

**GRADUATION CHECKLIST**  
**B.B.A. (BACHELOR OF BUSINESS ADMINISTRATION)**

Regardless of which degree program a student chooses, the university requires the following for graduation:

- 122 semester hours of course work; 24 semester hours of upper-level (i.e., 300/400 sequence) credit in the major;
- 42 semester hours of upper-level credit overall.

**Note:** When completing a BBA, students complete 36 upper level credits; 21 upper level core courses; 12 upper level specialization courses and 3 upper level business electives.

**Note:** A Honours BBA program is also available. Interested students should meet with their advisors.

**Bachelor of Business Administration (54 sem. hrs. in Business Administration, 6 sem. hrs. in Economics)**

The following courses constitute the core B.B.A. degree requirements (45 sem. hrs)

BUSI 111	Introduction to Business and Management	_____	_____
BUSI 221/222	Principles of Accounting	_____	_____
BUSI 275/276	Quantitative Methods	_____	_____
BUSI 280	Organizational Behaviour	_____	_____
BUSI 331	Basic Marketing	_____	_____
BUSI 342	Business Finance	_____	_____
BUSI 345/346	Business Law	_____	_____
BUSI 370	Business Information Systems	_____	_____
BUSI 377	Management Science	_____	_____
BUSI 484 or BUSI 486	Management of the Total Enterprise, or Small Business Administration	_____	_____
ECON 201/202	Principles of Economics	_____	_____

**n.b.** A minimum grade of C is required in all of the above courses.

Beyond these specific courses, B.B.A. students are required to choose a specialization of courses which comprise a special area of study. These specializations correspond to common career areas into which Business Administration graduates enter. The courses in these specializations are in addition to the core BUSI and ECON requirements for the B.B.A. listed above. The specializations are as follows (12 sem. hrs.):

- a) **Accounting:** BUSI 321, 322 plus two of 323, 324, 421, 426, 428.  
**n.b.** In order to meet the requirements of the professional accounting organizations (CA, CGA, CMA) some adjustments to the normal B.B.A. requirements may be needed. Students should review this with their advisor. \_\_\_\_\_
- b) **Entrepreneurship** (Small Business Management): BUSI 487 plus three of BUSI 323, 352, 363, 437, 446, 490. **n.b.** Students completing the Entrepreneurship Specialization must complete BUSI 486 (not BUSI 484). \_\_\_\_\_
- c) **Finance:** BUSI 441 plus three - 304, 317, 318, 428, 490. \_\_\_\_\_
- d) **Financial Planning:** all of the following - BUSI 241, 304, 317 or 318, 428, 442 \_\_\_\_\_
- e) **Human Resource Management:** BUSI 351, 352, 363 plus one of 353, 446, 490. \_\_\_\_\_
- f) **International Business:** BUSI 302, 311, 411, 412 (completion of this Specialization normally requires completion of an international travel studies course. Students should review this requirement with their advisor). \_\_\_\_\_
- g) **Leadership and Management:** BUSI 352, 363 plus two of 381, 446, 480, 490. \_\_\_\_\_
- h) **Marketing:** BUSI 334, 430, 435, 437. \_\_\_\_\_

To complete 54 sem. hrs. of required business courses, students must choose one other upper-level (i.e. 300/400sequence) business elective. (3 sem. hrs.) \_\_\_\_\_

- n.b.** A minimum grade of C is required in all of the above courses.
- n.b.** Students wishing to complete two Specializations may not count the same course in both.

In addition to the courses required in the School of Business, B.B.A. students must meet the following further requirements to graduate:

- 1. B.B.A. students must achieve an overall 2.5 G.P.A. in all of the Business, Economics and Math courses required in the first two years of study (minimum C grade in each course). Students failing to meet the 2.5 G.P.A. requirement must address this deficiency before being admitted to upper-level study.

2. The 2.5 G.P.A. must be sustained in all Business and Economics courses taken at the upper-level. A minimum C grade is required for all such courses, as well as for the IDIS 410 course offered by the School of Business, the university's IDIS 400 course or any equivalent IDIS course.
3. B.B.A. students must take the Career Exploration Lab offered in conjunction with BUSI 280 in order to explore career interests and to assist in determining their specialization of courses.
4. All students intending to graduate from TWU must write and pass the University's English Language Competency Examination, unless they have received a minimum grade of 2.3 (C+) in any two of TWU's ENGL 101, 103, or ENGL 104 (including transferred courses).

**ELCE requirement has been met: \_\_\_\_\_**

**Core Requirements (Non-Business Courses) for  
Business Administration Students (42 sem. hrs.)**

The following courses fulfill the university core requirements for graduation, as well as any prerequisites required in non-business subjects for the degree in Bachelor of Business Administration.

- University 101 (1) **(n.b.** Students entering TWU as freshmen are required to take UNIV 101 in the first semester) \_\_\_\_\_
- Two of ENGL 101 (ESL), 103, 104 (6 sem. hrs.) \_\_\_\_\_
- (n.b.** English requirements are compulsory during the student's first year) \_\_\_\_\_
- Philosophy elective (3) \_\_\_\_\_
- Elective in art, drama, fine arts or music. May include three one-hour courses in large drama and/or music ensembles (3). \_\_\_\_\_
- History elective (3). \_\_\_\_\_
- \*Math 120 - min. C grade (3) Students not fully prepared to take Math 120, are advised to take Math 101 in preparation. \_\_\_\_\_
- A natural science laboratory course (may include GEOG 101 or 102) (3). \_\_\_\_\_
- RELS 101/102 (6). \_\_\_\_\_
- Biblical Studies (RELS course with middle digit 0-5) elective (3). \_\_\_\_\_
- Christianity & Intercultural Studies (RELS course with middle digit 6-9) elective (may include PHIL 210 or 310) (3) **(n.b.** PHIL 210 or 310 cannot meet both the Religious Studies and the Philosophy core requirement) \_\_\_\_\_
- Culture and Society elective (3) **(n.b.** This requirement is met by the ECON courses required for the B.B.A.) \_\_\_\_\_
- Human Kinetics; i.e. HKIN 190 and two one-hour activity courses (4). \_\_\_\_\_
- Interdisciplinary studies, i.e. IDIS 102 (1) **(n.b.** required in the spring semester of the student's first year, whether or not they have attended in the fall semester) and IDIS 410 (3) or IDIS 400 (3) equivalent – min. C grade. \_\_\_\_\_

**N.B.** Students are expected to be competent in the use of the Microsoft Office Suite, i.e. MS Word – Word Processor; Excel – Spreadsheet; MS Access – Data Base; and PowerPoint presentation software, for use in their second year and subsequent Business classes.

**General Elective Credit (20 sem. hrs. for B.B.A.)**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**RECOMMENDED BUSINESS PROGRAM SEQUENCE (B.B.A.)**

<b>First Year</b>	BUSI 111	MATH 120	ENGL 103/104	RELS 101/102	HKIN 190	UNIV 101 IDIS 102	NON-BUSI CORE SEL.
<b>NOTE: The usual course load is 15 to 18 hrs. of course credit per semester</b>							
<b>2nd Year</b>	O.B. BUSI 280 Career Exploration Lab	ACCOUNTING BUSI 221/222	QUANT. METHODS 275/276	ECONOMICS ECON 201/202	NON-BUSINESS CORE REQUIREMENTS OR ELECTIVES		
<b>3rd Year</b>	MARKETING BUSI 331	LAW BUSI 345/346	FINANCE BUSI 342	BIS BUSI 370	MGT. SCI BUSI 377	CORE REQUIREMENTS AND/OR BUSINESS OPTION (SPECIALIZATION) REQUIREMENT OR ELECTIVES	
<b>4th Year</b>	BUSI 484 OR 486	IDIS 400 or 410	CORE REQUIREMENTS AND/OR BUSINESS OPTION (SPECIALIZATION) REQUIREMENT OR ELECTIVES				

**NOTE: ULTIMATELY, RESPONSIBILITY FOR MEETING GRADUATION REQUIREMENTS RESTS WITH THE STUDENT.**