flexible timing. Major requirements for BUSM total **66 credits** (60 credits strictly for the major, plus 6 credits that overlap with GenEds).

Major Requirements -- typically taken during the FIRST YEAR:

Course code	Title	Cr	Sem/Yr	Grade	Note
BUSM 150	Introduction to Business	3			
BUSM 121	Principles of Marketing	3			Prerequisite: BUSM 150

In addition, you should take the following **General Education requirements** your first year :

CISC 105 or	Introduction to Computer Concepts	Record on GenEd page. Recommended preparation for CISC 115: previous computer class or significant experience with computers.			
CISC 115	Microcomputer Applications				
ENGL 113	College Writing I (Fall only)	Record on GenEd page			
ENGL 114	College Writing II (Spring only)				
HLTH 100	Wellness: A Way of Life				
MATH 115	College Algebra	Recommended for Quantitative Reasoning GenEd, as it's a prerequisite for BUSM 360. MATH 125, 131, or 140 can be substituted.			

To complete your first-year schedule, select from:

- Major requirements from the flexible timing section, as appropriate (see page 5)
- General Education requirements (see page 1), and/or
- Allowable electives (see page 7)

To **total 30 credits for the year.**

Major Requirements -- typically taken during the SECOND YEAR:

Course code	Title	Cr	Sem/Yr	Grade	Note
BUSM 210	Principles of Accounting I	3			Prerequisite: BUSM 150
BUSM 211	Principles of Accounting II	3			Prerequisite: BUSM 210
BUSM 215	Principles of Management	3			Prerequisite: BUSM 150
BUSM 225	Business Ethics	NA			Record credits on GenEd page
ECON 200	Principles of Macroeconomics	NA			Record credits on GenEd page
ECON 205	Principles of Microeconomics	3			Can be taken before ECON 200

In addition, select:

- Major requirements from the flexible timing section, as appropriate
- General Education requirements, and/or
- Allowable electives

To **total 30 credits for the year.**

BUSM Major, 2009-2010 Cohort
 Program Checksheet & Sequencing Guidelines, cont.

Name: _____	ID: _____	Date filled out: _____
-------------	-----------	------------------------

Major Requirements -- typically taken during the THIRD YEAR:

Course code	Title	Cr	Sem/Yr	Grade	Note
BUSM 311	Managerial Accounting	3			Prerequisite: BUSM 210 and 211
BUSM 315	Financial Management	3			Prerequisite: BUSM 210
BUSM 360	Statistics for Business and Economics	3			Prerequisite: MATH 115, 125, 131, or 140
ECON 301	Managerial Economics I	3			Prerequisite: ECON 200 and 205
ECON 302	Managerial Economics II	3			Prerequisite: ECON 301
ENGL 302	Business and Technical Writing	3			Prerequisite: ENGL 113 and 114

In addition, select:

- Major requirements from the flexible timing section, as appropriate
- General Education requirements, and/or
- Allowable electives

To **total 30 credits for the year.**

Major Requirements -- typically taken during the FOURTH YEAR:

Course code	Title	Cr	Sem/Yr	Grade	Note
BUSM 402	Business Policy and Control	3			Prerequisite: Completion of all other BUSM core classes
BUSM 440	Quantitative Methods	3			Prerequisite: BUSM 360
BUSM 478	Business Law	3			Prerequisite: BUSM 150
BUSM 480	Corporate Social Responsibility	3			Prerequisite: BUSM 150 and 225

*Plus any outstanding General Education requirements, major requirements listed in the "flexible timing" section below, or electives to total a **minimum of 120 credits** earned for your career.*

Major requirements are continued on next page

BUSM Major, 2009-2010 Cohort
 Program Checksheet & Sequencing Guidelines, cont.

Name: _____	ID: _____	Date filled out: _____
--------------------	------------------	-------------------------------

Concentration Choices, cont.

Course code Title Cr Sem/Yr Grade Note

4. Finance

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

BUSM 341	Business Field Experience (3 credits maximum)				
BUSM 230	Personal Finance				
BUSM 370	Electronic Commerce				Prerequisite: CISC 105 and BUSM 121, 150, and 315
BUSM 375	Entrepreneurial Studies				Prerequisite: BUSM 210 and 211
ECON 310	Money and Banking				Prerequisite: ECON 200 and 205

5. General Business Management

Select **12 credits** of BUSM or ECON electives, or any of the courses listed as options for other concentrations. A maximum of 3 credits of BUSM 341 may be used for this concentration.

6. Management

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

BUSM 305	Managerial Supervision				Prerequisite: BUSM 215
BUSM 341	Business Field Experience (3 - 6 credits)				
BUSM 351	Organizational Design and Development				<i>Offered irregularly</i>
BUSM 375	Entrepreneurial Studies				Prerequisite: BUSM 210 and 211
BUSM/HPER 479	Personnel Management/Human Resources Management				

7. Marketing

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

BUSM 341	Business Field Experience (3 - 6 credits)				
BUSM 318	Advertising				Prerequisite: BUSM 121 and 325
BUSM 325	Marketing Management				Prerequisite: BUSM 121, 210, 215 and ECON 205
BUSM 345	Consumer Behavior				Prerequisite: BUSM 121, ECON 205, PSYC 101 or SOCI 101
BUSM 350	Marketing for Non-Profit Organizations				Prerequisite: BUSM 121 and 325
BUSM 365	Sales and Selling				Prerequisite: BUSM 121
BUSM 370	Electronic Commerce				Prerequisite: CISC 105 and BUSM 121, 150, and 315
SMRT 304	Marketing Issues in Sports and Recreation				
SMRT 350	Marketing and Public Relations for Sport and Recreation Management				

Concentration options cont. on next page

*BUSM Major, 2009-2010 Cohort
Program Checksheet & Sequencing Guidelines, cont.*

Name: _____ ID: _____ Date filled out: _____

Undergraduate Degree Requirements:
(Minimum standards for the College -- major standards may be higher)

- I have completed all General Education domains and competencies.
- I have completed a minimum of 40 credits of General Education coursework.
- I have completed a minimum of 120 credits (see transcript or course history to verify).
- I have a cumulative GPA of 2.000 or better (some majors may require a higher GPA).
- I have completed all required coursework for my major (see recommended year and flexible timing sections above).
- I have satisfied all program standards for this major (listed above and/or referenced in department publications).