

Minor in Business Administration

Shidler College of Business
University of Hawai'i at Manoa

Who may apply for the Business Minor?

Currently enrolled UHM classified undergraduate students, not enrolled or intending to enroll in Shidler College of Business, who **will meet all** (see below) admission requirements no later than the end of the semester before the expected date of entrance.

Admission Requirements for Minor in Business Administration

- ❖ 60 credits (junior standing)
- ❖ Cumulative GPA of **2.50** in all course grades (attempted at both UH Manoa & all other colleges attended). If a student has completed 30 or more credits at UH Manoa with a cumulative GPA of 2.50 or higher, the transfer GPA will not be used to determine admission.
- ❖ Combined **2.50** GPA in the following pre-business courses with no grade below "C" (not "C-"). Please note that "C" grades cannot be repeated.
 - ICS 101 or LTEC 112 AND LTEC 113, or equivalent
 - **Beginning Spring 2016, ICS 101 will take place of the ICS 101(B) requirement**
 - One of Econ 120, 130, or 131
 - ACC 201
 - Calculus (BUS 250 or MATH 203 or 215 or 241(205) or 251 or NREM 203) or Statistics (EDEP 429 or NREM 310 or ECON 321 or NURS 203 or PSY 210 or SOCS 225)
 - PSY 100 or SOC 100

* If a student receives a grade of a "C-" or lower in a pre-business course and retakes the course outside of UH Manoa, both the old AND the new grade will be factored into the pre-business GPA. If both courses are taken at UH Manoa, the most recent grade will be used to replace the original grade. However, if the student takes a DIFFERENT course to raise his/her GPA, only the higher grade will be computed (since it was earned in a different course).

FOR ALL NON-UH SYSTEM COURSE WORK:

- ❖ Final grades must be received by Shidler College of Business **no later than December 31 for Spring admission and June 15 for Fall admission. No exceptions will be made.**
- ❖ A signed note from your instructor with the final grade that will appear on your official records.
- ❖ A copy of your **request** for transcripts to: (not official transcripts)

*University of Hawai'i at Manoa Shidler College of Business
Office of Student Academic Services
2404 Maile Way, B-101
Honolulu, HI 96822*

- ❖ Non-UHM coursework must also be sent to the Office of Admissions & Records.
*Office of Admissions and Records; University of Hawaii at Manoa; 2600 Campus Road, Room 001
Honolulu, Hawaii 96822-2385*
- ❖ If any Pre-Business courses were completed at a school other than the University of Hawaii system, a Petition for Course Equivalency may be required. Please contact our office to obtain a petition form. All completed and approved petitions must be received by December 31 for Spring admission and July 1 for Fall admission.
If you have any questions, please call (808) 956-4869.

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Requirements for Business Minor

The Minor in Business Administration shall consist of 15 credits of non-introductory courses.

Required (6 credits):

- ❖ BUS 312 Principles of Marketing (3 credits)
- ❖ BUS 315 Global Management and Organizational Behavior (3 credits, prerequisite course: PSY 100 or SOC 100)

Electives (9 credits):

- ❖ ACC 202 Introduction to Management Accounting (3 credits, prerequisite course: ACC 201)
- ❖ BUS 310 Statistical Analysis for Business Decisions (3 credits)
- ❖ BUS 311 Information for Global Business Environment (3 credits, prerequisite course: ICS 101 or LTEC 112+113)
- ❖ BUS 313 Economic & Financial Environment of Global Business (3 credits, prerequisite courses: ECON 130 and 131)
- ❖ BUS 314 Business Finance (3 credits prerequisite courses: ACC 202, ECON 130, and ECON 131)

Notes:

1. Exceptions to substitute business courses other than those listed above or under #3 below are not allowed.
2. Prerequisites to business courses are strictly enforced.
3. Shidler residency requirement: a minimum of 9 credits towards the Business Minor must be earned at the Shidler College of Business.
4. TIM Majors cannot receive credit for both BUS 312 and TIM 304; and both BUS 315 and TIM 303. Therefore, TIM students should take MKT 311 or 351 in lieu of BUS 312; and MGT 341 or HRM 351 in lieu of BUS 315.

*Clearance for business minor courses will be provided for admitted students prior to the start of the Fall and Spring registration period.