



SACRAMENTO  
STATE

College of Business Administration  
Undergraduate Business Advising Center  
Business Administration Minor

Effective Fall 2013

A minor consisting of 27 units is offered in the field of Business Administration for the student **not** majoring in Business Administration. 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 business 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-".

**Lower Division Requirements (15 units)**

| Course                              | Grade | Institution/Semester Taken | Equivalent Course | Prerequisites/Notes               |
|-------------------------------------|-------|----------------------------|-------------------|-----------------------------------|
| MIS 1 – Word Processing             |       |                            |                   |                                   |
| MIS 2 – Spreadsheets                |       |                            |                   |                                   |
| MIS 3 – Presentation Graphics       |       |                            |                   |                                   |
| ACCY 1 – Accounting Fundamentals    |       |                            |                   |                                   |
| ACCY 2 – Managerial Accounting      |       |                            |                   | (ACCY 1)                          |
| MGMT 10 – Intro to Business Law     |       |                            |                   |                                   |
| STAT 1 – Introduction to Statistics |       |                            |                   | (Intermediate Algebra Diagnostic) |

**Upper Division Minor Requirements (12 units)**

| Course  | Grade | Institution/Semester Taken | Equivalent Course | Prerequisites/Notes           |
|---|-------|----------------------------|-------------------|-------------------------------|
| HROB 101 – Mgmt Contemporary Org                              |       |                            |                   |                               |
| <i>Select one of the following:</i>                           |       |                            |                   |                               |
| FIN 101 – Business Finance                                    |       |                            |                   |                               |
| MKTG 101 – Principles of Marketing                            |       |                            |                   |                               |
| OPM 101 – Operations Mgmt                                     |       |                            |                   | (DS 101)                      |
| <i>Select 6 units of 100-level business elective courses:</i> |       |                            |                   |                               |
| Minor elective**  |       |                            |                   | See catalog for prerequisites |
| Minor elective**  |       |                            |                   | See catalog for prerequisites |

\*\*Choose 6 units of 100 level business courses designated as Accountancy (ACCY), Accounting Info Systems (AIS), Decision Science (DS), Entrepreneurship (ENTR), Finance (FIN), General Management (GM), Human Resource/Organizational Behavior (HROB), International Business (IBUS), Management (MGMT), Management Info Systems (MIS), Marketing (MKTG) or Operations Management (OPM)