

## **2008-2009 ACADEMIC YEAR MINORS FOR BBA STUDENTS**

The minors listed below are available to BBA students majoring in

Accounting  
Business Management  
Information Technology  
Health Services Administration  
Hospitality Management

- ***FINANCE***
- ***HUMAN RESOURCES***
- ***HOSPITALITY MANAGEMENT & THE  
CULINARY ARTS***
- ***MARKETING***
- ***PROJECT MANAGEMENT***
- ***RETAILING***
- ***NETWORKING***
- ***HEALTH INFORMATICS***

# 2008-2009 ACADEMIC YEAR

## MINOR IN FINANCE

In addition to all other Business Management degree requirements, the *Finance Minor* requires successful completion of 21 credits in Finance courses.

This must consist of:

- |  |                  |
|--|------------------|
| ▪ Six required Finance Minor courses             | 18 credits       |
| ▪ A minimum of One Finance Minor Elective Course | <u>3 credits</u> |
|  | 21 credits       |

### Required Finance Minor Courses

18 credits required (courses may be counted as Major Area or Open Electives).

- |                            |                             |
|----------------------------|-----------------------------|
| ▪ AC-102 / AC 162          | Principles of Accounting II |
| ▪ AC-205 / AC-215 / AC 330 | Intermediate Accounting I   |
| ▪ FA-204 / FA 304          | Money and Banking           |
| ▪ FA-301 / FA 305          | Corporate Finance           |
| ▪ FA-303 / FA 308          | Financial Management        |
| ▪ FA-306 / FA 310          | Investment Analysis         |

### Finance Minor Recommended Elective Courses

Minimum of 3 credits required (courses may be counted as Major Area or Open Electives).

- |          |                                     |
|----------|-------------------------------------|
| ▪ FA-320 | Quantitative Analysis & Forecasting |
| ▪ FA-332 | Advanced Investment Analysis        |
| ▪ FA-354 | Portfolio Theory & Management       |
| ▪ FA-361 | International Finance               |
| ▪ FA-421 | Advanced Corporate Finance          |
| ▪ FA-496 | Mergers and Acquisitions            |

## 2008-2009 ACADEMIC YEAR MINOR IN HUMAN RESOURCES

In addition to all other Business Management degree requirements, the **Human Resources Minor** requires successful completion of 21 credits in Human Resources courses, after completing Human Resources Management (MG-211).

This must consist of:

- |  |    |
|--|----|
| ▪ Six (6) required Human Resources Minor courses             | 18 |
| ▪ A minimum of one (1) Human Resources Minor Elective Course | 3  |
|  | 21 |

### **Required Human Resources Minor Courses**

*18 credits required (courses may be counted as Major Area or Open Electives)*

COURSE CODE	COURSE NAME	PRE-REQUISITE
▪ MG 216	Labor Relations	MG 211
▪ MG 217	Compensation and Benefits	MG 211
▪ MG 250	Human Resources Development	MG 211
▪ MG 252	Recruitment and Selection	MG 211
▪ MG 350	International Human Resources	MG 211
▪ MG 352	Human Resources Information Systems Management	MG 211

### **Human Resources Minor Recommended Elective Courses**

*Minimum of 3 credits required (courses may be counted as Major Area or Open Electives)*

COURSE CODE	COURSE NAME	PRE-REQUISITE
▪ MG 213	Organizational Behavior	MG 211
▪ MG 222	Industrial Psychology	MG 213
▪ MG 354	Occupational Health & Safety	MG 250
▪ MG 356	Legal Environment of Human Resources	MG 250
▪ MG 358	Personnel Training	MG 250
▪ MG 360	Benefits	MG 250

I \_\_\_\_\_ hereby declare my intention to complete a minor in Human Resources, and as part of my Business Management Degree Requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Minor in Human Resources

# 2008-2009 ACADEMIC YEAR

## MINOR IN

# HOSPITALITY MANAGEMENT & THE CULINARY ARTS

In addition to all other Business Management degree requirements, the ***Hospitality & The Culinary Arts Minor*** requires successful completion of 21 credits in the minor area.

This must consist of:

- |   |   |                   |
|---|---|-------------------|
| ▪ | Four (4) required Hospitality & The Culinary Arts Minor courses     | <b>12 credits</b> |
| ▪ | Three (3) Elective Hospitality & The Culinary Arts Elective courses | <b>9 credits</b>  |
|   |   | <b>21 credits</b> |

### Hospitality and The Culinary Arts Major Area Required Courses

12 credits required (courses may be counted as Major Area or Open Electives).

HP-102	Rooms Division Management
HP-110	Food & Beverage Management
HP-130	Hospitality Law
HP-215	Customer Service for Hospitality and Culinary Managers

### Hospitality and The Culinary Arts Electives

*Minimum of 9 credits required (courses may be counted as Major Area or Open Electives). Students may choose any combination of hospitality and/or culinary courses to satisfy their electives.*

### General Education

The following courses are strongly recommended:  
MG-211, Human Resource Management and MG-216, Labor Relations I

# 2008-2009 ACADEMIC YEAR MINOR IN MARKETING

In addition to all other Business Management degree requirements, the *Marketing Minor* requires successful completion of 21 credits in Marketing courses.

This must consist of:

- Seven required Marketing Minor courses 21 credits

## Required Marketing Minor Courses

21 credits required (courses may be counted as Major Area or Open Electives).

- |          |                     |
|----------|---------------------|
| ▪ MK-201 | Advertising         |
| ▪ MK-202 | Salesmanship        |
| ▪ MK-203 | Product Development |
| ▪ MK-205 | Retail Management   |
| ▪ MK-212 | Market Research     |
| ▪ MK-322 | Market Management   |
| ▪ MK-342 | Consumer Behavior   |

## Marketing Minor Recommended Elective Courses

In addition students may wish to select the following Marketing Courses as Elective Courses.

- |          |                               |
|----------|-------------------------------|
| ▪ MK-340 | International Marketing       |
| ▪ MK-420 | Advanced Marketing Management |

# 2008-2009 ACADEMIC YEAR MINOR IN PROJECT MANAGEMENT

In addition to all other Business Management degree requirements, the ***Project Management Minor*** requires successful completion of 21 credits in Project Management and business related courses, after completing Introduction to Product Management (MG-230).

This must consist of:

- Six (6) required Project Management courses 18
  - A minimum of one (1) Minor Elective Course 3
- 21

### ***Project Management Minor Courses***

*18 credits required (courses may be counted as Major Area or Open Electives)*

COURSE CODE	COURSE NAME	PRE-REQUISITE
▪ MG 231	Project Management Application	MG 230
▪ MG 211	Human Resources Management	
▪ MG 213	Organizational Behavior	MG 211
▪ MG 233	Advanced Project Management	MG 230
▪ MG 234	Certified Associate PM	MG 231, MG 232, MG 233
▪ MG 235	Contemporary Issues in Project Management Presentation	MG 230

### ***Project Management Minor Recommended Elective Courses***

Minimum of 3 credits required (courses may be counted as Major Area or Open Electives)

COURSE CODE	COURSE NAME	PRE-REQUISITE
▪ MG 222	Industrial Psychology	
▪ MG 350	International Human Resources	MG 250
▪ CP 255	Advanced Spreadsheet	CP 125

I \_\_\_\_\_ hereby declare my intention to complete a minor in Project Management, and as part of my Business Management Degree Requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Minor in Project Management

# 2008-2009 ACADEMIC YEAR

## MINOR IN RETAILING

In addition to all other Business Management degree requirements, the *Retailing Minor* requires successful completion of 18 credits in Retailing courses after completing MK 101, Introduction to Marketing.

This must consist of:

- |   |   |                  |
|---|---|------------------|
| ▪ | Six (6) required Retailing Minor courses                    | 18 credits       |
| ▪ | A minimum of one (1) Entrepreneurship Minor Elective Course | <u>3 credits</u> |
|   |   | 21               |

### Required Retailing Minor Courses

18 credits required (courses may be counted as Major Area or Open Electives).

- |          |                         |
|----------|-------------------------|
| ▪ MK-205 | Retail Management       |
| ▪ MK-207 | Multi-channel Retailing |
| ▪ MK-209 | Retail Operations       |
| ▪ MK-342 | Consumer Behavior       |
| ▪ EB-101 | E-Commerce              |
| ▪ MK-203 | Product Development     |
| ▪ MG-212 | Business Ethics         |

### Entrepreneurship Minor Recommended Elective Courses

Minimum of 3 credits required (courses may be counted as Major Area or Open Electives)

- |          |                           |
|----------|---------------------------|
| ▪ MK-206 | Marketing on the Internet |
| ▪ MK-212 | Market Research           |
| ▪ MK-202 | Salesmanship              |

# 2008-2009 ACADEMIC YEAR MINOR IN NETWORKING

In addition to all other Information Technology degree requirements, the *Networking Minor* requires successful completion of 21 credits in Information Technology courses.

This must consist of:

- Four (4) required Networking Minor courses 12 credits
- Three (3) required Networking Minor Elective Course 9 credits
- 21 credits**

## Required Networking Minor Courses

*12 credits required (courses may be counted as Major Area or Open Electives)*

COURSE CODE	COURSE NAME	PRE-REQUISITE
• CP280	Cisco III	CP275
• CP285	Cisco IV	CP280
• CP225	Unix/Linux	CP101 or CT101
• CP321	Networking in a Windows Environment	CP221 or CP270

## Required Networking Minor Elective Courses

*9 credits required (courses may be counted as Major Area or Open Electives)*

COURSE CODE	COURSE NAME	PRE-REQUISITE
• CP227	End User Support	CP221 or CP270
• CP403	Operating Systems Security	CP303, CP360
• CP423	Active Directory	CP321, MA140
• CP460	Wireless Technology	CP321 or CP275
• CP470	Information Security	CP360

I \_\_\_\_\_ hereby declare my intention to complete a minor in Networking, and as part of my Information Technology Degree Requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Minor in Networking

# 2008-2009 ACADEMIC YEAR

## MINOR IN HEALTH INFORMATICS

In addition to all other Health Services Administration degree requirements, the *Health Informatics Minor* requires successful completion of 21 credits in Health Services and Information Technology courses.

This must consist of:

- Four (4) required Health Services and Information Technology Minor courses 12 credits
- Three (3) required Health Services and Information Technology Minor Elective Course 9 credits  
21 credits

### Required Health Services and Information Technology Courses

*12 credits required (courses may be counted as Major Area or Open Electives)*

COURSE CODE	COURSE NAME	PRE-REQUISITE
• HA135	Introduction in Health Informatics	
• CP130	Database	CP101 or CT101
• HA325	Computer Applications in Health Care I	CP101, HA301
• CP270	Cisco I	CP101 or CT101

### Required Health Services and Information Technology Minor Courses

*9 credits required (courses may be counted as Major Area or Open Electives)*

• HA375	Computer Applications in Health Care II	HA325
• BT220	Technology of Presentations	CP101 or CT101
• CP295	Systems Analysis and Design	Sophomore Standing
• CP330	Database Management Systems	CP130
• CT390	Internship	Junior Standing

## Minor in Health Informatics