



BUSINESS ADMINISTRATION

Fall 2006 – Spring 2008

Department Mission

The Department of Business Administration at Sonoma State University offers a high quality relevant education in business to aspiring and practicing professionals, managers, and entrepreneurs in the private and public sectors. It does this in a small liberal arts and sciences environment where faculty emphasize the development and continuous improvement of the skills of critical analysis, problem solving, creativity, and effective communication.

Bachelor of Science in Business Administration

The Bachelor of Science in Business Administration includes a core of course requirements and a broad range of concentrations. All majors take the lower and upper division core requirements and select a concentration based on individual interests and career plans for a minimum of 55 units. The fields of concentration include: Accounting, Finance, Financial Management, Management (with tracks in Human Resource Management, International Business, Small Business and General Management), Marketing, Wine Business Strategies, and a Special concentration designed by the student with the approval of a faculty advisor and the department chair.

Program Components*

The Bachelor of Science program has three components.

1. Pre-Business

Computer competency, preparatory courses, and lower-division business core

2. Upper-Division Business Core

3. Concentration

1. Pre-Business Component

Students intending to major in Business Administration must meet the *computer competency requirement* and complete all pre-business coursework prior to enrolling in any upper-division major core or concentration courses.

Computer Competency

All business majors must demonstrate computer competency prior to taking BUS 211, BUS 230A, or any upper-division business core class. Competency shall be demonstrated by passing the Practical Computer Competency Requirement (PCCR) exam.

Check www.sonoma.edu/busadmin/PCCR/info.shtml for dates and times.

Preparatory Courses

Preparatory courses are courses that are a necessary part of Pre-Business but their units do not count toward the major. A letter grade of "C" or better is required. The four courses are:

GEA1 (Written and Oral Analysis - any course)

ECON 201A Introduction to Macroeconomics

ECON 201B Introduction to Microeconomics

MATH 131 Introduction to Finite Mathematics or MATH 161 Calculus I

Lower-Division Core

Units earned for lower-division core courses are applied toward the units required for the major. A letter grade of "C" or better is required. The four courses are:

BUS 211 Business Statistics

BUS 225 Legal Environment of Business

BUS 230A Principles of Accounting

BUS 230B Principles of Accounting

**consult your catalog for complete requirements/information.*



2. Upper Division Core*

All Business Administration students must complete the following core requirements:

BUS 316 Production Operations Management

BUS 319 Management Information Systems

or **BUS 334* Accounting Information Systems**

BUS 344 Organizational Behavior

BUS 360 Introduction to Marketing

BUS 370 Introduction to Managerial Finance

BUS 491 Seminar in Management Strategy and Policy (or BUS 491W)**

* students wishing an accounting concentration are recommended to take BUS 334, which is required for BUS 434.

**students should be in last semester of coursework and must have applied for graduation, completed all core requirements, and passed the WEPT in order to be approved for BUS 491 (or BUS 491W).

3. Concentration*

Every Business Administration major must complete an area of concentration. Each concentration consists of a minimum of five courses and each course must be at least 3 units or more. Students should plan carefully and consult their faculty advisor before enrolling in concentration courses. Those wishing to complete a double concentration must take at least eight concentration courses. The areas of concentration are:

Accounting

Finance

Financial Management

Management—with tracks in Human Resource

Management, International Business, Small Business and General Management

Marketing

Wine Business Strategies

Special

Minor in Business Administration*

A minor in Business Administration shall consist of a minimum of 20 units. In addition to the required courses listed below, additional coursework, chosen with consent of a faculty advisor, may be selected as needed to obtain the 20-unit minimum. At least 12 units of upper-division coursework must be completed at Sonoma State University.

Required Minor Courses

BUS 230A Principles of Accounting

BUS 230B Principles of Accounting

BUS 344 Organizational Behavior

BUS 360 Introduction to Marketing

BUS 370 Introduction to Managerial Finance

Academic Advising for Business Administration Students

The department maintains an active advising function in a two tier system. The department employs a full-time academic advisor with whom each Pre-Business student should consult on matters regarding general education, university requirements, the pre-business program and routine major issues.

In addition, every full-time faculty member actively advises Business Administration students, especially on matters relating to the business major and careers. Early contact with a faculty advisor is essential, and is required for upper-division major and concentration requirements. The student's faculty advisor's signature is necessary when applying for graduation.

*consult your catalog for complete requirements/information.

**School of Business and Economics
Department of Business Administration
(707) 664-2377**

<http://www.sonoma.edu/busadmin/>

We hope this information will be helpful. Official requirements of all majors and programs are published in the Sonoma State University catalog. Sonoma State University is an Affirmative Action/Equal Opportunity Institution and has a strong commitment to the principal of diversity. A member of the California State University

