

MINOR IN BUSINESS ADMINISTRATION

CERTIFICATION OF COMPLETION OF REQUIREMENTS FOR THE MINOR IN BUSINESS ADMINISTRATION

NAME: _____ CLARION ID _____

LOCAL ADDRESS: _____ PHONE: _____

COLLEGE: _____ MAJOR: _____

DATE MINOR DECLARED: _____ EXPECTED GRADUATION DATE: _____

REQUIRED COURSES

<u>COURSE NO.</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>GRADE</u>	<u>TERM COMPLETED</u>
ACTG 251:	Financial Accounting	3	_____	_____
ACTG 252:	Managerial Accounting	3	_____	_____
ECON 211:	Principles of Macroeconomics	3	_____	_____
ECON 212:	Principles of Microeconomics	3	_____	_____
FIN 370:	Financial Management	3	_____	_____
MGMT 320:	Management Theory & Practice	3	_____	_____
MKTG 360:	Principles of Marketing	3	_____	_____

It is recognized that a number of non-business curricula currently contain business courses (e.g. Information Systems). For those students whose major requires specific upper-division business courses, a maximum of nine (9) upper division business course credits must be completed beyond those required for their non-business major program.

ADDITIONAL UPPER-DIVISION BUSINESS COURSES REQUIRED BEYOND THOSE REQUIRED FOR THE NON-BUSINESS MAJOR PROGRAM (MAXIMUM = 9 CREDITS)

<u>COURSE NO.</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>GRADE</u>	<u>TERM COMPLETED</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Approvals:

Chairperson, Department of Administrative Science

Date

NOTES:

1. Clarion University students whose major is outside of the College of Business Administration may take no more than 25% of their total credits in courses offered by the College of Business Administration. This would amount to a maximum of 30 credits in a 120-credit program. However, students who are enrolled in the Business Minor may be permitted to exceed this limit, dependent upon individual situations, with the approval of the Dean of the College of Business Administration.
2. Undergraduate students intending to complete the Pre-M.B.A. option may meet the requirements for a Business Administration minor. Requests to declare this minor should be filed in the Dean's Office of the College of Business Administration.
3. All courses used for fulfillment of the requirements of a minor must be taken for a grade. (CCPS requirement.)
4. Transfer students must complete a minimum of nine (9) upper-division business course credits at Clarion University.

July 2009