



California State University, Sacramento  
 College of Business Administration

**Degree Programs Center (DPC)**  
**Business Administration Minor**  
**(24 Units)**

(2002 - 2006)

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 Degree Programs Center). At least nine (9) upper division units must be taken in residence. ACCY, MGMT, MIS and OBE 195 and 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 1A, 1B and 1C or equivalent coursework; or 2) Passing the MIS Challenge Exams. Challenge Exam dates are posted at [www.csus.edu/mis1abc](http://www.csus.edu/mis1abc).

**Computer Literacy**

- MIS 1A.....Microcomputer Hardware and Software
- MIS 1B.....Spreadsheets
- MIS 1C.....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)
- 3 units - OBE 118.....Legal Environment of Management
- 3 units - OBE 150.....Management of Contemporary Organizations
  
- II 3 units - **Select one of the following:**
  - MGMT 120.....Principles of Marketing
  - MGMT 133.....Business Finance
  - MGMT 180.....Operations Management
  
- III 6 units - **Electives:** Two 100-level Business courses designated as Accountancy (ACCY), Management (MGMT), Management Information Systems (MIS), and Organizational Behavior and Environment (OBE).

**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.**