THE MASTER'S UNIVERSITY
DEGREE CHECKLIST

NAME: _____

EMPHASIS: _____

SCHOOL *of* BUSINESS & COMMUNICATION

Department of Business Administration
CORRESPONDS WITH THE 2020-2021 ACADEMIC CATALOG

Students are required to complete 39 Business Core units, 34 General Education units, 21 Bible units, Emphasis units (see back of form) and necessary Elective units for a total of 122 units required to graduate.

BIBLICAL STUDIES

Units	Term	
3		B101 Old Testament Survey I
3		B102 Old Testament Survey II
3		B121 Essentials of Christian Thought (F)
3		B201 New Testament I
3		B202 New Testament II
3		BTH321 Christian Theology I
3		BTH322 Christian Theology II
21		*Total units required*

*Other Substitutions for Business Admin. majors***
For B102: IBEX300
For B201: IBEX300
For C100: MGT330
For MU190: ART338
For H211/H212: Pass World Hist. Competency Exam & 3 units of Upper Division History
For MA240: MA101, MA 121, MA262, BUS310
For P311: BUS330

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

(S)	Every Year, Spring Semester
(F)	Every Year, Fall Semester
(OF)	Odd Years, Fall Semester
(OS)	Odd Years, Spring Semester
(EF)	Even Years, Fall Semester
(ES)	Even Years, Spring Semester

Offerings subject to change, confirm with Faculty Advisor and/or course schedule.

GENERAL EDUCATION

Units	Term	
3		BUS330 Business Ethics
		or P311 Philosophy
3		E110 English Composition
3		ECN200 Essentials of Economics & Society
3		H211 Essentials of World History I (F)
3		H212 Essentials of World History II (S)
3		H230 Essentials of U.S. History
3		LS150 Essentials of Biology
		or GS150 Essentials of Geology
1		LS150L Essentials of Biology Lab
		or GS150L Essentials of Geology Lab
3		MU190 Essentials of Music & Art
3		POL220 U.S. Government
3		Essentials of Literature (choose one - see below *)
3		General Literature Elective (choose one - see below * or **)
34		

> * E211 English Literature I
> E212 English Literature II
> E221 World Literature I
> E222 World Literature II
> E231 American Literature I
> E232 American Literature II

> ** E313 Age of Romanticism
> E314 Victorian Age
> E334 The Short Story
> E335 The English Novel
> E374 Studies in Jane Austen
> E404 Studies in John Calvin
> E405 Shakespeare
> E406 Milton
> E415 Contemporary Literature
> E416 Modern British Writers
> E425 20th Century American Literature
> E453 Psychoanalytic Criticism

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

Revised 11.9.20

In order to complete an emphasis beyond the one required emphasis, a student must complete at least three unique courses for each additional emphasis.

BUSINESS CORE COURSES

Units	Term	
3		ACC210 Accounting Fundamentals I
3		ACC220 Accounting Fundamentals II
3		ACC460 Tax Accounting
3		BUS310 Statistics for Business
3		BUS320 Business Law
3		BUS490 Advanced Business Seminar (Capstone)
3		ECN210 Microeconomics
3		FIN440 Finance
3		INB311 Global Business Strategies
3		MGT310 Management Theory
3		MGT330 Business Communications
3		CIS200 Information Systems Applications *or* ACC329 Acc. IS Applications
3		MKT350 Marketing Fundamentals
39		*Total units required for core*

ACCOUNTING EMPHASIS COURSES

Units	Term	
3		ACC302 Accounting for Non-Profits and Government (S)
3		ACC311 Intermediate Accounting I (F)
3		ACC312 Intermediate Accounting II (S)
3		ACC331 Accounting Professional Responsibility (F)
3		ACC431 Cost Accounting (F)
3		ACC442 Auditing (S)
3		ACC451 Advanced Accounting (F)
3		ACC462 Tax Accounting II (S)
63		*Total units required for emphasis*

CHRISTIAN MINISTRIES ADMINISTRATION EMPHASIS COURSES

Units	Term	
3		ACC302 Accounting for Non-Profits and Government (S)
3		BTH376 Theology of the Church and Family
3		MGT351 Human Resource Management (F)
1		MGT439 Ministry Administration Practicum

one of the following:

Units	Term	
3		BUS482 Business Internship
3		POL445 The Church as a Legal Institution (EF)
		Bible Elective
52		*Total units required for emphasis*

FINANCE EMPHASIS COURSES

Units	Term	
3		ACC462 Tax Accounting II (S)
3		FIN321 Real Estate Principles (F)
3		FIN332 Financial Services Management (S)
3		FIN341 Investments

two of the following:

Units	Term	
3		ACC311 Intermediate Accounting I (F)
3		ACC312 Intermediate Accounting II (S)
3		ACC431 Cost Accounting (F)
3		BUS483 Business Internship
3		FIN338 Introduction to Risk Management (F)
3		FIN388 Studies in Finance
3		MGT321 Decision Science Fundamentals (S)
57		*Total units required for emphasis*

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(OF)	Odd Years, Fall Semester
(OS)	Odd Years, Spring Semester
(EF)	Even Years, Fall Semester
(ES)	Even Years, Spring Semester

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EMPHASIS COURSES

INTERNATIONAL BUSINESS EMPHASIS COURSES

Units	Term	
3		BMS341 Cultural Anthropology (F)
3		INB361 International Economics and Trade (F)
3		INB372 International Business Marketing

two of the following:

Units	Term	
3		BMS385 World Religions (EF)
3		BUS368 Entrepreneurship (S)
3		C391 Intercultural Communication (F)
3		ESL311 Intro. to TESOL (F)
3		INB488 International Business Experience (On Demand)
3		SS381 Cultural Geography (F)
54		*Total units required for emphasis*

MANAGEMENT EMPHASIS COURSES

Units	Term	
3		MGT321 Decision Science Fundamentals (S)
3		MGT351 Human Resource Management (F)

any three business courses with business prefixes

Units	Term	
3		
3		
3		
54		*Total units required for emphasis*

MANAGEMENT INFORMATION SYSTEMS EMPHASIS COURSES

Units	Term	
3		CIS111 Introduction to Computer Programming (F)
3		CIS112 Data Structures & Algorithms (S)
3		CIS202 Computer Hardware
3		CIS302 Database Management Systems (S)
3		CIS331 Web Application Development (F)

one of the following:

Units	Term	
3		BUS483 Business (IS) Internship
3		CIS312 Networking Principles & Architecture (S)
3		CIS332 Linux (S)
3		CIS341 Cloud Administration (F)
3		CIS342 Project management & Enterprise Software (S)
57		MGT321 Decision Science Fundamentals (S)
		Total units required for emphasis

MARKETING EMPHASIS COURSES

Units	Term	
3		INB372 International Business Marketing (S)
3		MKT361 Marketing Strategy (F)
3		MKT381 Consumer Behavior (F)
3		MKT462 Sales and Customer Service (S)
3		MKT482 Marketing Research (S)

two of the following:

Units	Term	
3		BUS368 Entrepreneurship (S)
3		C352 Editing I, Principles of Copyediting (F)
3		C368 Fundamentals of Advertising Copywriting (On Demand)
3		C373 Graphic Design I (F)
3		C382 Persuasion (S)
3		CIS331 Web Application Development (F)
3		MKT488 Marketing Internship
60		*Total units required for emphasis*

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EMPHASIS COURSES

PRE-LAW EMPHASIS COURSES

Units	Term	
3		MGT351 Human Resource Management (F)
3		POL366 Western Political Philosophy II (OS)
3		POL424 Law and Public Policy (ES)

two of the following:

Units	Term	
3		ACC462 Tax Accounting II (S)
3		BUS483 Business Internship
3		POL343 U.S. Constitutional History (F)
3		POL423 The Judicial Process (OF)
3		POL435 Introduction to Constitutional Law (EF)
3		POL445 The Church as a Legal Institution (EF)
3		POL446 The Supreme Court/Bill of Rights (OS)
54		*Total units required for emphasis*

PUBLIC RELATIONS EMPHASIS COURSES

Units	Term	
3		C211 Introduction to Mass Communication
3		C381 Beginning Public Relations (F)

three of the following:

Units	Term	
3		BUS368 Entrepreneurship
3		BUS483 Business Internship
3		C261 Introduction to Journalism (F)
3		C368 Fundamentals of Advertising Copywriting (On Demand)
3		C382 Persuasion (S)
3		C392 Advanced Public Relations (S)
3		INB372 International Business Marketing
3		MKT361 Marketing Strategy (F)
3		MKT381 Consumer Behavior (F)
3		MKT462 Sales and Customer Service (S)
		MKT482 Marketing Research
54		*Total units required for emphasis*

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