

MINOR IN BUSINESS ADMINISTRATION
CERTIFICATION OF COMPLETION OF REQUIREMENTS
FOR THE
MINOR IN BUSINESS ADMINISTRATION - TRADITIONAL

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	_____	_____

To qualify for the Minor in Business the student must complete a minimum of nine credit- hours of coursework in the minor that does not count toward the student's major or, 30 credit-hours total in the minor. If this restriction requires the student to take extra courses in addition to those required for the minor, those courses must be upper-division (300 level or higher) business courses.

**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 Management and Marketing

Date

NOTES:

- Clarion University students whose major is outside of the College of Business Administration and Information Sciences (COBAIS) may take no more than 25% of their total credits in business courses. 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 COBAIS.
- All courses used for fulfillment of the requirements of a minor must be taken for a grade. (CCPS requirement.)
- Transfer students must complete a minimum of nine (9) upper-division business course credits at Clarion University.