BUSDNESS ADMINISTRATION

Department Mission
The Department of Business Administration at Sonoma State University offers 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 in which faculty emphasize the development and continuous improvement of the skills of critical thinking, effective communication, ethical reasoning, maintaining a global perspective and applying disciplinary tools. Learn more about the department and the School of Business and Economics at our website: www.sonoma.edu/sbe.

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. In addition to lower-division preparatory courses, all majors must complete a minimum of 55 units by taking the lower-and upper-division core requirements and selecting a concentration based on individual interests and career plans. The fields of concentration include: Accounting, Finance, Financial Management, 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 in Business Administration program has three components:

1. Pre-Business
2. Upper-Division Core
3. Concentration

I. Pre-Business
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. (For information on all Pre-Business requirements please visit our website at www.sonoma.edu/sbe.)

Computer Competency
All Pre-Business majors must demonstrate computer competency prior to changing their status to Business Administration and taking any upper-division business core class.

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 in each course.

The five preparatory requirements are:
- GE A Area (completion of this area)
- ECON 204 Introduction to Macroeconomics
- ECON 205 Introduction to Microeconomics
- MATH 131 Introduction to Finite Mathematics
  Or MATH 161 Calculus 1
- BUS 211 Business Statistics
  Or MATH 165 or ECON 217

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 in each course. The three courses are:
- BUS 225 Legal Environment of Business
- BUS 230A Financial Accounting
- BUS 230B Managerial Accounting
2. Upper-Division Core

All Business Administration majors must complete the following core requirements:

- BUS 316 Production Operations Management
- BUS 319 Management Information Systems
- BUS 320* Business Data Analysis and Interpretation
- BUS 344 Organizational Behavior
- BUS 360 Introduction to Marketing
- BUS 370 Introduction to Managerial Finance
- BUS 491** Seminar in Management Strategy and Policy

*BUS 320 is required for students entering SSU in Fall 2018 and beyond. Students who entered SSU prior to Fall 2018 do not need to take BUS 320.

**Students should take BUS 491 in the last semester of coursework. In order to be approved to enroll in BUS 491 students must have completed all other upper-division core requirements and submit a graduation application.

3. Concentration

Every Business Administration major must complete an area of concentration. Each concentration consists of a minimum of five upper-division courses and each course must be at least 3 units. 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
- Marketing
- Wine Business Strategies
- Special

Minor in Business Administration

A minor in Business Administration shall consist of a minimum of 20 units. A minimum GPA of 2.50 is required in order to apply for the Business minor. 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. The accounting classes (BUS 230A and BUS 230B) must be passed with a letter grade of "C" or better before taking the 300-level BUS courses. At least 12 units of upper-division coursework must be completed at Sonoma State University.

Required Minor Courses

- BUS 230A Financial Accounting
- BUS 230B Managerial 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. The student’s faculty advisor’s signature is necessary when applying for graduation.

We hope this overview is helpful. For complete degree requirements, you should consult your catalog. For additional information, visit the School of Business and Economics website at www.sonoma.edu/sbe and explore the Undergraduate Program section.

Sonoma State University is an Affirmative Action/Equal Opportunity institution and has a strong commitment to the principle of diversity. A member of the California State University System.