

# Business Administration Minor

(open only to non-business majors)

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- Will your career require you to apply business fundamentals?
- Are you curious about one or more areas of business?
- Will you someday own your own business or need to manage within an organization?

The **Business Administration Minor** is available to all undergraduate students in any non-business major.

## Learn how to:

- Prepare and communicate financial information.
- Understand the practical framework for financial decisions.
- Utilize organization fundamentals such as operational procedures, interpersonal relationships, and communications.
- Make decisions by finding and organizing information.
- Create marketing strategy with associated activities.

The **Business Administration Minor** is a great supplement to your major, adding knowledge and skills related to organizational processes and decision making. You will take a core set of four courses in Accounting, Finance, Management, and Marketing and then have numerous options to customize your Business Administration minor with three additional courses of your choosing!

Students majoring in the liberal arts, sciences or any non-business area can learn business fundamentals by completing the **Business Administration Minor**.

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## Ready to Become a Business Administration Minor?

- Talk with your academic advisor to see how the minor will impact your academic plan.

## Have questions about the minor?

Please contact our advising staff at:

School of Business

Student Center for Academic & Professional Development

Lumpkin Hall 2051

business@eiu.edu

217-581-3528

School of Business



EASTERN ILLINOIS UNIVERSITY™

# Business Administration Minor Requirements

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## Business Administration Minor Core Courses

All students in the **Business Administration Minor** will complete five core courses (15 semester hours) designed to develop fundamental knowledge and skills in business administration:

**BUS 2101 Financial Accounting.** A study of the principles and procedures used to prepare and communicate financial information to the firm's managers and to external parties. Topics include the accounting principles, processes, and data systems used by service/manufacturing firms in the preparation, use and interpretation of financial statements.

**BUS 2710 Survey of Finance.** A practical framework for corporate financial decision making. Topics include: acquisition, allocation, and management of funds and asset valuation methods. The course is not open to business majors. A limit of 3 hours may be applied to a major or minor. **Prerequisites & Notes:** BUS 2101.

**BUS 3010 Management and Organizational Behavior.** Organization fundamentals: objectives, functions, structure and operational procedure, interpersonal relationships, control and motivational systems, and communications. **Prerequisites & Notes:** Junior standing or BUS 1950 with C or better and BUS 2750 with C or better, or permission of the Chair, School of Business.

**BUS 3050, Survey of Management Information Systems.** Subjects include computer concepts, applications software, spreadsheets, databases, computer communications, information systems, telecommunications, and system security. Restricted to non-business majors.

**BUS 3100 Survey of Marketing Principles.** This course provides a thorough overview of the marketing function. Topics include strategic planning, market research, consumer behavior, market segmentation, target marketing and positioning, product development and management, pricing, supply chain and distribution, and advertising and promotions. **Prerequisites & Notes:** Credit for BUS 3100 will not be granted if the student already has credit for BUS 3470. Also, School of Business majors may not enroll in this course. Sophomore status.

### Footnote

\*Students who have the prerequisites (BUS 2101 with C or better, and MAT 2120G) may substitute BUS 3710 for BUS 2710. Students may also substitute BUS 3470 (BUS 2810 with C or better, and MAT 2120G) for BUS 3100.

## Business Administration Minor Elective Courses

To complete the **Business Administration Minor**, students will take two additional course (6 semester hours) approved as electives for the minor from the list below:

BUS 1950	Computer Concepts and Applications for Business.	MAR 3720	Consumer Behavior.
BUS 2102	Managerial Accounting.	MAR 3875	Retail Management.
BUS 2750	Legal and Social Environment of Business.	MAR 4470	Professional Sales
BUS 2810	Business Statistics I.	MAR 4490	International Marketing.
BUS 3200	International Business.	MGT 3450	Human Resource Management.
BUS 3500	Management Information Systems.	MIS 2000	Introduction to Business Logic and Programming Skills.
ENT 3300	Foundations of Entrepreneurship	MIS 3200	Networking Fundamentals.
FIN 3720	Investments.	MIS 3505	Advanced Microcomputer Applications and Development.
FIN 3740	Real Estate Fundamentals.	MIS 3515	Information Presentation.
FIN 3750	Management of Financial Institutions.	MIS 3530	Business Web Site Design.
FIN 3770	Working Capital Management.		

Non-business majors—including students enrolled in the Minor in Business Administration—may complete no more than 25% (30 semester hours) of undergraduate course work in business courses. Business courses include courses with any of the following prefixes: BUS, ACC, FIN, MAR, MGT, MIS and OSC.