



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

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.

Bachelor of Arts, Business Administration Major (42 sem. hrs. in Business Administration, 6 sem. hrs. in Economics)

The following courses constitute the core B.A. degree requirements

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 484 or	Strategic Management, or		_____
BUSI 486	Small Business Administration		_____
ECON 201/202	Principles of Economics	_____	_____

Plus two upper-level Business electives

BUSI _____

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

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

- 1) B.A. students must achieve an overall 2.0 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).
- 2) The 2.0 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 required Business and Economics 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) An overall G.P.A. of 2.0 in all courses is necessary for graduation.
- 4) 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.
- 5) 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 Arts with a major in Business Administration.

- University 101 (1) **(n.b.** Students entering TWU as freshmen are required to take UNIV 101 in the first semester) _____
 - Two of WRTG 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 101 or 120 - min. C grade (3) _____
 - 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.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 (32 sem. hrs. for B.A.)

Students completing a minor in another subject area may count requirements for the minor as electives here.

RECOMMENDED BUSINESS PROGRAM SEQUENCE (B.A.)

First Year	BUSI 111	MATH 101 or 120	ENGL 103/104	RELS 101/102	HKIN 190	UNIV 101 IDIS 102	NON-BUSI CORE SEL.
NOTE: The usual course load is 15 to 18 hrs. of course credit per semester							
2nd Year	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		
3rd Year	MARKETING BUSI 331	LAW BUSI 345/346	FINANCE BUSI 342	BIS BUSI 370	CORE REQUIREMENTS AND/OR BUSINESS OR NON-BUSINESS ELECTIVES		
4th Year	POLICY BUSI 484 OR 486	IDIS 400 or 410	CORE REQUIREMENTS AND/OR BUSINESS OR NON-BUSINESS ELECTIVES				

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