

MINOR IN BUSINESS ADMINISTRATION



SACRAMENTO STATE

In Workflow

1. CBA College Committee Chair (panggabeian@csus.edu,joseph.taylor@csus.edu)
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Approval Path

1. 2026-06-30T17:38:11Z
Tota Panggabeian (panggabeian): Approved for CBA College Committee Chair
2. 2026-06-30T21:06:19Z
Pingsheng Tong (ptong): Approved for CBA Dean

History

1. May 1, 2018 by clmig-jwehrheim
2. Oct 10, 2023 by Janett Torset (torsetj)

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Viewing: Minor in Business Administration

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Changes proposed by: Zahra Aivazpour (223025621)

Academic Group: (College)

CBA

Academic Organization: (Department)

Business Administration

Catalog Year Effective:

2027-2028 Catalog

Individual(s) primarily responsible for drafting the proposed degree major program:

Name (First Last)	Email	Phone 999-999-9999
Zahra Aivazpour	zahra.aivazpour@csus.edu	916-278-7123

Program Snapshot

Type of Program:

Minor

Program Change Type:

Non-Substantive

Title of the Program:

Minor in Business Administration

Designation: (degree terminology)

Minor

Delivery Mode:

Fully Face to Face

Please see the CSU/CIP Code Crosswalk: https://www.calstate.edu/csu-system/administration/academic-affairs/academic-programs-innovation-and-faculty-development/Documents/CSU_Codes_to_CIP_2020.pdf

Provide a clear, concise overview of the program proposal (new or change) and provide a justification. For NEW programs describe the purpose and focus of the program, identify the target student population(s), and highlight key strengths and distinguishing features of the program.

Per the college, edited to update the MIS 10 requirement in the catalog description and a few minor editorial updates.

University Learning Goals**Undergraduate Learning Goals:**

Competence in the disciplines
Intellectual and practical skills
Personal and social responsibility
Integrative learning

Will this program be required as part of a teaching credential program, a single subject, or multiple subject waiver program (e.g., Liberal Studies, Biology) or other school personnel preparation program (e.g., School of Nursing)?

No

Curriculum Alignment and Assessment**Program Learning Outcomes**

Provide measurable, program-specific learning outcomes that reflect the most important competencies students will demonstrate upon completion of the program. Programs are expected to assess and use PLOs for continuous improvement.

Program Learning Outcomes**Learning Outcome**

Demonstrate foundational knowledge of core business disciplines, including accounting, management, marketing, finance, and operations, and explain their interrelationships in organizational contexts.

Apply basic quantitative and analytical methods to interpret financial, operational, and market data for informed managerial decision-making.

Analyze business problems from multiple functional perspectives, integrating knowledge from accounting, marketing, finance, and management to propose practical solutions.

Evaluate ethical and legal implications of business decisions and demonstrate responsible management practices in diverse organizational settings.

Learning Outcomes Display

Course Code	PLO 1	PLO 2	PLO 3	PLO 4
ACCY 1				
ACCY 2				
MIS 10				
MGMT 10				
STAT 1				
HROB 101				
FIN 101				
MKTG 101				
OPM 101				

Catalog Description (catalog copy):

Units required for the Minor: 26, all of which must be taken in Business Administration,* with the exception of the STAT 1 requirement.

Program Description

The College offers Minors in Business Administration, Management of Human Resources and Organizational Behavior, Marketing, Real Estate and Land Use, and Risk Management and Insurance. A Minor in Business Administration is valuable to the student majoring in another area who wishes to supplement his/her knowledge with a business background.

Note: The use of the words "business administration" throughout this section refers to courses designated as Accountancy (ACCY), Accounting Information System (AIS), Business Administration (BUS), Decision Sciences (DS), Entrepreneurship (ENTR), Finance (FIN), General Management (GM), Human Resources/Organizational Behavior (HROB), International Business (IBUS), Management (MGMT), Management Information Science (MIS), Marketing (MKTG), Operations Management (OPM), and Supply Chain Management (SCM).

Note: Minimum required GPA: 2.0 ("C") in Business Administration courses with the minimum acceptable grade for any course being a "C-."

Note: At least nine upper division units must be taken in residence. Business Administration¹ 195 and 199 courses may not be applied to the minor.

Note: A student shall demonstrate computer literacy and competency (MIS 10) prior to taking 100-level courses.

Admission and Continuation Requirements (catalog copy): minimum GPA and prerequisites (if applicable), required coursework or preparation, portfolio, test scores, and/or letters of recommendation. For graduate programs: expectations for a relevant bachelor's degree (required or preferred disciplines, prerequisite knowledge, or equivalent experience), include evidence that program requirements conform to the minimum requirements for the culminating experience, as specified in Title 5 Section 40510 The Master's Degree and Section 40511 The Doctoral Degree.

Lower division business requirements (MIS 10, ACCY 1, ACCY 2, MGMT 10 and STAT 1 must be completed prior to enrollment in 100 level courses.

A student wishing to Minor in Business Administration and have ability to enroll in 100 level business courses must file a Minor request petition (obtained in the Undergraduate Business Advising Center).

As defined by policy <http://www.csus.edu/umannual/acadaff/fsm00010.htm>, a change in units constitutes a substantive change to the program. If your changes constitute a substantive change, please refer back to the "Program Change Type" field above to ensure that "Substantive" is selected.

Program Requirements (catalog copy):**Program Requirements**

Code	Title	Units
ACCY 1	Accounting Fundamentals	3
ACCY 2	Managerial Accounting	3
MIS 10	Business Applications	2
MGMT 10	Introduction to Business Law	3
STAT 1	Introduction to Statistics	3
HROB 101	The Management of Contemporary Organizations	3
Select one of the following:		3
FIN 101	Business Finance	
MKTG 101	Principles Of Marketing	
OPM 101	Operations Management	
Select two 100-level Business Administration courses ¹		6
Total Units		26

¹ The use of the words "business administration" throughout this section refers to courses designated as Accountancy (ACCY), Accountancy Information Systems (AIS), Decision Sciences (DS), Entrepreneurship (ENTR), Finance (FIN), General Management (GM), Human Resources/Organizational Behavior (HROB), International Business (IBUS), Management (MGMT), Management Information Science (MIS), Marketing (MKTG) and Supply Chain Management (SCM).

The student pursuing a **minor** in business administration is cautioned that other students enrolling in the class, majors in business administration, normally will have satisfactorily completed all prerequisites. **To ensure that no significant handicap is incurred where prerequisites are not met, the student should obtain explicit instructor permission in each course prior to enrolling.** Currency policies outlined in the Business Major also apply to Business Minors.

Fiscal Impact to Change an Existing Program

Indicate programmatic or fiscal impact which this change will have on other academic units' programs, and describe the consultation that has occurred with affected units:

none

Provide a fiscal analysis of the proposed changes:

n/a

How will the above changes be accommodated within the department/College existing fiscal resources?

n/a

Will the proposed changes require additional resources?

No

What additional space, equipment, operating expenses, library, computer, or media resources, clerical/technical support, or other resources will be needed?

none

Estimate the cost and indicate how these resource needs will be accommodated:

none

Key: 79