



SEBA

**SCHOOL OF ENTREPRENEURSHIP &
BUSINESS ADMINISTRATION**

Business Administration Program

Minor Policy and Procedures

Last Updated: December 2020



Overview

As a complement to their major, AUCA students may be eligible to declare a Minor in Business Administration (BA) to enhance their marketability and build resume. Students completing the BA minor will gain a solid foundation in four primary business disciplines: management, marketing, finance and financial accounting. **Management** course will introduce students to the functions of management, leadership, strategy, planning, and organizational behavior. Marketing involves creating profitable and lasting customer relationships. **Introduction to Marketing** will familiarize you with marketing tools and solutions, marketing management, and an understanding of the opportunities and pitfalls of marketing. Every successful businessperson needs an essential understanding of the financial aspects of their business. **Introduction to Finance** and **Financial Accounting** will give students the tools to measure, manage and plan for the financial performance and success of a business. Detailed information may be found at the [SEBA web-site](#).

General Requirements

According to Business Administration Program regulations, students must meet the following requirements before being granted permission to declare a minor and to take the minor exam:

- Earn 48 credits in mandatory and elective courses;
- Earn a grade of “C-” or higher in each required course;
- Earn a cumulative AUCA GPA of 3.0.

Required Courses

A minimum of **48 credits** is required for a minor program with at least 60% of credits taken from the BBA Program.

- **Mathematics** complete one of the following courses with a grade of “B” or higher:
 - **MAT 132** Math for Business and Economics I (6 credits)
 - **MAT 103** Linear Algebra and Analytic Geometry (6 credits)
 - **MAT 128** Contemporary Math I (6 credits)
- **ECO 112.1** Introduction to Microeconomic Theory (6 credits)
- **FIN 280** Financial Accounting I (6 credits)/ **ECO 222** Accounting/Finance (6 credits) *
- **FIN 285** Financial Accounting II (6 credits) *
- **MNG 302.1** Introduction to Management (6 credits)
- **MNG 303** Organizational Behavior (6 credits)
- **FIN 305** Introduction to Finance (6 credits)
- **MRK 302.1** Introduction to Marketing (6 credits)

* Economics Department students could take “FIN 285: Financial Accounting II” after “ECO 222: Accounting/Finance”. All other students should pass both “Financial Accounting I and II” courses.

* Only BA students are eligible for the [ACCA Exemption](#) in Financial Accounting (FA).

Declaring a Minor

A minor is a secondary area of study in which the students may choose to concentrate, in addition to the major. In order to apply for a Minor in Business Administration, students must present a minimum GPA of 3.0 in their majors. Students must obtain the approval of the Chair of their major program and the Chair of SEBA before [declaring a minor](#).

Students may apply for a minor only after the first year of study is completed, but no later the completion of the third year of study. [Minor Declaration Application Form](#) is available at the Shared Service Center. Students should pick up an application from the SSC Office, complete this form, obtain the appropriate signatures and submit it to the [Registrar's Office](#).

Minor Exam Procedure

If a student meets the BBA minor requirements, then the Coordinator of the BBA Program submits a memo with the list of students allowed to pass the minor exam. The memo is approved by the Registrar's Office, VPAA and VP/COO followed by the issuance of a university decree. After the successful completion of minor requirements, the senior students will take a minor exam in the last spring semester of their final year of study, according to the program's exam schedule, – usually by the end of May (semester 8). Students will be informed about the conditions and form of the minor exam at least two months beforehand. Based on the grade report, the Business Administration Program issues the Minor Certificate – students will pass their minor exam if they get grade “D-” or above.

- The minor exam will be conducted in English.
- The total recommended time for the minor exam is 2-3 hours.
- The minor exam is comprised of 4 components:
 - Introduction to Management
 - Introduction to Marketing
 - Introduction to Finance
 - Financial Accounting

Academic Dishonesty

- As defined, academic dishonesty is a *failure to maintain academic integrity*. More information at the [AUCA Student Handbook](#).
- Students are expected to maintain high ethical standards in all their academic endeavors. All cases of academic dishonesty will result in a failing grade and will be referred to the Business Administration Chair for administrative review.



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Office of the Registrar

Declaration of a Minor

Semester: Fall Spring Academic Year: _____

Student Name: _____ Year: FR SO JR SR

Student ID: _____ Advisor Name: _____

MAJOR:

ANTH	BA	ECO	GEO	ES	JMC	IBL	ICP	LAS	MATH	PSY	SOC	SFW	TCMA
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Cumulative GPA _____

GPA of Last Semester _____

Earned Credits _____

Requests enrollment in a MINOR in _____

Comment: _____

Student Signature _____

Advisor Signature _____

Date: _____

Date: _____

“Approved”

Chair of Major Program _____

Date: _____

Chair of Minor Program _____

Date: _____

Please, submit this original to the Registrar Office.

_____ Registrar