BUSINESS ADMINISTRATION PROGRAM

The Business Administration minor, which is only open to non-business majors, requires coursework in business law, accounting, finance, management and marketing. This minor allows students to learn basic knowledge about all business areas.

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Requirements for the Minor

24 credits, including:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1000</td>
<td>Gateway to Business</td>
<td>4</td>
</tr>
<tr>
<td>LGST 2000</td>
<td>Foundations of Business Law</td>
<td>4</td>
</tr>
<tr>
<td>ACTG 2010</td>
<td>Survey of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>MKTG 2800</td>
<td>Introduction to Marketing</td>
<td>4</td>
</tr>
<tr>
<td>FIN 2010</td>
<td>Survey in Finance</td>
<td>4</td>
</tr>
<tr>
<td>MGMT 3010</td>
<td>Developing a Business Plan</td>
<td>4</td>
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<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>24</strong></td>
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Courses

BUS 1000 Gateway to Business (4 Credits)

Practical glimpse into the global and competitive nature of business. From product ideation to product development, this course introduces students to business’s role in society in promoting sustainability as the only successful business model for delivering value to customers and stakeholders of all kinds. Key business activities such as marketing, finance and accounting, working in team, and product/service innovation and creativity are introduced. No prerequisites.

BUS 1099 Daniels Professional Development Program Part I (0 Credits)

Some experiences are essential to a student’s development, but don’t fit well within the confines of a traditional course. This is a face-to-face zero-credit course intended to provide students with a framework to master professional development through experiential-based learning opportunities that will give them the necessary tools to identify a career path prior to graduation and succeed in their career development. Key topics include resume and cover letter development, understanding the business majors and associated career paths, and professional skill development such as appropriate business dress, communication, and etiquette.

BUS 1900 Managing Your Financial Affairs (4 Credits)

This course provides an overview of topics that are critical to lifetime personal financial planning. The premise of the course is that personal financial planning starts early in life and especially as a new college graduate begins a professional career. The main topics in the course include Principles of Taxation, Basics of Estate Planning, Lifetime Asset Allocation, Principles of Insurance, Proper Debt Management, the Real Estate Housing Decision, and College Financial Planning for Children. Open to all business and non-business undergraduate students, junior standing or above.

BUS 1999 Daniels College of Business Checkpoint 1 Assessment (0 Credits)

Daniels College of Business graduation requirements include separate assessment exams to show mastery and retention of course content within the business core. The assessment should be taken immediately after completing all of the business core courses assessed (BUS 1000, INFO 1010, INFO 1020, and LGST 2000). Students must pass BUS 1999 before registering for MGMT 2850. This course is for business majors only.

BUS 2099 Daniels Professional Development Program Part II (0 Credits)

This course is the second part of the Daniels Professional Development Program (DPDP). Similar to DPDP I, this course will expose students experiential-based learning opportunities that will provide the necessary tools and skills to successfully land an internship and full-time position prior to graduation. This will include attending a career fair, completing a mock interview and receiving real-time feedback, creating a professional LinkedIn profile, and attendance to career services workshops focused on professional development.

BUS 2999 Daniels College of Business Checkpoint 2 Assessment (0 Credits)

Daniels College of Business graduation requirements include separate assessment exams to show mastery and retention of course content within the business core. This assessment should be taken immediately after completing all of the business core courses assessed (ACTG 2200, ACTG 2300, FIN 2800, MGMT 2100, and MKTG 2800). Students must pass BUS 2999 before registering for MGMT 3800. This course is for business majors only.
**BUS 3000 Strategic Business Communications (4 Credits)**
Leading CEOs know what multiple studies confirm: competence in communication is an essential skill for entry-level positions in business, and excellence in communication is necessary to become an industry leader. This course is designed to allow extensive time to practice and receive expert coaching. Since communication skills develop over time, you will build proficiency through multiple oral and written assignments that increase in rigor and complexity. The assignments will give you the individual and team skills you will need to be successful in both your academic and professional career. The quarter culminates in a client project addressing real campus or community issues. This course is strongly recommended for students who started in fall 2016 or later to help with the completion of Daniels Professional Development Program requirements.

**BUS 3700 Topics in Business (1-10 Credits)**

**BUS 3800 Pioneering Business for the Public Good (4 Credits)**
The vision of Business for the Public Good is to provide an impactful culminating experience in the Daniels Core in which students think critically and creatively to address a societal issue through the lens of business. In this capstone to the business core, students will identify a real-world problem and use business tools and knowledge to address the issue. Topics include stakeholder management, corporate social responsibility, models of business, globalization, the natural environment, technology, public policy, innovative design thinking, among others. This course is designed to explore the place of business in the context of society. The course will familiarize students with the relationships among the private, public and nonprofit sectors. The course will challenge students by engaging them in projects focused on pioneering business to achieve public good and public benefit. Enforced Prerequisites and Restrictions: Junior year status, Completion of business core courses, other than BUS 3800.

**BUS 3980 Internship (0-4 Credits)**
Initial for-credit internship experience for students pursuing a business major, creating the opportunity to acquire meaningful work experience in a supervised, practical setting. Prerequisite: BUS 1000.