

Human Resource Management

2011-2012 Freshman and Sophomore Checklist
Bachelor of Business Administration (B.B.A.) Degree Requirements

Name _____ Student Number _____ Date _____

Transfer _____ Provisional _____ Probation _____

Content	Course Number and Title (prerequisites and notes)	Credits																																			
Diversity Requirement	Complete one Diversity course. This course can be used elsewhere on this checklist to fulfill another requirement. Consult your advisor or the Boise State University 2011-12 catalog (page 49) for a list of courses.	_____																																			
English	ENGL 101 Introduction to College Writing (<i>ENGL 90, ENGL 123, or satisfactory ACT/SAT/placement exam score</i>)	3 _____																																			
	ENGL 102/112 Intro to College Writing & Research (<i>ENGL 101 or satisfactory ACT/SAT/placement exam score</i>)	3 _____																																			
Area I Arts and Humanities	Area I core course (<i>See the 2011-12 Boise State Catalog, page 49</i>)	3 _____																																			
	Area I core course	3 _____																																			
Area II Social Sciences	COMM 101 Fundamentals of Speech Communication	3 _____																																			
	ECON 201 Principles of Macroeconomics (<i>Sophomore standing recommended</i>)	3 _____																																			
	ECON 202 Principles of Microeconomics (<i>Sophomore standing recommended</i>)	3 _____																																			
	PSYC 101 General Psychology	3 _____																																			
Area III Mathematics and Natural Science	MATH 143 College Algebra or Math 147 Precalculus (<i>See math placement policy</i>)	3-5 _____																																			
	MATH 160 Survey of Calculus or Math 170 Calculus I (<i>See math placement policy</i>)	4 _____																																			
	Area III core course in a lab science (<i>See the 2011-12 Boise State Catalog, page 49</i>)	4 _____																																			
Lower-division Business Courses	ACCT 205 Introduction to Financial Accounting (<i>PRE/COREQ: ITM104 and ITM 105</i>)	3 _____																																			
	ACCT 206 Introduction to Managerial Accounting (<i>ACCT 205</i>)	3 _____																																			
	BUSCOM 201 Business Communication (<i>ENGL 102</i>)	3 _____																																			
	BUSSTAT 207 Statistical Techniques for Decision Making I (<i>MATH 143, ITM104 and ITM 105</i>) (<i>MATH 160 strongly recommended prior to BUSSTAT 207</i>)	3 _____																																			
	BUSSTAT 208 Statistical Techniques for Decision Making II (<i>BUSSTAT 207 and MATH 160</i>)	3 _____																																			
	GENBUS 202 Legal Environment of Business (<i>Sophomore standing</i>)	3 _____																																			
Non-business Electives	<ul style="list-style-type: none"> • Must include courses in at least two of the three following disciplines: Arts and Humanities, Social Sciences, Natural Sciences & Mathematics. • No more than 3 credits fitness/kinesiology activity courses. 	18-20 _____																																			
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Area</th> <th style="width: 20%;">Course</th> <th style="width: 10%;">Completed</th> <th style="width: 10%;">Credits</th> <th style="width: 10%;">Course</th> <th style="width: 10%;">Completed</th> <th style="width: 10%;">Credits</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Area	Course	Completed	Credits	Course	Completed	Credits	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
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	NOTE: The total of Area III <u>and</u> non-business electives must be at least 31 credits.																																				
Electives To Total 128	<ul style="list-style-type: none"> • These electives may be business, non-business, upper or lower division courses. • Internships (493) are highly recommended. 	11-13 _____																																			
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	Successful completion of the COBE Computer Placement Exam for: Word Processing and Spreadsheet sections OR																																				
	ITM 104 Operating Systems and Word Processing Topics	_____																																			
	ITM 105 Spreadsheet Topics	_____																																			

Courses must be completed with a C – or higher to apply for COBE Admission

Human Resource Management

2011-2012 Junior & Senior Checklist

Bachelor of Business Administration (B.B.A.) Degree Requirements

NOTE: Starting Spring 2012, Students who want to take most upper division classes must have applied and been accepted into COBE.

Content	Course Number and Title (prerequisites and notes)	Credits
Upper-division Business Courses	FINAN 303 Principles of Finance (<i>ACCT 206, BUSSTAT 207, ECON 201 and ECON 202</i>)	3 _____
	GENBUS 441 Business in Society: Ethics Responsibility & Sustainability (<i>GENBUS 202</i>) (<i>GENBUS 302 recommended</i>)	3 _____
	GENBUS 450 Business Policies (<i>Senior standing, plus FINAN 303, MGMT 301, MKTG 301, SCM 345</i>)	3 _____
	ITM 310 Business Intelligence (<i>BUSCOM 201 or ENGL 202</i>)	3 _____
	INTBUS 320 Managing in a Global Economy (<i>recommended</i>), ECON 317, FINAN 430, MGMT 334, MKTG 315, MKTG 430 , or a university-sponsored semester abroad (<i>requires department approval</i>)	3 _____
	MKTG 301 Principles of Marketing (<i>ACCT 205, ECON 202, and BUSCOM 201 or ENGL202</i>)	3 _____
	SCM 345 Principles of Operations Management (<i>ACCT 206, BUSSTAT 207, BUSCOM 201, ECON 202, and ITM 104 and ITM105</i>)	3 _____
Upper-division Management Courses	HRM 305 Human Resource Management (<i>Junior standing</i>)	3 _____
	HRM 330 Human Resource Law (<i>ENGL 102, GENBUS 202</i>) Fall Only	3 _____
	HRM 340 Employee and Labor Relations (<i>ENGL 102 and GENBUS 202</i>)	3 _____
	HRM 406 Compensation and Benefits (<i>MGMT 305 or PERM/INST</i>)	3 _____
	HRM 408 Employee Staffing and Training (<i>strongly recommended</i>) (<i>MGMT 305</i>) OR one of the following: COMM 307 Interviewing, COMM 390/SOC 390 Conflict Management	3 _____
	MGMT 301 Leadership Skills (<i>Junior standing and BUSCOM 201 or ENGL 202</i>)	3 _____
MGMT 410 Advanced Management Topics (<i>MGMT 301</i>)	3 _____	

- Must have a minimum of 40 hours upper-division (300/400-level courses) and 128 hours to graduate.
- All required courses must be completed with a grade of C - or better.

Note: While every effort is made to ensure the accuracy of this checklist, human error is a possibility. Students should also consult their Academic Advisement Report on BroncoWeb, their advisor, and the online version of the Boise State Catalog. (The Academic Advisement Report is not considered valid for graduation until it has been reviewed and certified through the graduation application process by the Registrar's Office.)