



Business Administration Minor (24 Units)

(2008 - 2010 Catalog)

A minor consisting of 24 units is offered in the field of Business Administration for the student **not** majoring in Business. A student wishing to minor in Business Administration must file a Minor request petition (obtain in the Undergraduate Business Advising Center). At least nine (9) upper division units must be taken in residence. Business internships (195) and Special Problems (199) will **not** count for credit towards the minor.

Lower-division courses must be completed prior to enrolling in upper-division courses. To earn a minor in Business Administration, a student must have a minimum 2.0 ("C" average) grade point average in the courses presented for the minor, with a minimum acceptable grade for any course being a "C-".

NOTE: All business minors shall demonstrate computer literacy and competency prior to taking 100-level business courses. The computer literacy requirement may be satisfied by either: 1) Completing MIS 1, 2 and 3 or equivalent coursework; or 2) Passing the MIS Challenge Exams. Challenge Exam dates are posted at www.cba.csus.edu/mis/misflyer.asp.

Computer Literacy

MIS 1Microcomputer Hardware and Software

MIS 2Spreadsheets

MIS 3Word Processing and Presentation Graphics

Courses in parentheses are prerequisites.

Specific course requirements are:

- I 3 units - **ACCY 1**Accounting Fundamentals
- 3 units - **ACCY 2**Managerial Accounting (ACCY 1)
- 3 units - **STAT 1**Introduction to Statistics (MATH 9)
- 3 units - **HROB 101**Management of Contemporary Organizations
- 3 units - **MGMT 101**Legal Environment of Management

II 3 units - **Select one of the following:**

FIN 101Business Finance

MKTG 101Principles of Marketing

OPM 101Operations Management (DS 101)

- III 6 units - **Electives:** Two 100-level Business courses designated as Accountancy (ACCY), Accounting Information Systems (AIS), Decision Science (DS), Finance (FIN), General Management (GM), Human Resources/Organizational Management (HROB), International Business (IBUS), Management (MGMT), Management Information Systems (MIS), Marketing (MKTG), Operations Management (OPM), and Real Estate and Land Use (RELU).

NOTE: The student pursuing a minor in Business Administration is cautioned that other students who are enrolled in 100-level business courses and majoring in Business Administration normally have satisfactorily completed all prerequisites. **To ensure the successful completion when prerequisites are not met, the student should obtain explicit permission of the instructor in each course prior to enrolling.**