**Honours (Four 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:* Forty (40). At least sixteen of which must be at the 2000-level or above, and of those courses at least eight must be at the 3000 level or above and a least two at the 4000 level.** **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. **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. **Ten additional courses from any area of study to a total of thirty courses.** | | |
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