

Glassboro State College Senate Curriculum Committee

# Approval Form

Proposal Title: Minor in Business Administration

Sponsor(s) Robert D. Lynch Dept.: Management/MIS Ext. 5161

**Check one:**  Course  Specialization  Concentration  Minor  Achievement Certificate  
 Certification Program  Major Program  Minor Change (please name deletion or credit/title/catalog change)

Undergraduate  Graduate      Credit Hours

### Step 1 (Department)

Approved Feb 6, 1991  
Date

Not Approved  
Robert D. Lynch  
Dept. CC Chairperson

Reviewed 2-13-91  
Date

David M. Hamilton  
Dept. Chairperson

### Step 2 (Receipt)

SCC# 90 91-48

Proposal Received       
Date

Joseph M. Hathaway  
SCC Chairperson

### Step 3 (School CC)

Reviewed 2/20/91

Approved  
 Not Approved

Comments:

Thomas A. Michael  
School Curr. Comm. Chairperson

### Step 4 (Academic Dean)

### Comments:

Recommend  
 Not Recommend  
 Conditionally Recommend (see comments)

Reviewed 2/20/91  
Date

Harold W. Lugin  
Signature, Dean of School

### Step 5 (SCC)

Open Hearing 3/8/91  Approved by Senate Curriculum Committee 3/5/91  
Date Date

Returned to sponsor(s) for the following reasons:

### Step 6 (Senate)

Presented to Senate 3/8/91  
Date

Approved  Not Approved

Notification to Executive Vice-President/Provost 3/20/91  
Date

Joseph M. Hathaway  
Signature, SCC Chairperson

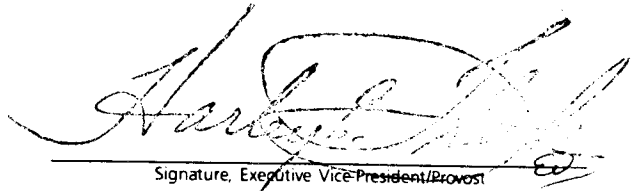
**Step 7 (Executive V.P./Provost)**

Received 4/15/91  
Date  
If no, reasons are as follows:

Approved  Yes  No

Student credit hours NA  
Faculty load hours NA  
Equalized credit hours NA } MINOR BUS ADM

Official copy and approval sheet filed \_\_\_\_\_  
Date

  
Signature, Executive Vice-President/Provost

**Registrar**

Approved course description received \_\_\_\_\_  
Date

Hegis Taxonomy and Course Number assigned \_\_\_\_\_

\_\_\_\_\_  
Signature, Registrar Date

**Notification forwarded:**

- Senate Curriculum Committee Chairperson
- Department Chairperson(s)
- Academic Dean(s)
- Registrar
- Sponsor(s)

GLASSBORO STATE COLLEGE  
SCHOOL OF BUSINESS ADMINISTRATION

PROPOSAL FOR A MINOR IN BUSINESS ADMINISTRATION

1. ABSTRACT

There are many students in other disciplines at Glassboro State College who take a variety of business courses during their undergraduate studies. In addition, the School of Business Administration developed a program of study for students who wish to enroll in the MBA program but have not completed the required business foundation courses. The Minor in Business Administration provides a program of study for the students who want a series of undergraduate business courses to enhance their employment credentials. It also provides the necessary series of foundation courses for the non-business student who plans to enroll in the MBA Program sometime in the future.

The Minor in Business Administration will be administered by the School of Business Administration. It will require no additional faculty or physical resources and can be implemented immediately upon approval of this proposal.

The student must complete 21 credit hours in business courses for the Minor in Business Administration. Twelve credit hours in specific General Education prerequisites are required:

General Education Courses

Business Courses

Macroeconomics

Legal Environment of Business

Microeconomics

Accounting I & II

Statistics I<sup>1</sup>

Principles of Marketing

Computer Literacy or  
equivalent

Principles of Management

Principles of Finance

Management Information Systems

Students must achieve a 2.5 GPA in the General Education Courses before acceptance into the Minor and must maintain a 2.5 GPA in all business courses. Receiving a Minor in Business Administration does not necessarily qualify a student for acceptance into the MBA Program<sup>2</sup>.

1. Pre-Calculus or its equivalent is a prerequisite for Statistics I.

2. Calculus Techniques and Applications is an additional course requirement for MBA students but students interested in the MBA Program should contact the Graduate Office for other admission requirements.

## 2. Details

- a. Title of the proposal: Minor in Business Administration
- b. Sponsor: Robert D. Lynch, School of Business Administration
- c. Scope: This program will be available to all non-business majors at Glassboro State College. It requires 21 credit hours in business courses.
- d. Relationship to curriculum: Students normally should take the general education prerequisite courses as part of the requirements for their major. The business courses may be taken as free electives and/or electives within their program requirements.
- e. Prerequisites and eligibility: Students must complete four General Education Courses with a minimum 2.5 GPA before acceptance into the Business Minor. These courses are Microeconomics, Macroeconomics, Statistics I and Computer Literacy (or its equivalent). Students with weak math backgrounds may have to take additional math prerequisites (Pre-Calculus or its equivalent is a prerequisite for Statistics I).
- f. Time scale of implementation: Since all courses are in place, this program can be implemented immediately after approval of the proposal.
- g. Resource requirements: No additional resources are required.

## 3. Rationale

The School of Business designed its curriculum to meet the guidelines of our accreditation association, the American Assembly of Collegiate Schools of Business. The guidelines require a number of specific general education prerequisites and the sequencing of our business courses. For these reasons it has been difficult to accommodate students wishing to take upper division business courses. Non-Business students are excluded from all but the lowest level business courses.

The School of Business considered the same problems when it established the MBA Program and there was a need to develop a sequence of general education and business foundation courses to qualify students for admission to the MBA Program. After three years of experience with the Pre-MBA Program, we believe that the model used in that program provides a strong basis for establishing a Minor in Business Administration.

A Minor in Business Administration will serve two groups of students in non-business majors:

- a. Students who wish to reinforce their employment credentials by taking several business courses. A Minor in Business Administration provides stronger and more credible program for these students. Many large corporations increasingly are recognizing the importance of a strong background in the liberal arts and sciences. However, they are looking for entry level business skills too. This minor provides these skills.
- b. Students planning to do graduate work in Business. Students entering many fields are finding that they can enhance their promotional opportunities with an advanced degree in business. Students, especially in other vocational areas, may opt for a Minor in Business Administration knowing that the minor contains the courses which many colleges require as foundation courses for their MBA Program. (Most MBA Programs including the program at GSC require a course in calculus which is not a requirement in this minor.)

In addition to these students, a minor also provides guidelines for graduates who have majored in other fields but now are employed in business and are looking for a sequence of business courses to take.

#### 4. Essence of the Minor

- a. Major Goals: To provide a general business background for non-business students.
- b. Specific objectives: To provide a sequence of courses which will meet AACSB guidelines for sequencing of the business curriculum and at the same time provide students with a Minor in Business which can be taken within the constraints of their own major.
- c. Structure: This minor requires that the students have several general education prerequisites which may be taken in any order. However students must plan the courses early if they are to fit them into their General Education requirements. These courses are:

An Introduction to Economics (Macro), 2204.101, 3 cr  
An Introduction to Economics (Micro), 2204.102, 3 cr  
Computer Literacy, 0701.100, 3 cr (or equivalent)  
Statistics I, 1702.260, 3 cr (Prerequisite: Pre-Calculus or equivalent)

The Minor in Business Administration requires 21 credits in business courses, all of which come from the School of Business Core. A minimum GPA of 2.5 must be maintained in all business courses. The required courses are:

Lower Division

Legal Environment of Business, 1498.240, 3 cr

Accounting I, 0502.210, 3 cr

Accounting II, 0502.211, 3 cr

Upper Division (Lower Division courses must be completed first)

Principles of Management, 0506.303, 3 cr

Principles of Marketing, 0509.300, 3 cr

Principles of Finance, 0504.300, 3 cr

Management Information Systems, 0506.334, 3 cr

- d. Administration: The School of Business Administration will administer this program within their normal advisement process.

5. Results of Consultation

This proposal was approved by the faculty of the School of Business Administration. The Mathematics, Computer Science and Economics Departments will be consulted.

03/25/91