

BUSINESS INTERDISCIPLINARY STUDIES

Minors:

- Business Administration (p. 1)

Minor in Business Administration (BUS)

The interdisciplinary minor in Business Administration is offered for students who are not in the School of Business Administration.

The minor in Business Administration is a valuable program for non-business majors who intend to pursue careers in business or want to prepare for an MBA program.

The minor in Business Administration is available to non-business majors only. The course requirements are listed below. Note that additional prerequisites may apply to some of the course selections which would increase the total number of hours needed to complete the minor.

Business Administration Minor ¹

ACC 200	Introduction to Accounting	3
or ACC 207 & ACC 208	Introduction to Financial Accounting and Introduction to Managerial Accounting	
ECO 203	Principles of Microeconomics	3
or ECO 204	Principles of Macroeconomics	
FIN 300	Survey of Financial Management ²	3
MGT 300	Survey of Organizational Behavior ²	3
or MKT 300	Survey of Marketing	
OPS 300	Introduction to Operations & Supply Management ²	3
or MIS 300	Survey of Management Information Systems	
Select at least one additional elective from any listed below or above: ³		
FIN 200	Finance for the Common Good	3
or MGT 201	Legal and Ethical Environment of Business	
or INB 302	Survey of International Business	
or MIS 365	Protecting Personal Information Resources in an Interconnected World	

Total Hours **18**

¹ More than 50 percent of credits in the minor must be taken at UD.

² The equivalent 301 course can replace the 300 course.

³ Students may take any 300 course not selected from required courses above as an elective.

Courses

BIZ 101. Welcome to UD and Dayton Business. 1 Hour

This required first year, first semester course for all business students introduces students to the resources, tools, and information needed for success in the School of Business Administration (SBA) and at the University of Dayton (University). Topics covered include college readiness, the benefits of becoming connected with student groups, faculty, advisors, academic support services and other resources that are available to all students. An introduction to resume writing and interviewing skills will provide a foundation for networking, getting connected with groups and organizations, and ultimately gaining internship experience and becoming a business professional. All business majors and minors, curriculum requirements, and BWISE topics will be covered in order for students to be knowledgeable and aware of all of the graduation requirements required by the University and also those requirements unique to the SBA.

BIZ 103. Develop Your Vocation and Career Flight Plan. 1 Hour

This course is designed to assist first-year students in developing their career and vocational flight plans by developing self-awareness, discovering their career options, and understanding how to deliver their brand. The course is offered in Spring semesters. Prerequisites: Course is for business majors.

BIZ 200. Business Cases and Communications for Non-Business Majors. 3 Hours

This course satisfies the BIZ 201 requirement for students transferring into the School of Business Administration. Business Cases and Communications for non-business majors is a dynamic course for first-year students providing a practical understanding of business functions i.e., Accounting, Finance, Management, Entrepreneurship, Marketing, MIS, and Operations. The course incorporates real-world cases and scenarios to emphasize the inner workings of business and to emphasize expectations regarding business communications. Students will develop critical thinking skills while honing essential communication skills, including writing professional emails and memorandums, leading meetings, and delivering concise and persuasive results and presentations. The course equips students with a foundational grasp of business operations while emphasizing effective business communication techniques.

BIZ 201. Business Cases and Communications. 3 Hours

Business Cases and Communications is a dynamic course for first-year students providing a practical understanding of business functions i.e., Accounting, Finance, Management, Entrepreneurship, Marketing, MIS, and Operations. The course incorporates real-world cases and scenarios to emphasize the inner workings of business and to emphasize expectations regarding business communications. Students will develop critical thinking skills while honing essential communication skills, including writing professional emails and memorandums, leading meetings, and delivering concise and persuasive results and presentations. The course equips students with a foundational grasp of business operations while emphasizing effective business communication techniques. Prerequisites: Business majors only.

BIZ 202. Career Flight Takeoff. 1 Hour

School of Business Administration students will learn resume, interviewing, and networking skills that enable their career goals to take flight. Course is offered in Fall semesters.

BIZ 301. Successfully Navigating Your Career Flight Plan. 1 Hour

School of Business Administration students will gain skills and knowledge to navigate topics that impact post-graduation success including evaluating job offers, financial literacy for young professionals, and workplace expectations.

BIZ 3WR. Business Writing Course - transfer only. 3 Hours

BIZ 497. Professional Work Experience. 1-6 Hours

Supervised business work experience in association with a participating organization. May not be used for major or business core requirements. Pass/Fail grading only. Prerequisites: Permission of Associate Dean required.