

Bachelor of Business Administration

Online Tutorial Academic Advising



THOMPSON RIVERS
UNIVERSITY

KAMLOOPS, BC



Purpose of this Tutorial

- To explain the specific requirements for **TRU's Bachelor of Business Administration** degree program
- To assist students in selecting appropriate courses and making a personalized educational plan



BBA — Bachelor of Business Administration
TRU ▶ School of Business & Economics

Topics of Discussion

- Admission Process
- Program Advising
- BBA Requirements
- Course Selection and Individual Plan
- Degree Options
- Double Degree – BBA and BCS
- CO-OP, Global Competency & Study Abroad
- Laddering Options from Diploma Programs



Apply for Admission

Complete the application form and submit using one of the following options:

- Apply [on line](#)
- Mail to: 900 McGill Road
Kamloops, BC, V2C 0C8
- In person at the Registrar's office
Old Main Building, Room 1155

INTERNATIONAL STUDENTS go to International [Admissions](#)



First-Time Applicants

- Must pay a non-refundable \$25 application fee
- Payment can be made by cheque or money order, payable to TRU
- Pay by cash in person, at the Campus Cashier, located in the Old Main Building
- Pay online with Visa/Mastercard
- INTERNATIONAL STUDENTS go to International Student website



Official Transcripts

- It is the student's responsibility to submit **Official transcripts** from:
 - * Secondary School
 - * All post-secondary institutions attended



Bachelor of Business Administration Degree (BBA)

- Admission to the BBA occurs in the 1st year
- Students complete the lower division courses during Year 1 and 2 or 60 credits.
- Students entering 3rd year of the BBA program must have written permission from the SoBE Educational Advisor to enrol in upper division business courses (numbered 3000 - 4000)



Course Requirements for the BBA Degree

- To plan your courses download the [BBA Advising Handout](#)
- See program description in [calendar](#)

Full-time:

5 courses (15 credits) per semester

10 courses per year - total of 4 years to complete degree

Part-time:

1 to 2 courses per semester

Will take more than four years to complete degree



BBA Requirements

Years 1 and 2

- Students require minimum 54 credits before entering Year 3 (Upper Level)
- There are 54 Core credits (18 courses)
 - Plus 6 Elective credits (2 courses) required

Students should declare their major(s) and/or minor(s) in 3rd year.



Lower Division Humanities Requirements

- All students are required to complete 12 credits
(each course is 3 credits):
 1. ENGL 1100; or 1110; or 1120; or 1140; or 1210
 2. ENGL 1290
 3. PHIL 1110; or PHIL 2010; or PHIL 2210; or ENGL 2290;
or SPEE 2500; or a second language
 4. Humanities Elective or a second language

Note: There is a second language requirement for students contemplating a major or minor in International Business - Choose 6 credits of the same second language as humanities requirements



Lower Division Social Science Requirement

- All students are required to complete 12 credits from the following:
 1. ECON 1900 (Microeconomics) (3 credits)
 2. ECON 1950 (Macroeconomics) (3 credits)
 3. Social Science electives (6 credits)



Lower Division Science and Mathematics Requirements

- All students are required to complete:
 1. MATH 1070 - Fundamentals of Mathematics for Business and Economics (3 credits)
 2. MATH 1170 - Calculus for Business and Economics (3 credits)

Note: Students with C- (minimum grade) in MATH 140 or MATH 1140 will be exempt from MATH 1170.

Note: Students with MATH 140 and 141 C- (minimum grade) prior to Sept 2006 will be exempt from MATH 1070/1170.



Lower Division Business Requirements

- All Students are required to complete the following business courses (24 credits)
 1. BBUS 1370 (Management Information Systems I)
 2. BBUS 2380 (Management Information Systems II)
 3. BBUS 2210 (Financial Accounting)
 4. BBUS 2540 (Management Accounting)
 5. BBUS 2720 (Organizational Behaviour)
 6. BUEC 2040 (Managerial Economics)
 7. BUEC 2320 (Economic and Business Statistics 1)
 8. BUEC 2330 (Economic and Business Statistics 2)



Lower Division Non-Business Elective Requirements

- To bring the total course load to 60 credits
 - 6 non-business elective credits in the first 60 credits
- The elective credits may be chosen from:
 - Humanities
 - Social Sciences
 - Sciences
 - * Physical Education
 - * Social Work
 - * Student Success



Lower Division Course Selection

Typical Year 1

FALL

1. MATH 1070
2. ENGL 1100
3. BBUS 1370
4. ECON 1900
5. Elective (or 2nd language)

WINTER

1. MATH 1170
2. PHIL 1110 (or 2nd language)
3. ENGL 1290
4. ECON 1950
5. Elective



Students planning to major in International Business are required to have 6 credits in one language area at the 1000/2000 level

Lower Division Course Selection

Typical Year 2

(Check Pre-requisites)

FALL

1. BUEC 2320
2. BBUS 2210
3. BBUS 2720
4. BUEC 2040
5. Elective

WINTER

1. BUEC 2330
2. BBUS 2540
3. BBUS 2380
4. Elective
5. Elective



Course Selection and Individual Plan

- Make note of pre-requisites – You may need to do a combination of 1st Year and University Preparation
- Think about which core and elective courses you will do first
- If you have completed previous courses at another institution within B.C. - check to see if your courses are transferable to TRU
- Submit your official transcript as well as course outlines to the Registrars office for Assessment



Planning your courses

- Refer to the [Calendar](#) - to chose your courses – refer to [BBA Advising Handout](#)
- Check to see if you meet the pre-requisites
- Check 'Schedule of Courses' for course availability – look [online](#)

Success is the key, do not overload yourself



Do you need to upgrade?

English 1100 requires one of the following:

- 73% min. grade in English 12 (with gov't exam results), or
- [LPI](#) - Level 4 or higher, or
- English 0600
- ESAL Level 5 (C+ minimum)
- TOEFL 230 ([International Admissions](#))
- IELTS 6.5 ([International Admissions](#))

Math 1170 requires one of the following:

- Principles of Math 12, C+ minimum grade
- Or Math 0610, C+ minimum grade
- Or Math 1000, C+ minimum grade
- Or Math 1070, C- minimum grade



Prerequisite Math Courses

- **MATH 0500 and 0510 = PRINCIPLES OF MATH 11**
- **MATH 0600 and 0610 = PRINCIPLES OF MATH 12**
- **MATH 1000 = PRE CALCULUS**
 - Students who do not have a C+ or better in Math 12 within the last two year are advised to take Math 1000 prior to MATH 1070 and 1170 (Math 1000 will be applied as a non-business elective)

If upgrading is necessary you may want to meet with an Academic Advisor to plan course work



Prerequisite English Courses

- ENGL 0500 = ENGLISH 11
- ENGL 0600 = ENGLISH 12

For students whose first language is not English, TRU offers the English as a Second or Additional Language (ESAL) program

- Go online for information [ESL program](#)



Advancement to Third Year

- Advancement is automatic with no application requirement.
- Minimum of 54 lower level credits
- All core requirements completed with a “C-” grade or better in each course



Degree Options

Majors and Concentrations:

- Accounting
- Economics
- Finance
- Human Resources
- Information Technology
- International Business
- Marketing
- New Venture Creation
- General



Degree Options

- **Minors:**
 - Accounting
 - Economics
 - Environmental Economics and Sustainable Development
 - Finance
 - Financial Markets and Institutions
 - Human Resources
 - International Business
 - Marketing
 - New Venture Creation



Upper Division Requirements

- Required courses for upper level depends on the Minor or Major that the student wishes to take in the BBA
- Refer to the School of Business and Economics [website](#) for more information



Upper Division BBA Advisor

- Students entering 3rd year of the BBA program must have written permission from the School of Business and Economics Educational Advisor to enrol in upper division business courses (numbered 3000 - 4000)
- School of Business and Economics Program Advisor – **Barb Pillar** - sobedadvisor@tru.ca
- Include TRU student number in all correspondence



Other options for BBA Students

Go [online](#) for information for:

- Double Degree
 - » Bachelor of Business Administration
 - » Bachelor of Computing Science
- Honours Degree
- General BBA



Joint Degree – BBA and BCS

- Students must meet requirements of both programs
- Many core and elective courses can be “double counted” which means they can be used in both programs
- Through careful course selection, it is possible to complete these two degrees in just five years
- Applicants are required to meet with the Degree Program Advisors in order to create a program that outlines the joint degree courses required for graduation

Download [course planning sheet](#)



Joint Degree – BBA and BCS

- **B. of Business Administration**
SoBE Program Advisor - advises upper level students (3rd and 4th year) and prepares them for graduation
Email: sobedadvisor@tru.ca
Include TRU student number in all correspondence
- **B. Of Computing Science**
Program Advisor - advises 1st year through 4th year students and prepares them for graduation
Email: mlee@tru.ca (Dr. Mahnhoon Lee)
Include TRU student number in all correspondence



Associate of Commerce and Business Administration Diploma

- Associate Diplomas are awarded to recognize the achievements of students who have completed the first (60 credits) of academic work
- At least 30 credits must have been completed at TRU
- Students apply directly at the Registrar's Office, Old Main Building, Room 1155



Laddering Options from Diploma Programs

- Students may complete the BBA by laddering in from:
 - Accounting Technician Diploma
 - Diploma in Management
- Go [online](#) for more information



BBA Co-operative Education Option

- Co-op Education integrates academic studies with paid periods of relevant work experience and usually extends the graduation date by a year
- Advantages for the Co-op Option are that students get paid for job experience in the field of their concentration or major and employers get exposure to potential future employees
- Go on-line to [Co-op Education](#)



BBA Co-operative Education Option

	Fall	Winter	Summer
Year 1	Academic Semester 1	Academic Semester 2	
Year 2	Academic Semester 3	Academic Semester 4	Co-op Work Term 1
Year 3	Academic Semester 5	Co-op Work Term 2	Co-op Work Term 3
Year 4	Academic Semester 6	Academic Semester 7	Co-op Work Term 4
Year 5	Academic Semester 8	Graduation	





The ***Global Competency*** credential recognizes the global literacy (knowledge, skills and attitudes of a globally minded citizen) acquired by students through their educational experience while studying at Thompson Rivers University.

These experiences include learning an additional language, international participation abroad, intercultural involvement through TRU and through other organizations.

The credential will be formally noted on official transcripts and a Global Competency Certificate of Recognition will be issued.



For more information on how to acquire this credential, visit <http://www.tru.ca/global.html>

TRU Study Abroad



Through TRU's extensive network of partner institutions, more than 200 in over 40 countries, you have the ability to study 1 or 2 semesters of your degree in another country, and have the credit transfer back to TRU and apply to your degree.

If you want to travel and finish your degree, then be sure to attend a Study Abroad presentation (many are offered throughout the Academic year).

To learn more about this exciting way to enhance your degree and your life visit

<http://www.truworld.ca/exchange/studyabroadoverview.html>



Advising for the Bachelor of Business Administration Program- Lower Division

- **Academic Advisors** assist first and second year students with:
 - Course planning
 - Course selection
 - Registration
 - Located Old Main Building, Room 1100
 - 250-828-5075
 - Email: Domestic students: advising@tru.ca
International students:
internationaladvising@tru.ca



Williams Lake Campus:

Phone (250) 392-8003



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Thank you for viewing the BBA advising tutorial

