

Student Name: \_\_\_\_\_

ID#: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_

## BACHELOR OF BUSINESS ADMINISTRATION CHECKLIST (122 s.h.) 2017 - 18 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. Inquiry: Ways of Knowing - Core Requirements (40 s.h.)\*

\* University Core Requirements are modified for students who transfer in with 57 s.h. or more of credit. See Academic Calendar for details (twu.ca/calendar)

	✓ COURSE	S.H.	NOTES		✓ COURSE	S.H.	NOTES
	<b>FOUNDATIONAL INQUIRIES (28 sem. hrs.)</b>				<input type="checkbox"/> Academic Writing Requirement <sup>2</sup>		
	<i>Academic Research &amp; Writing</i>				<b>WAYS OF KNOWING (12 sem. hrs.)</b>		
<input type="checkbox"/>	ENGL ____	3	Choose 2 courses (6 sem. hrs.) from ENGL 101, 102, 103, 104	In addition to the courses on the left, students must take an additional 12 sem. hrs., selecting 3 sem. hrs. from each of the following four categories. <i>*At least 9 sem. hrs. must be from outside of the student's major.</i>			
<input type="checkbox"/>	ENGL ____	3					
	<i>Foundations</i>				<i>Aesthetic &amp; Performance Inquiry</i>		
<input type="checkbox"/>	FNDN 101	1	Compulsory during the first semester of the first year. <sup>1</sup>	<input type="checkbox"/>	_____	3	Choose 3 sem. hrs. from the Aesthetic & Performance Inquiry category below.
<input type="checkbox"/>	FNDN 102	3	Compulsory during the first year.		<i>Cultural &amp; Linguistic Inquiry</i>		
<input type="checkbox"/>	FNDN 201	3		<input type="checkbox"/>	_____	3	Choose 3 sem. hrs. from the Cultural & Linguistic Inquiry category below.
	<i>Logical &amp; Ethical Reasoning</i>				<i>Experiential &amp; Embodied Inquiry</i>		
<input type="checkbox"/>	PHIL ____	3	Choose one of PHIL 103, 105, 106, 109 or 210	<input type="checkbox"/>	_____	3	Choose 3 sem. hrs. from the Experiential & Embodied Inquiry category below.
	<i>Religious &amp; Spiritual Thought</i>				<i>Historical &amp; Archival Inquiry</i>		
<input type="checkbox"/>	RELS 101	3	Students who are unfamiliar with the biblical, theological and historical narrative of Christianity may take RELS 100 in place of either RELS 101 or 102.	<input type="checkbox"/>	_____	3	Choose 3 sem. hrs. from the Historical & Archival Inquiry category below.
<input type="checkbox"/>	RELS 102	3					
<input type="checkbox"/>	RELS ____	3	Choose one of RELS 160, 271, 272	**	_____	**	** Satisfied by BUSI 176
	<i>Scientific Method &amp; Lab Research</i>				<i>Social &amp; Global Inquiry</i>		
<input type="checkbox"/>	_____	3	Choose one of BIOL 103, 104, 113, 114, 216, 241, 262; CHEM 101, 103, 111; GENV 109, 121; GEOL 109; PHYS 111	**	_____	**	** Satisfied by BUSI 311

<sup>1</sup> FNDN 101 is compulsory during the first semester of the first year for all new students unless they have a minimum 24 sem. hrs. initial transfer credit.

<sup>2</sup> **Academic Writing Requirement:** students must take WRTG 100 (native English speakers) or WRTG 101 (non-native English speakers) in their first semester at TWU, unless exempt at the time of admission to the University. WRTG course credit may be included toward a degree program as elective credit.

**Aesthetic & Performance Inquiry**

Choose 3 semester hours from: ART 181, 182, 250; ENGL 207, 208, 310; HKIN 342; MCOM 211, 221, 231, 369; MUSI 110; PHIL 370; SAMC 111, 370; THTR 130, 161; any Music Ensembles; any Music Lessons

**Cultural & Linguistic Inquiry**

Choose 3 semester hours from: ANTH 210, 395; EDUC 496; ENGL 334, 482; GREE 235; HEBR 245; HIST 240, 237, 340; POLS 240; RELS 235, 245; SOCI 395; any World Languages & Cultures course (CHIN, FREN, GERM, JAPA, RUSS, SPAN)

**Experiential & Embodied Inquiry**

Choose 3 semester hours from: ART 305, 306, 307; BIOL 316, 318, 362, 364, 409, 410; BIOT 100, 200, 300, 400, 409, 410; BUSI 395, 396, 49x; CHEM 409, 410; CMPT 409, 410; EDUC 302, 303, 402, 403; GENV 131, 316, 318, 372, 374, 409, 410; HIST 310, 315, 316; HKIN 355, 455, 456, 457, 458, 459, 460; MATH 409, 410; MCOM 281, 391, 392, 393; NURS 213; POLS 395, 396; PSYC 322, 497, 498; SOCI 320, 411, 420; THTR 101, 102, 151, 152, 153, 154, 175, 210, 301, 302, 351, 352, 353, 354; any HKIN Activity course; any Travel Study

**Historical & Archival Inquiry**

Choose 3 semester hours from: ART 237, 238; ECON 306; GENV 312; HIST 107, 108, 109, 111, 112, 135, 136, 230, 251, 252, 306, 312, 391; MUSI 131, 132; NURS 230; PHIL 203, 314, 421; POLS 391; PSYC 408; RELS 320, 351, 352, 475; SAMC 112; SOCI 391; THTR 331, 332

### 2. Required Business Courses (48 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 301	3	
<input type="checkbox"/>	BUSI 121	3		<input type="checkbox"/>	BUSI 311	3	
<input type="checkbox"/>	BUSI 176	3		<input type="checkbox"/>	BUSI 342	3	
<input type="checkbox"/>	BUSI 222	3		<input type="checkbox"/>	BUSI 346	3	

<input type="checkbox"/>	BUSI 231	3		<input type="checkbox"/>	BUSI 352	3	
<input type="checkbox"/>	BUSI 245	3		<input type="checkbox"/>	BUSI 363	3	
<input type="checkbox"/>	BUSI 275	3		<input type="checkbox"/>	BUSI 377	3	
<input type="checkbox"/>	BUSI 280	3		<input type="checkbox"/>	BUSI ____	3	Choose BUSI 484 or 486

### 3. Required Specialization Courses (12 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, 491
- Finance\* - BUSI 441 or 442 plus three of 304, 317 or 318, 428, 492
- Human Resource Management\* – BUSI 351, 446, 453, 454, or 493
- International Business - BUSI 411 (offered on travel study), and three of 338, 412, 413, 480, 494
- Leadership and Management - BUSI 480 plus 3 of BUSI 323, 370, 381, 412, 435, 446, 495
- Marketing – 4 of BUSI 334, 335, 338, 430, 435, 437, 496

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

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

### 4. Ancillary Economics Courses (9 s.h.) *Note: a minimum grade of C is required in each of these courses.*

<input checked="" type="checkbox"/>	COURSE	S.H.	NOTES	<input checked="" type="checkbox"/>	COURSE	S.H.	NOTES
<input type="checkbox"/>	ECON 102	3		<input type="checkbox"/>	IDIS 410	3	
<input type="checkbox"/>	ECON 201	3					

### 5. Elective Courses (13 s.h.)

IF YOU CHOOSE TO TAKE A CONCENTRATION OR A MINOR, PLEASE ATTACH THE APPROPRIATE CONCENTRATION/MINOR CHECKLIST AVAILABLE AT [WWW.TWU.CA/ADVISING](http://WWW.TWU.CA/ADVISING)

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

#### NOTES:

- Strong preparation in mathematical skills is essential to success in the School of Business. Students are encouraged to consider MATH 101 in the first year.
- 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 if attending LLC).
- 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.
- 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).*