



## 2017-2018 PROGRAM REQUIREMENTS Minor: Business

### **About This Minor. . .**

The minor in Business is designed to prepare students to enter the world of business with the basic business skills needed to contribute more efficiently and effectively in their place of work. A foundation in accounting, management, marketing and workplace communication, provides students an opportunity to build a foundation in business. Additionally, courses in management, marketing, accounting, finance, and computer information systems allow students to choose classes that best fit their program goals. A business minor coupled with a non-business major can increase the employment opportunities available in a variety of areas.

### **Advising Process and DegreeWorks**

This document is intended for informational purposes to help determine what courses and associated requirements are needed to earn a minor. Meeting with an academic advisor is essential in planning courses and developing a suggested course sequencing. It is ultimately the student's responsibility to understand and fulfil the requirements for her/his intended minor.

DegreeWorks is an online degree audit tool available in MAVzone. It is the official record used by the Registrar's Office to evaluate progress towards a minor. Students are responsible for reviewing their DegreeWorks audit on a regular basis and should discuss questions or concerns with their advisor or academic department head for the minor. Discrepancies in requirements should be reported to the Registrar's Office.

### **Graduation Process**

A minor cannot be awarded by itself. It must be combined with a baccalaureate degree outside the major field of study. Students should follow the graduation process outlined for the baccalaureate degree and list their majors and minors on the "Intent to Graduate" form.

If a student's petition for graduation is denied, it will be her/his responsibility to consult the Registrar's Office regarding next steps.

### **INSTITUTIONAL MINOR REQUIREMENTS**

The following institutional requirements apply to all CMU minors. Specific programs may have different requirements that must be met in addition to institutional requirements.

- A minor consists of 15-24 semester hours. There may be prerequisites required for the minor which will increase the total number of credit hours for a student who has not already taken those prerequisites.
- Courses taken to satisfy Essential Learning, major requirements, or electives **can** be counted toward the minor if applicable.
- At least 33 percent of the credit hours required for the minor must be in courses numbered 300 or above.
- At least 25 percent of the classes must be taken at CMU.
- 2.00 cumulative GPA or higher for the courses used for the minor.
- A minor is not a degree by itself and must be earned at the same time as a baccalaureate degree.
- A minor must be outside the major field of study.
- A student may earn up to five minors with any baccalaureate degree at CMU.
- The Catalog Year determines which program sheet and degree requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements sheet you should follow.
- See "Requirements for Undergraduate Degrees and Certificates" in the catalog for a complete list of graduation requirements.

### **PROGRAM-SPECIFIC MINOR REQUIREMENTS**

- 24 semester hours for the Minor in Business.
- Before entering the minor in Business, students are presumed to have basic communication and computer literacy, including working knowledge of word processing and spreadsheet software. Students lacking this basic knowledge are responsible for attaining it through coursework, tutorials, or workshops.

### **REQUIRED COURSES FOR THE BUSINESS MINOR** (24 semester hours)

- ACCT 201 - Principles of Financial Accounting (3)
- MANG 201 - Principles of Management (3)
- One of the following:
  - BUGB 211 - Business Communications (3)
  - MANG 410 - Effective Workplace Communication (3)
- MARK 231 - Principles of Marketing (3)

Choose four courses from the list below. At least two, and in some cases three courses\*\*, must be upper division.

- ACCT 202 - Principles of Managerial Accounting (3)
- BUGB 231 - Survey of Business Law (3)
- CISB 305 - Solving Problems Using Spreadsheets (3)\*
- ECON 201 - Principles of Macroeconomics (3)
- ENTR 300 - Small Business and Entrepreneurship (3)
- ENTR 450 - Entrepreneurship (3)\*
- FINA 301 - Managerial Finance (3)\*
- HRMA 371 - Human Resource Management (3)
- MANG 301 - Organizational Behavior (3)
- MANG 410 - Effective Workplace Communications (3)
- MARK 325 - Consumer Behavior (3)

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\*Requires additional course prerequisites beyond those required for the Minor.

\*\*If a student takes BUGB 211 rather than MANG 410, then the student must take three upper-division courses in the choices listed above.