**General (Three Years) B.A. in Liberal Arts and Professional Studies**

**Degree Worksheet with Certificate in Organizational Management**

Be ready to graduate on time! Fill out this worksheet **before** you choose your courses.

If you need help, be sure to contact the LAPS Office by emailing [fahssundergrad@uwindsor.ca](mailto:fahssundergrad@uwindsor.ca).

Please note that your official academic record is your Student Academic Summary under the *My Academics* in [UWinsite Student](http://www.student.uwindsor.ca/).

Always be sure to check the most current LAPS Program Requirements at UWindsor [Undergraduate Calendar](https://www.uwindsor.ca/secretariat/282/undergraduate-and-graduate-calendars).

Student Name:

***Total courses:* Thirty (30). At least sixteen of which must be at the 2000 level or above, and at least four of which must be at the 3000 level or above. No more than fourteen 1000 level courses may count as credits toward your degree.**

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| 1. **GART-1500 (or MGMT-1000 or GENG-1190) and GART-1510;** | **Term Completed** | | **Grade** |
| * Effective Writing I (GART-1500)\*; |  | |  |
| * Effective Writing II (GART-1510) |  | |  |
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| 1. **One Certificate: Organizational Management\*\*** | | | |
| **STEN-1000, ACCT-1510, ACCT-2550, MGMT-2400, MGMT-2430, MGMT-3440, MGMT-4850** | | | |
| * Introduction to Business (STEN-1000) |  |  | |
| * Principles of Financial Accounting (ACCT-1510)   ***Note: ECON-1100 & MATH-1980 are pre-requisites for this course and completes (e) on this worksheet.*** |  |  | |
| * Management and Organizational Life (MGMT-2400) |  |  | |
| * Human Resources Management (MGMT-2430)   ***Note: A minimum of 65% final grade is required.*** |  |  | |
| * Principles of Managerial Accounting (ACCT-2550) |  |  | |
| * Labour Management Relations (MGMT-3440) |  |  | |
| * Human Resources Planning (MGMT-4850)   ***Note: A minimum of 70% final grade is required.*** |  |  | |
| **One course from: MGMT-3420, MGMT-4410, MGMT-4510, MGMT-4520** | | | |
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|  | **Term Completed** | **Grade** |
| 1. **One minor from any area of study within the Faculty of Arts, Humanities and Social Sciences, excluding the area of study under (b).** | | |
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| 1. **One minor from any area of study, excluding the area of study under (b). The minor cannot be in Business Administration or Entrepreneurship.** | | |
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| 1. **two courses from Science, Engineering, or Nursing, unless this requirement is met in (b), (c), or (d);** | | |
| * Introduction to Economics I (ECON-1100) |  |  |
| * Mathematics for Business (MATH-1980) |  |  |
| 1. **Six additional courses from any area of study to a total of thirty courses.** | | |
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***Standing Required for Continuation and Graduation:***

Students must maintain a cumulative average of at least 60% and must meet the average requirement of the certificate program(s) pursued to graduate.