

## ASSOCIATE OF ARTS (BUSINESS) DEGREE (64 credits)

### Program Planning Worksheet (Last reviewed November 2025)

BEFORE USING THIS ADVISING TOOL, please ensure that you have read the important disclaimer and policies included on the reverse of this form.

#### 6 credits (2 courses) in first-year English

<i>Required:</i> ENGL 100 (3)	<i>One of:</i> ENGL 101 (3) ENGL 102 (3)	<i>ENGL 103 (3)</i> <i>ENGL 110 (3)</i>
----------------------------------	--	--

#### 9 credits (3 courses) in Science

<b>Calculus</b> <i>One of:</i>	<b>Lab Science</b> <i>One of:</i>	<b>Statistics</b> <i>One of:</i>
MATH 104 (3) MATH 105 (3) MATH 151 (3) MATH 152 (3) MATH 251 (3) MATH 255 (3)	BIOL 100 (4)      CHEM 100 (4) BIOL 101 (4)      CHEM 101 (4) BIOL 102 (4)      CHEM 102 (4) BIOL 105 (4)      CHEM 201 (4) BIOL 106 (4)      CHEM 202 (4) BIOL 110 (4)      PHYS 100 (4) BIOL 120 (4)      PHYS 141 (4) BIOL 201 (4)      PHYS 142 (4) BIOL 204 (4)	COMM 291 (3) PSYC 218 (3) STAT 200 (3) STAT 270 (3)

#### 36 credits (12 courses) in Arts

6 credits in Humanities, other than English <i>Two of:</i>	6 credits in Social Sciences <i>Two of:</i>	6 additional credits in Arts (Humanities or Social Sciences) <i>Two of:</i>	18 credits in second year Arts taken in <u>2 or more</u> subject areas <i>Six of:</i>
FILM 101 (3) FILM 102 (3) FREN 100 (3) FREN 101 (3) HIST 101 (3) HIST 102 (3) HIST 106 (3) HIST 107 (3) HIST 110 (3) INST 101 (3) INST 110 (3) INST 120 (3) PHIL 100 (3) PHIL 110 (3) PHIL 120 (3) SPAN 100 (3)	ECON 103 (3) ECON 105 (3)	ANTH 101 (3)    GSWS 100 (3)    POLI 100 (3) ANTH 160 (3)    HIST 101 (3)    POLI 200 (3) CMNS 110 (3)    HIST 102 (3)    PSYC 101 (3) CMNS 130 (3)    HIST 106 (3)    PSYC 102 (3) CMNS 226 (3)    HIST 107 (3)    PSYC 217 (3) CMNS 230 (3)    HIST 110 (3)    PSYC 218 (3) CMNS 253 (3)    HIST 200 (3)    PSYC 221 (3) ECON 100 (3)    HIST 201 (3)    PSYC 241 (3) ENGL 101 (3)    HIST 223 (3)    PSYC 250 (3) ENGL 102 (3)    HIST 224 (3)    PSYC 260 (3) ENGL 103 (3)    HIST 225 (3)    PSYC 280 (3) ENGL 110 (3)    INST 101 (3)    SOCI 100 (3) ENGL 200 (3)    INST 110 (3)    SOCI 103 (3) ENGL 222 (3)    INST 120 (3)    SOCI 200 (3) ENGL 223 (3)    INST 210 (3)    SOCI 210 (3) ENGL 224 (3)    INST 220 (3)    SOCI 220 (3) FILM 101 (3)    INST 221 (3)    SOCI 228 (3) FILM 102 (3)    PHIL 100 (3)    SOCI 230 (3) FILM 200 (3)    PHIL 110 (3)    SOCI 250 (3) FREN 100 (3)    PHIL 120 (3)    SOSOC 100 (3) FREN 101 (3)    PHIL 203 (3)    SPAN 100 (3) GEOG 101 (3)    PHIL 215 (3)	<p><i>All of:</i></p> ECON 210 (3)    At least one of: ECON 280 (3)    CMNS 226 (3)    PSYC 217 (3) ECON 295 (3)    CMNS 230 (3)    PSYC 218 (3) CMNS 253 (3)    PSYC 241 (3) ENGL 200 (3)    PSYC 250 (3) ENGL 222 (3)    PSYC 260 (3) ENGL 223 (3)    PSYC 280 (3) ENGL 224 (3)    SOCI 200 (3) FILM 200 (3)    SOCI 210 (3) HIST 200 (3)    SOCI 220 (3) HIST 201 (3)    SOCI 228 (3) HIST 223 (3)    SOCI 230 (3) HIST 224 (3)    SOCI 240 (3) HIST 225 (3)    SOCI 250 (3) INST 210 (3) INST 220 (3) INST 221 (3) INST 222 (3) PHIL 203 (3) PHIL 215 (3) POLI 200 (3) <p><i>Any two of:</i></p> ECON 255 (3) ECON 260 (3) ECON 290 (3) ECON 291 (3)

#### 12 credits (4 courses) in Commerce

<i>All of:</i> COMM 292 (3) COMM 293 (3) COMM 296 (3)	<i>Additional courses to reach required total of 12 credits in Commerce:</i> COMM 100 (3) *      COMM 290 (3) COMM 237 (4)      COMM 291 (3) COMM 280 (3)      COMM 294 (3) COMM 281 (3)      COMM 298 (3)
--	--

**Courses cannot be used to meet more than one requirement.**

**\* Students planning to transfer to another institution after completion of the Associate of Arts (Business) are advised that this course may not be transferable, and an additional course may be required for entry to third year.**

## IMPORTANT INFORMATION FOR STUDENTS IN THE ASSOCIATE DEGREE PROGRAM

### General Disclaimer

Please check the semester schedule for course availability and inquire with an Academic Advisor regarding annual course offerings. It is the student's responsibility to fulfill the degree requirements, and to adhere to Alexander College policies and procedures on degree completion and graduation. Academic Advising is not responsible for any circumstances that may prevent the student from graduating, such as failed courses, misunderstanding of degree requirements, or other factors. Academic advice provided to a student is valid at the time of advising. In the event of a discrepancy between this document and the Academic Calendar, the Academic Calendar takes precedence.

**Students are encouraged to update their study plan with an Academic Advisor on a regular basis. Program requirements and applicability of courses on the degree planning worksheet are subject to change.**

### English and Academic Prerequisites

All courses at Alexander College have English level requirements/prerequisites. EAP English levels 098, and 099 (or higher) have been applied as prerequisites for all academic courses. Other prerequisites may be met by either completing transferable courses at other BCCAT member institutions, which are entered into the student database at the time of admission, or by successfully completing a prerequisite course at the College.

### English Course Requirements During First Two Terms

Students who are eligible for ENGL 099 or ENGL 100 must attempt the English course within the first two terms of study. Effective Winter 2025.

### Repeated Courses

Students may attempt courses in any order provided they meet course requirements.

Unless otherwise noted in a course listing, students may attempt any single course a maximum of two times. In exceptional circumstances, permission to attempt a course for a third or subsequent time may be requested through the process of appeal to the Registrar. An attempt is considered any undertaking of a course for which a final letter grade has been assigned, including a 'W' for course withdrawal.

When a course has been successfully repeated, only the higher grade is used in the calculation of grade point average.

### Precluded Courses

Some course with substantially similar content preclude credit for one another (i.e., credit is granted for only one of these courses).

### Grade Point Average (GPA)

For each course included in the calculation of GPA, the course Grade Point value is multiplied by the number of course credits. The resulting values are summed over all courses, and the total is divided by the total number of credits. The result is the Grade Point average, or GPA. To determine term GPA, add the point value for all courses in a given term and divide by the total number of attempted credits in the term. To determine the cumulative GPA, add the point value for all courses and divide by the total number of attempted credits. Please note:

- GPA values are rounded up or down to the nearest hundredth of a percentage.
- Where a course has been successfully repeated, only the higher grade is used in the calculation of the GPA.
- Courses numbered 099 and lower are not used in the calculation of GPA.
- Both semester and cumulative GPA values are listed on the student's permanent record.

### Minimum CGPA Requirement for Graduation

To be eligible for graduation in an Associate Degree program, students must complete all program requirements with a minimum cumulative grade point average of 2.0 (equivalent to a 'C' average). If the student's GPA is lower than 2.0, they may need to repeat some courses to meet this requirement. Please consult an Academic Advisor for help selecting courses to repeat.

### Transferring Credit toward an Associate Degree

Transferability of courses is determined by the receiving institution.

Credit for courses taken outside of Alexander College may not exceed one half of the total credit required for an Associate degree (i.e., not more than 30 credits), and unassigned credit (e.g., 1XX or 2XX) may not exceed 25% of the total credit required for an Associate degree (i.e., not more than 15 credits). Credit transfer cannot be used as a substitute for meeting all of the credential requirements. *For the full policy on Transfer Credit, please view the Academic Calendar online: <http://alexandercollege.ca/admissions-and-registration/academic-calendar/>*

For courses completed in Canada, students may apply to transfer a maximum of ten subjects (to a maximum of 30 credits) per request. For courses completed outside of Canada, students may apply to transfer a maximum of five subjects (to a maximum of 15 credits) per request. Additional requests may be considered after the previous request has been completed. To ensure that the program learning outcomes are met, a maximum of 25% international transfer credit may be applied to an Associate degree.

Courses accepted for credit or prerequisite must have been completed with a grade of at least C- (1.67) effective September 9, 2024.

### Canadian Job Readiness:

Effective Fall 2023 onward --All graduates must complete the mandatory Canadian Job Readiness program: (CJR)

<https://canvas.alexandercollege.ca/courses/648>

### Application for Graduation

Students may apply for graduation after the first day of class in their final (expected) term. Early applications for graduation will be held pending release of final grades at the end of term. To submit an application for graduation, students are required to meet with the Officer, Transfer Credit and Graduation to review program requirements, calculate GPA, and complete an official Application for Graduation form. An Application for Graduation fee applies. To learn more about the graduation process, visit: <https://alexandercollege.ca/admissions-and-registration/graduation/>

### Contact Information

Academic Advising (help choosing courses): [academicadvising@alexandercollege.ca](mailto:academicadvising@alexandercollege.ca)

Application for Graduation/Graduation Advising Appointment: [graduation@alexandercollege.ca](mailto:graduation@alexandercollege.ca)