



School of Business & Communication

Department of Business Administration

B.S. in Business Administration Academic Tracking Sheet

(Corresponds with the 2018-2019 Academic Catalog)

Name: _____

Emphasis: _____

Year started TMU: _____

Students are required to complete 39 Business Administration core units, 13-24 emphasis units, 55 General Education units, and 4-15 elective units. A **minimum total of 122 units** is required to graduate.

General Education Requirements	
<i>Scripture Courses</i>	Term
B101 Old Testament Survey I (3)	
B102 Old Testament Survey II (3)	
B121 Essentials of Christian Thought (3)	
B201 New Testament Survey I (3)	
B202 New Testament Survey II (3)	
BTH321 Christian Theology I (3)	
BTH322 Christian Theology II (3)	
<i>Worldview & Skills Courses</i>	Term
C100 Spoken Communication (3)	
E110 English Composition (3)	
Essentials of Literature (3) (Choose one *)	
General Literature Elective (3) (Choose one * or **)	
ECN200 Essentials of Economics & Society (3)	
GS150 Essentials of Geology (3)	
<i>or</i> LS150 Essentials of Biology (3)	
GS150 Essentials of Geology Lab (1)	
<i>or</i> LS150L Essentials of Biology Lab (1)	
H211 Essentials of World History I (3)	
H212 Essentials of World History II (3)	
H230 Essentials of U.S. History (3)	
MA240 Critical Thinking Quantitative Analysis (3)	
MU190 Essentials of Music & Art (3)	
P311 Essentials of Philosophy (3)	
POL220 U.S. Government (3)	

General Education Substitutions	
<i>* Essentials of Literature Courses</i>	
E211/E212 English Literature I or II	
E221/E222 World Literature I or II	
E231/E232 American Literature I or II	
<i>**General Literature Elective Courses</i>	
E313 Age of Romanticism	E405 Shakespeare
E314 Victorian Age	E406 Milton
E334 The Short Story	E415 Contemporary Lit
E335 The English Novel	E416 Modern British Writers
E374 Studies in Jane Austen	E425 20 th Century American Lit.
E404 Studies in John Calvin	E453 Psychoanalytic Crit.
<i>Other Substitutions for Bus. Admin. majors***</i>	
For B102: IBEX367	
For B201: IBEX377	
For C100: MGT330	
For MU190: ART338	
For H211/H212: Pass World Hist. Competency Exam & 3 units of Upper Division History	
For MA240: MA101, MA121, MA262, BUS310	
For P311: BUS330	

***Substitutions: Refer to G.E. Substitutions and Waivers in the Academic Catalog

TMU Graduation Requirements (from the Academic Catalog):

The Master's University grants bachelor's degrees (i.e. Bachelor of Arts, Bachelor of Music, and Bachelor of Science) to students who satisfy the graduation requirements described below.

1. Complete a minimum of 122 semester units of credit.
2. Complete a minimum of 40 semester units in upper division courses.
3. Satisfy all General Education requirements.
4. Complete the required curriculum for the chosen major field(s) of study.
5. Maintain a minimum GPA of 2.00 (cumulative) in all TMU courses. (Some majors have different GPA requirements. Please see your department for details.)
6. Complete a minimum of 32 semester units of non-Directed Studies coursework at TMU or 32 semester units of TMU Online major courses.
7. Complete at least 12 of the final 24 semester units at TMU.

All students must be aware that they undertake complete responsibility for managing their progress toward graduation. Faculty advisors will attempt to assist in this process; however, given the fluidity of student progress, each student must ultimately assume responsibility for completing all graduation requirements. This checklist is designed as an aid to help students manage their progress, but it does NOT replace the Academic Catalog. In any case where this checklist contradicts the catalog, the catalog issued during the student's first semester at TMU shall be considered the official degree criteria

<i>Business Administration Core Courses</i>					
Units	Term		Units	Term	
3		ACC210 Accounting Fundamentals I	3		FIN440 Finance
3		ACC220 Accounting Fundamentals II	3		INB311 Global Business Strategies
3		ACC460 Tax Accounting	3		MGT310 Management Theory
3		BUS310 Statistics for Business	3		MGT330 Business Communications
3		BUS320 Business Law	3		MIS320 Info. Systems Applications
3		BUS490 Business Strategies (Capstone)		or ACC329 Accounting IS Applications	
3		ECN210 Microeconomics	3		MKT350 Marketing Fundamentals
39					

Emphasis Courses

(To complete an emphasis beyond one required emphasis, you must complete at least 3 additional courses for each additional emphasis.)

Units	Term	<u>Accounting</u>
3		ACC302 Accounting for Non-Profits
3		ACC311 Intermediate Accounting I
3		ACC312 Intermediate Accounting II
3		ACC331 Accounting Professional Responsibility
3		ACC431 Cost Accounting
3		ACC442 Auditing
3		ACC451 Advanced Accounting
3		ACC462 Tax Accounting II
24	<i>Total units required for emphasis</i>	

Units	Term	<u>International Business</u>
3		BMS341 Cultural Anthropology
3		INB361 International Economics & Trade
3		INB372 International Business Marketing

Two of the following:

3		BMS385 World Religions
3		BUS368 Entrepreneurship
3		C391 Intercultural Communication
3		ESL311 Introduction to TESOL
3		INB488 International Business Experience
3		SS381 Cultural Geography

15 *Total units required for emphasis*

Units	Term	<u>Christian Ministries Administration</u>
3		ACC302 Accounting for Non-Profits
3		BTH364 Theology of the Church
3		MGT351 Human Resources Management
1		MGT439 Ministry Administration Practicum

One of the following:

3		BUS483 Business Internship
3		POL445 The Church as a Legal Institution

13 *Total units required for emphasis*

Units	Term	<u>Management</u>
3		MGT321 Decision Science
3		MGT351 Human Resources Management

Any three courses with business prefixes:

3		
3		
3		

15 *Total units required for emphasis*

Units	Term	<u>Public Relations</u>
3		C211 Introduction to Mass Communication
3		C381 Beginning Public Relations

Three of the following:

3		BUS368 Entrepreneurship
2		BUS483 Business Internship
3		C368 Fund. of Advertising Copywriting
3		C382 Persuasion
3		C392 Advanced Public Relations
3		INB372 International Marketing
3		MKT361 Marketing Strategy
3		MKT381 Consumer Behavior
3		MKT482 Marketing Research
3		MKT462 Sales & Customer Service

15 *Total units required for emphasis*

Units	Term	<u>Finance</u>
3		ACC462 Tax Accounting II
3		FIN321 Real Estate Principles
3		FIN332 Financial Services Management
3		FIN341 Investments

Two of the following:

3		ACC311 Intermediate Accounting I
3		ACC312 Intermediate Accounting II
3		ACC431 Cost Accounting
3		BUS483 Business Internship
3		FIN338 Introduction to Risk Management
3		FIN388 Studies in Finance
3		MGT321 Decision Science Fundamentals

18 *Total units required for emphasis*

Units	Term	<u>Management Information Systems</u>
3		CS111 Intro. to Computer Programming
3		CS122 Web Design & Programming
3		CS301 Computer App. Development
3		CS302 Software Development
3		MIS432 Database Management Systems

One of the following:

3		BUS483 Business (IS) Internship
3		CS212 Computer Hardware
3		CS322 Network Principles & Architecture
3		MGT321 Decision Science Fundamentals
3		MIS441 Website Administration

18 *Total units required for emphasis*

Units	Term	<u>Marketing</u>
3		INB372 International Marketing
3		MKT361 Marketing Strategy
3		MKT381 Consumer Behavior
3		MKT462 Sales & Customer Service
3		MKT482 Marketing Research
<i>Two of the following:</i>		
3		BUS368 Entrepreneurship
3		C352 Editing, Principles of Copyediting
3		C368 Fund. of Advertising Copywriting
3		C373 Graphic Design I
3		C382 Persuasion
3		CS122 Web Design & Programming
3		MKT488 Marketing Internship
21	<i>Total units required for emphasis</i>	

Units	Term	<u>Pre-Law</u>
3		MGT351 Human Resources Management
3		POL366 Western Political Philosophy II
3		POL424 Law & Public Policy
<i>Two of the following:</i>		
3		ACC462 Tax Accounting II
3		BUS483 Business Internship
3		POL343 U.S. Constitutional History
3		POL423 The Judicial Process
3		POL435 Intro. to Constitutional Law
3		POL445 The Church as a Legal Institution
3		POL446 The Supreme Court
15	<i>Total units required for emphasis</i>	