

Student Name: _____

ID# _____

Advisor Name: _____

Anticipated Graduation Date: _____

BACHELOR OF BUSINESS ADMINISTRATION CHECKLIST (122 s.h.) 2011-12 Academic Calendar

THIS PROGRAM CHECKLIST IS INTENDED TO ASSIST STUDENTS AND ADVISORS IN ENSURING THAT ALL UNIVERSITY AND PROGRAM REQUIREMENTS ARE MET. IT IS THE RESPONSIBILITY OF THE STUDENT TO ENSURE THAT ALL REQUIREMENTS FOR THE DEGREE HAVE BEEN MET.

1. University Core Requirements (41 s.h.)*†

* University Core Requirements are modified for students who transfer in with 57 s.h. or more of credit.

† Students may "double-count" a cross-listed core requirements course once. See <http://www.twu.ca/advising/> for more details.

✓	COURSE	S.H.	NOTES	✓	COURSE	S.H.	NOTES
<input type="checkbox"/>	English Language Writing Competency Requirement ¹			NATURAL SCIENCE (6)			
ENGLISH (6)			Compulsory during first two semesters following completion of the English Language Writing Competency requirement	<input type="checkbox"/>	MATH 120	3	
<input type="checkbox"/>	ENGL 103	3	Students for whom English is a foreign language may substitute ENGL 101 for either ENGL 103 or ENGL 104.	<input type="checkbox"/>	_____	3	Natural Science lab course.
<input type="checkbox"/>	ENGL 104	3		PHILOSOPHY (3)			
ARTS, MEDIA + CULTURE (3)				<input type="checkbox"/>	PHIL ____	3	
<input type="checkbox"/>	_____	3	May be chosen from Art, Music, Theatre, or Arts, Media + Culture courses. ²	RELIGIOUS STUDIES (12)			
HISTORY (3)				<input type="checkbox"/>	RELS 101	3	Students may challenge the RELS 101 and/or 102 courses by writing an exam provided by the Religious Studies dept. ³
<input type="checkbox"/>	HIST ____	3		<input type="checkbox"/>	RELS 102	3	
HUMAN KINETICS (4)				<input type="checkbox"/>	RELS ____	3	Biblical-content course (middle digit 0-5)
<input type="checkbox"/>	HKIN 190	2		<input type="checkbox"/>	_____	3	Christianity and Culture or Inter-Cultural Religious Studies Course ⁴
<input type="checkbox"/>	HKIN ____	1	Activity course	SOCIETY & CULTURE (3)			
<input type="checkbox"/>	HKIN ____	1	Activity course			***	Included in program requirements.
INTERDISCIPLINARY STUDIES (3)				UNIVERSITY ORIENTATION (1)			
<input type="checkbox"/>	IDIS 400	3	Or approved equivalent.	<input type="checkbox"/>	UNIV 101	1	Fall or Spring semester of first year. ⁵

¹ Students must take WRTG 100 (native English speakers) or WRTG 101 (non-native English speakers) in their first semester at TWU, unless exempt when admitted to the University. WRTG course credit may be included toward a degree program as elective credit.

² May include three 1-s.h. large theatre and music ensembles, but not small ensembles or music lessons.

³ A passing grade allows the student to replace RELS 101 and/or 102 with an alternative biblical-content course(s).

⁴ RELS course with a middle digit 6-9 or PHIL 210 or PHIL 310. If PHIL 210/310 is chosen, this will NOT also fulfill the Philosophy requirement.

⁵ UNIV 101 is compulsory during the first semester of the first year for all new students unless they have minimum 27 s.h. initial transfer credit.

2. Required Business Courses (39 s.h.) *Note: a minimum grade of C is required in each of these courses.*

✓	COURSE	S.H.	NOTES	✓	COURSE	S.H.	NOTES
<input type="checkbox"/>	BUSI 111	3		<input type="checkbox"/>	BUSI 342	3	
<input type="checkbox"/>	BUSI 221	3		<input type="checkbox"/>	BUSI 345	3	
<input type="checkbox"/>	BUSI 222	3		<input type="checkbox"/>	BUSI 346	3	
<input type="checkbox"/>	BUSI 275	3		<input type="checkbox"/>	BUSI 370	3	
<input type="checkbox"/>	BUSI 276	3		<input type="checkbox"/>	BUSI 377	3	
<input type="checkbox"/>	BUSI 280	3		<input type="checkbox"/>	BUSI ____	3	Choose BUSI 484 or 486
<input type="checkbox"/>	BUSI 331	3					

3. Required Economics Courses (6 s.h.) *Note: a minimum grade of C is required in each of these courses.*

✓	COURSE	S.H.	NOTES	✓	COURSE	S.H.	NOTES
<input type="checkbox"/>	ECON 201	3		<input type="checkbox"/>	ECON 202	3	

4. Required Specialization Courses (12-15 s.h.) *Note: a minimum grade of C is required in each of these courses.*

- Accounting - BUSI 321, BUSI 322 plus two of 323, 324, 421, 426, 428*
- Finance - BUSI 441 plus three of 304, 317 or 318, 428, 490
- Human Resource Management – BUSI 351, 352, 363, plus one of 353, 446, 490*
- International Business - BUSI 311, 411 (offered on travel study), 412, 480
- Leadership and Management - BUSI 352, 363 plus two of 381, 446, 480, 490
- Marketing - BUSI 334, 335, 430, 435, 437

*n.b. In order to meet the requirements of the professional designations (CA, CGA, CMA, CFP, CHRP) some adjustments to the normal BBA requirements may be needed. Students should review this with their advisor.

✓	SUBJECT	COURSE #	S.H.	NOTES	✓	SUBJECT	COURSE #	S.H.	NOTES
<input type="checkbox"/>	_____	_____	___		<input type="checkbox"/>	_____	_____	___	
<input type="checkbox"/>	_____	_____	___		<input type="checkbox"/>	_____	_____	___	
<input type="checkbox"/>	_____	_____	___						

5. Business Elective Course (3 s.h.) *Note: a minimum grade of C is required in this course.*

✓	COURSE	S.H.	NOTES
<input type="checkbox"/>	_____	3	Must be upper level.

6. Elective Courses (18-21 s.h.)

✓	SUBJECT	COURSE #	S.H.	NOTES	✓	SUBJECT	COURSE #	S.H.	NOTES
<input type="checkbox"/>	_____	_____	___		<input type="checkbox"/>	_____	_____	___	
<input type="checkbox"/>	_____	_____	___		<input type="checkbox"/>	_____	_____	___	
<input type="checkbox"/>	_____	_____	___		<input type="checkbox"/>	_____	_____	___	
<input type="checkbox"/>	_____	_____	___		<input type="checkbox"/>	_____	_____	___	
<input type="checkbox"/>	_____	_____	___		<input type="checkbox"/>	_____	_____	___	
<input type="checkbox"/>	_____	_____	___		<input type="checkbox"/>	_____	_____	___	

NOTES:

- Students wishing to complete two specializations may not count the same course in both.
- Students are expected to be competent in the use of Microsoft Office Suite (MS Word, Excel Spreadsheets, MS Access, and PowerPoint) for use in second year and subsequent Business classes.
- BBA students must achieve an overall 2.5 GPA in all of the Business, Economics, and Mathematics courses required in the first two years of study (minimum C grade in each course). Students failing to achieve this minimum must address this deficiency before commencing upper level study in Business Administration.
- The 2.5 GPA must be sustained in all required Business and Economics courses taken at the upper level. A minimum C grade is required for each course as well as for IDIS 410 or POLS/IDIS 393.
- It is the sole responsibility of the student to ensure that all requirements for the granting of a degree or diploma have been satisfactorily completed. Students are therefore cautioned to make absolutely certain that the number and combination of their courses meet all university and departmental requirements for the granting of a degree or diploma.
- A total of 122 s.h. of credit, including a minimum of 42 s.h. (36 s.h. in the major) of upper-level credit is required for graduation. A minimum overall (cumulative) GPA of 2.00 is required for graduation.
- **NOTE:** In order to be eligible for Graduation you must complete an Application for Graduation via the Student Portal and submit a completed checklist to the Office of the Registrar by April 30 of the year prior to your completion (there is no fee to apply for graduation). Once your complete application has been received, a degree audit will be completed for you. This audit will confirm which courses are still outstanding in order for you to complete your degree.

This program is offered under the written consent of the Minister of Advanced Education effective March 9, 2006, having undergone a quality assessment process and been found to meet the criteria established by the minister. Nevertheless, prospective students are responsible for satisfying themselves that the program and the degree will be appropriate to their needs (for example, acceptable to potential employers, professional licensing bodies, or other educational institutions).