Business Administration Minor
(24 Units)

(2013 - 2015 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 being admitted to the minor and taking 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/ubac/ComputerLiteracyChallengeExam.html](http://www.cba.csus.edu/ubac/ComputerLiteracyChallengeExam.html).

**Computer Literacy**

MIS 1......................Operating Systems and Electronic Communication  
MIS 2......................Spreadsheets  
MIS 3......................Word 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 or IAD)  
3 units - MGMT 10........Introduction to Business Law  
3 units - HROB 101........Management of Contemporary Organizations

II  
3 units - Select one of the following:  
FIN 101 ............Business Finance  
MKTG 101 .......Principles of Marketing  
OPM 101...........Operations Management (DS 101; concurrent enrollment ok)

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

**NOTE:** Specific pre-requisites to individual courses must be met.