



2021- 2022

BUSINESS

ADMINISTRATION

FRESHMAN

ORIENTATION

HANDBOOK

MAJORS OFFERED IN THE CRAIG SCHOOL OF BUSINESS



B. S. in Business Administration

Options offered in:

- Accountancy
- Computer Information Systems
- Data Analytics
- Entrepreneurship
- Finance
- Human Resource Management
- International Business
- Logistics and Supply Chain Strategies
- Management
- Marketing
- Real Estate and Urban Land Economics
- Sports Marketing



Accelerated Bachelors in Business

Administration (ABBA)

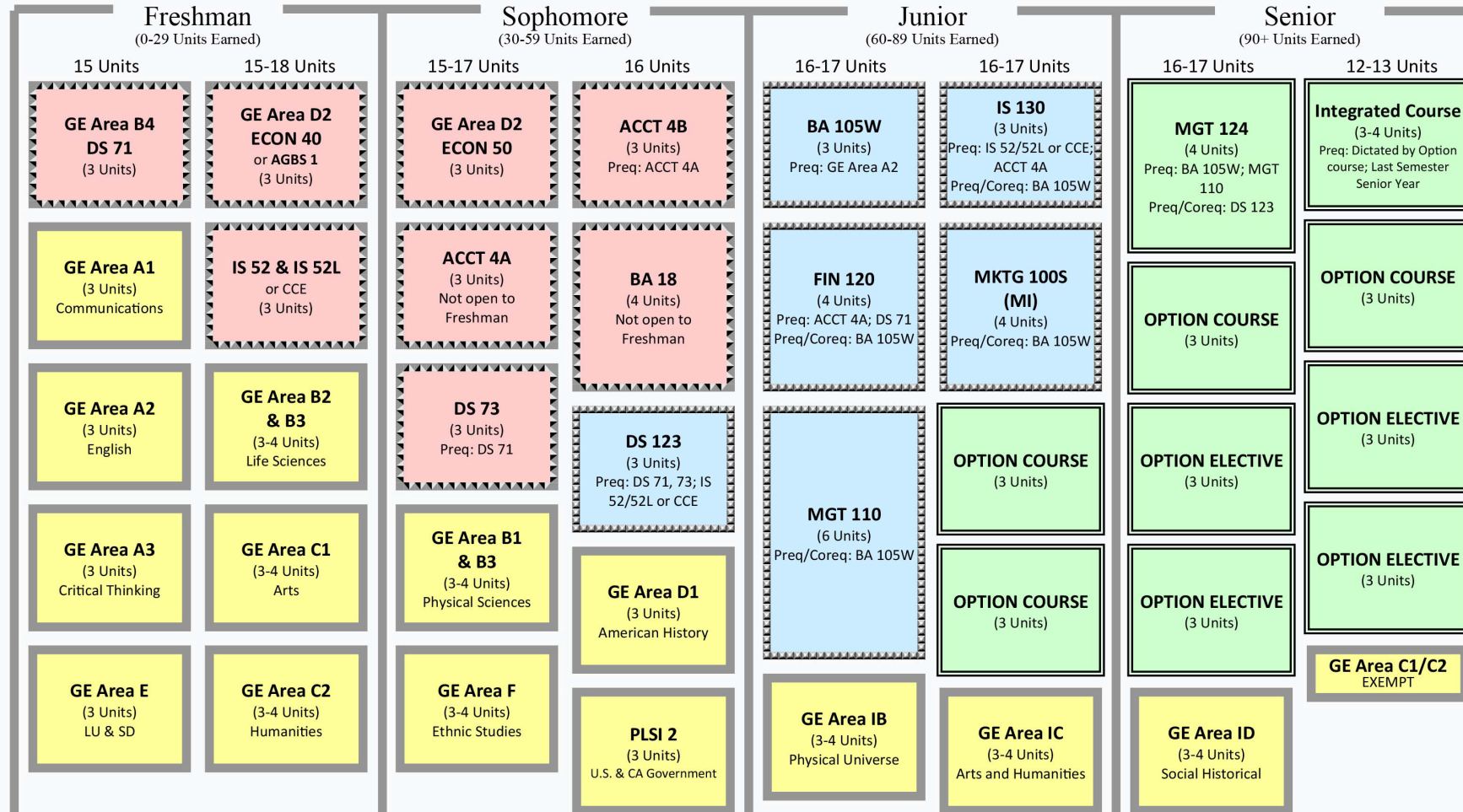


B. A. in Economics



B. A. in Fashion Merchandising

PRE-BUSINESS FLOWCHART CATALOG YEAR 2021- 2022



***15 units a term is needed to complete degree in 4 years.**

All **Pre-Business**, **Business Core**, and **Option** courses **MUST** be completed with a letter grade of "C" or better, except courses having mandatory CR/NC grading. Business Administration students **MUST** complete all **Pre-Business** courses and **MUST** maintain at least a **2.25 Campus AND Cumulative GPA** to declare an Option and be eligible to take **Option** courses.
CCE: Contact the CSB Advising Center to schedule a Computer Competency Exam test date.

OPTION COURSES AND OPTION ELECTIVES WILL BE BASED ON THE OPTION YOU CHOOSE TO PURSUE

RECOMMENDED FALL SCHEDULE



Recommended courses for enrollment:

DS 71 (DS 70 for Category 3 or 4)

GE A1

GE A2

GE A3

GE E



Alternatives:

ECON 40 or 50

IS 52/52L

BIOL 10, 11, or 12

GE C1

GE C2

GE F

***15 units a term is needed to complete degree in 4 years.**

GENERAL EDUCATION BREAKDOWN

♦ FOUNDATION

Four courses: One in A1, one in A2, one in A3, & one is B4 for a minimum of 12 units.
FOUNDATION courses must be satisfied with a minimum of “C” grade.

Area A - Fundamental Skills and Knowledge

- A1 Oral Communications: Communication 3, 7, 8
A2 Written Communication: (Prerequisite for English 5B is passing 5A) English 5B, 10
A3 Critical Thinking: African Studies 20; Anthropology 30; Chicano & Latin American Studies 30; College of Science & Math 10; Communication 5; Computer Science 1; Geography 25; Interdisciplinary 50; Natural Science 4; Philosophy 25, 45; Sociology 3, 3S; Women's Studies 12
B4 Quantitative Reasoning: (Co-requisite or prerequisite Math courses may be required. Check with advisors) Criminology 50; Decision Sciences 71, 72; Mathematics 6, 11, 11L, 45, 45L, 70, 75, 75A

Course/
Units/Grade

A1 _____
A2 _____
A3 _____
B4 **DS 71**

♦ BREADTH

Area B - Physical University and Its Life Forms

- Two courses: One in B1 and one in B2—see above for B4
B1 Physical Sciences: (Prerequisite: Completion of B4) Chemistry 1A & 1AL, 3A, 10; Earth & Environmental Sciences 1, 1V, 4; Physical Science 21; Physics 2A, 4A & 4AL, 10
B2 Life Sciences: Biology 1A, 10, 11, 12
B3 Laboratory Component: B1 or B2 must have a lab (all B1 & B2 courses taken at Fresno State have a mandatory lab component.)

B1 _____
B2 _____
B3 _____

Area C - Arts and Humanities

- Three courses: One in C1, one in C2, and a third from C1 or C2
C1 Arts: Armenian Studies 20; Art 1, 20, 40, 50; Art History 10, 11, 12; Chicano & Latin American Studies 9; Drama 22, 62; English 41, 43, 44; Media, Communications & Journalism 9; Music 9 (not for music majors), 9A, 74, 75
C2 Humanities: Arabic 1A, 1B; Armenian 1A, 1B, 2A; Chinese 1A, 1B; Communicative Sciences & Deaf Studies 90, 92; English 20, 30; French 1B, 2A, 2B; German 1B, 2A, 2B; Greek 1A, 1B; Hebrew 1A; Hmong 1A, 1B; Humanities 10, 11, 15, 20; Italian 1A, 1B, 2A, 2B; Japanese 1A, 1B; Latin 1A, 1B; Linguistics 10; Persian 1A, 1B; Philosophy 1, 2, 10, 20; Portuguese 1A, 1B; Spanish 1B, 2A, 2B, 3, 4A, 4B

C1 _____
C2 _____
C1 or C2 **Waived**

Area D - Social, Political & Economic Institutions & Behavior, Historical Background

- Once course in each sub-area (prerequisite: GE Foundation A1 for students in English college-readiness Category III and IV)
D1 American History: History 11, 12
D2 Social Science: Africana Studies 10, 15, 27; Agricultural Business 1; American Indian Studies 50; Anthropology 2, 3; Armenian Studies 10; Child & Family Science 31; Communicative Sciences & Deaf Studies 98; Criminology 10; Economics 25, 40, 50; Geography 2, 4, 81; History 20, 21; Industrial Technology 20; Jewish studies 10; Media, Communications & Journalism 1; Middle East Studies 10; Political Science 1; Psychology 10; Sociology 1 or 1S; Women's Studies 10, 11

D1 _____
D2 **ECON 40 or 50**

Area E - Lifelong Understanding & Self-Development One Course

- Animal Science 67; Art 13; Child & Family Science 38, 39; College of Science & Math 15; Dance 16, 70; Drama 32; Finance 30; Gerontology 10S, 18, 111; Kinesiology 32 & concurrent enrollment in any KAC course; Linguistics 30; Nutrition 53; Peace and Conflict Studies 110; Psychology 61; Public Health 90, 91, 110; Recreation Administration 80; University 1; Women's Studies 18

E _____

Area F - Ethnic Studies One Course

- Africana Studies 68; American Indian Studies 5, 103; Anthropology 120, 175; Asian American Studies 10, 15, 20, 50, 120, 175, 185; Chicano & Latin American Studies 3, 5, 120, 128, 163; Media, Communications & Journalism 6

F _____

In the lower division GE, please do not complete another B4, D2 or the third C1/C2 course other than what is noted in red, otherwise you will take extra courses that will not count toward your degree requirements

GENERAL EDUCATION BREAKDOWN

UPPER DIVISION G.E. CONSISTS OF 9 UNITS

IB, IC, & ID courses can be taken no sooner than the term in which 60 units of coursework are completed.

♦ **INTEGRATION** Three upper division—one in each area

IB Physical Universe & Its Life Forms: (Prerequisite: Completion of FOUNDATION and Area B)

Anthropology 161; Chemistry 170; Computer Science 100; Earth & Environmental Sciences 102, 112, 167, 168; Geography 115, 128, 129; Natural Science 115, 120, 125; Physical Science 131, 168; Physics 100; Plant Science 105; Public Health 161; Sociology 158

IB _____

IC Arts & Humanities: (Prerequisite: Completion of FOUNDATION and Area C)

Africana Studies 129; Armenia 148; Art 102; Art History 140; Arts & Humanity 105; Chicano & Latin American Studies 130; Dance 171; Drama 163; Earth & Environmental Sciences 102; English 101, 102, 103, 112, 113, 114, 174; French 109, 124, 125, 149; Humanities 104, 108, 110, 118, 120, 129; Interdisciplinary Art Studies 108; Linguistics 115, 130, 138; Music 170A, 171, 187; Philosophy 120, 150, 151; Portuguese 101, 102, 103; Spanish 125, 129; Women's Studies 110

IC _____

ID Social, Political & Economic Institutions & Behavior, Historical Background: (Prerequisite: Completion of FOUNDATION and Area D)

Africana Studies 144; Agricultural Business 155; Anthropology 116W, 145; Art History 143; Chicano & Latin American Studies 114, 115; Construction Management 124; Criminology 101, 120, 120S; Economics 146, 167, 176, 183; Forensic Behavioral Sciences 153; Geography 133, 173, 184; Gerontology 100; History 101, 154; Jewish Studies 154; Kinesiology 111; Media, Communications & Journalism 175, 178, 180; Peace & Conflict Studies 100; Social Science 110; Sociology 131, 143, 163; Women's Studies 101, 111, 124, 149

ID _____

Courses: Political Science 2, 102 (to fulfill California portion of the requirement only) or equivalent

- Multicultural/International course (M/I) **MKTG 100S**

Courses: Africana Studies 150, 164; Anthropology 105W, 120, 123, 125; Asian American 110; Business Administration 104; Chicano & Latin American Studies 160, 170; Communication 164; Communicative Sciences & Deaf Studies 139; Economics 181; Geography 167; Gerontology 161; History 186; Humanities 105, 140; Interdisciplinary Capstone 177, 188S; Italian 100; Linguistics 147; Media, Communications & Journalism 176, 179; Marketing 100S; Nursing 141, 141LS; Public Health 104, 128S; Philosophy 131, 132; Political Science 120; Recreation Administration 130; Sociology 111, 142; Social Science 180; Social Work 136; Women's Studies 120, 135

♦ **Writing Skills Requirement:**

- Upper-division writing skills **BA 105W**

Courses: Africana Studies 104W; Agricultural Business 170SW; Anthropology 105W, 116W, 126W; Asian American Studies 151W, 161W; Aerospace Studies 105AW*, 105BW; Business Administration 105W, Earth & Environmental Sciences 104W, 135W; English 106W, 115W, 117W*, 160W, 170W; Engineering 105W*; Health & Human Services 116W; History 100W*; Industrial Technology 198W; Jewish Studies 100W; Literacy & Early Education 180W; Linguistics 110W*, 111W; Media, Communications & Journalism 102W*, 114W*; Philosophy 125W, 133W; Plant Science 110W; Sociology 130W/WS

Note: a few majors require a specific "W" course; see catalog requirements for your major

*Enrollment may be restricted or have additional prerequisites. Check the course description in the catalog or my.fresnostate.edu

As a Business Administration student, you will complete your M/I requirement with MKTG 100s and your W requirement with BA 105W.

PRE-BUSINESS

AND

UPPER DIVISION BUSINESS CORE

COURSES

PRE-BUSINESS COURSES:

Course	Prerequisite
ACCT 4A	Not open to freshmen
ACCT 4B	ACCT 4A
BA 18	Not open to freshmen
DS 71	
DS 73	DS 71
ECON 40	English 10 or 5B
ECON 50	English 10 or 5B
IS 52 & IS 52L	

THE ABOVE COURSES MUST BE COMPLETED WITH A C OR BETTER TO PRIOR TO DECLARING YOUR OPTION. YOU MUST ALSO HAVE A 2.25 CAMPUS AND CUMULATIVE GPA.

BUSINESS CORE COURSES:

Course	Prerequisite	Co Requisite
BA 105W	Junior Standing, ENGL 10 or 5B	
DS 123	DS 71, DS 73, IS 52, 52L or CCE	
FIN 120	DS 71, ACCT 4A	BA 105W
IS 130	IS 52, 52L or CCE, ACCT 4A	BA 105W
MGT 110	Junior Standing	BA 105W
MKTG 100S	Junior Standing	BA 105W

UPPER-DIVISION BUSINESS CORE (**MUST BE IN YOUR OPTION**)

Course	Prerequisite	Co Requisite
MGT 124	BA 105W or ENGL 160W, MGT 110	DS 123

OPTION COURSES OPEN TO PRE-BUSINESS STUDENTS

International Business

Course	Prerequisite
BA 174	Junior Standing

Real Estate, Urban Land Economics

Course	Prerequisite
FIN 180	DS 71; DS 73; IS 52 & 52L/CCE

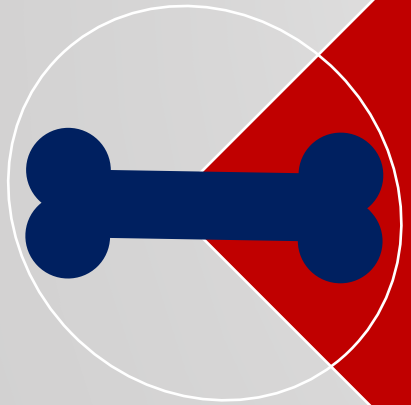
Computer Information Systems

Course	Prerequisite
IS 51	IS 52 & 52L or CCE
IS 106	IS 52 & 52L or CCE
IS 140	

Entrepreneurship

Course	Prerequisite
ENTR 81	
ENTR 151	Grade of B in ENTR 81

DECLARING AN OPTION



Students are eligible to declare an option *after* the completion of the pre-business courses and have a 2.25 campus and cumulative GPA

OFFICE OF STUDENT PROFESSIONAL DEVELOPMENT

Peters Building 185

<https://www.fresnostate.edu/craig/internships-jobs/>

CSB 50- Intro to the Craig School of Business

Fall 2021: CRN: 72108

Tuesdays 2:00- 3:30



“Introduction to business careers, career development, educational options, and opportunities provided by the Craig School of Business. Emphasis on CSB requirements, resources, and expectations. Presentation of topics by faculty, staff, alumni, and business executives.”

-Open to All Students

-CR/NC grading

-1 Unit

OFFICE OF STUDENT PROFESSIONAL DEVELOPMENT

Peters Building 185

<https://www.fresnostate.edu/craig/internships-jobs/>

CSB 150- Strategies for Success

“Preparation for job placement including resumes, on-campus recruitment, business etiquette and job offers. Presentations by faculty, recruiters and alumni.”

- Open to all Pre-Business, Business Major and Minor, and Fashion Merchandising
 - By permission number
 - BA 105W or ENGL 160W must be taken as a pre-req or co-req
 - CR/NC grading
 - 1 Unit



OFFICE OF STUDENT PROFESSIONAL DEVELOPMENT

Peters Building 185

<https://www.fresnostate.edu/craig/internships-jobs/>

191i/195i- Internship

“Internships provide the student with a progressive learning and growth experience, rather than a repetitive activity which is usually associated with a part time job.”

Requirements: 150 hours of work at a pre-qualified, academically-related work site.

-Open to Upper Division Business, Economics and Fashion Merchandising Students

-CR/NC grading

-3 Units



BUSINESS ADVISING AND STUDENT EXPERIENCES (BASE)

CATHERINE KUCHAR- ckuchar@csufresno.edu

ROBIN HARPER- rharper@csufresno.edu

LILY OCEGUERA- loceguera@csufresno.edu

DANIELLE QUIROGA- dquiroga@csufresno.edu

<https://www.fresnostate.edu/craig/advising/>

Phone: 559-278-4943

Peters Building 185

csbadvising@mail.fresnostate.edu



EMAILING THE CAMPUS COMMUNITY

General email etiquette

Advising Question

Recipients

Advising Question

Dear (Advisors Name)

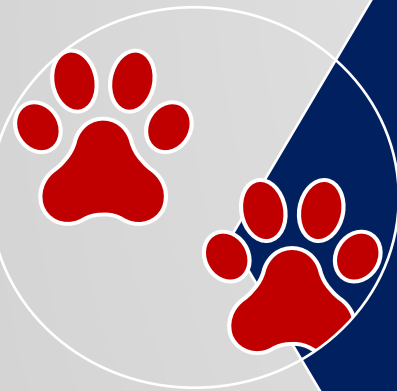
My name is Victor E. Bulldog III (100100100) and I am a pre-business major intending Accountancy. I need to declare my option to Accountancy. If you could please get back to me as soon as you can with the steps I need to do to declare my option.

Thank you,
Victor
(100100100)

*PLEASE
Include*

1. Email from your Fresno State email.
2. A subject relevant to the email.
3. The Advisors name.
4. Your ID number, full name and intended major or option.
5. A description of your problem or your entire question.

CRAIG SCHOOL OF BUSINESS ADVISING CENTER MISSION



The Craig School of Business Advising Center, in collaboration with the Craig School of Business and University Community, seek to educate, empower, and support students through holistic academic advising. By providing planning and support, we help foster self-directed learners to become contributing members in the community and beyond.

CRAIG SCHOOL OF BUSINESS ADVISING CENTER STUDENT EXPECTATIONS

Students are expected to:

- Be proactive about maintaining a relationship with your advisors
- Commit to appointment and understand the importance of punctuality
- Cancel an appointment at least 30 minutes before the appointment
- Arrive early for appointments and bring a photo ID for check-in
 - Students will not be seen without a photo ID
- Review [degree requirements](#) prior to coming into advising
- Create and update [My Degree Plan](#) each semester prior to coming into advising
- Make sound choices that are relevant to your degree requirements
- Come prepared with [questions](#) and take notes regarding the advising appointment
- Follow through with academic or career referrals
- For pre-business students, be aware of how and when to declare your option
- Bring all relevant documents for completion and any questions pertaining to the documents



HOW CAN YOUR ACADEMIC ADVISORS HELP YOU?



ONE-ON-ONE
PROFESSIONAL
ADVISING



DEGREE
PLANNING



ASSISTANCE
WITH ACADEMIC
DIFFICULTY



COURSE
SUBSTITUTION
ASSISTANCE



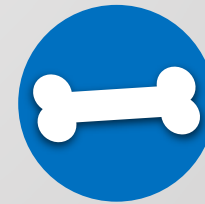
FINANCIAL AID
PETITION
LETTERS



ADVISING FROM DOG
DAYS UNTIL
GRADUATION



ASSISTANCE FOR
REGISTRATION HOLDS



REFERRALS TO
APPROPRIATE OFFICES ON
CAMPUS

HOW TO SUCCEED AT FRESNO STATE



TAKE ADVANTAGE
OF STUDY
ABROAD
PROGRAMS



PLAN OUT YOUR
ROADMAP WITH YOUR
ACADEMIC ADVISOR



ENROLL IN CSB 50- THE
INTRODUCTION TO THE
CRAIG SCHOOL OF
BUSINESS



MEET WITH YOUR
ADVISOR AT LEAST
ONCE A YEAR TO
STAY ON TRACK



MEET WITH THE
CAREER
DEVELOPMENT TO
EXPLORE CAREER
PLANS



LOOK INTO
MENTORSHIPS AND
INTERNSHIPS BEFORE
GRADUATION

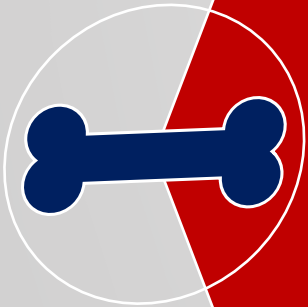


UTILIZE TUTORING,
SUPPORTNET AND
ON- CAMPUS ACADEMIC
RESOURCES

GET SOCIAL !

Follow us on:

- Twitter: @fresnostatebiz
- Facebook: Craig School of Business at Fresno State
- Instagram: @FresnoStateBiz
- YouTube: www.youtube.com/c/CraigSchoolofBusiness





HOW TO SEARCH FOR CLASSES

HOW TO SEARCH FOR CLASSES

HOW TO ADD A CLASS

(WWW.MY.FRESNOSTATE.EDU)

Launch Web browser and go to [My Fresno State](http://www.my.fresnostate.edu).

1. Under **My Menu**, click on **Student Self Service**, then click on **Student Center**.
2. To expand **My Academic Records & Registration**, click on the green arrow at the left of the bar.
3. Click on **Class Enrollment**.
4. Select the term you wish to enroll in. Enter a **5-digit Class Number** in the **Class Number** box. Click on **Enter**. This will bring you to a new page. This page allows you to verify your request, and if necessary, select a **related component**, such as a lab, **change your grading option**, or enter a **permission number**. At the bottom of the screen, click **Next** to proceed.
5. Use the **Search** feature to find open classes. Enter the course subject and course number (i.e. HIST 12) and click **Search** (leave the box checked to show open classes only). If you find a class you want to **add**, click on the **Select Class** button to add it to your Enrollment Shopping Cart.
6. After you have selected all of your classes, click on the button labeled **Proceed to Step 2 of 3**.
7. Click on the **Finish Enrolling** box to enroll in your courses.
8. Be sure to check the Status column for possible errors with your registration. If your registration is successful, the message "success" will be displayed. **If errors exist, the class was not added.** Specific details about the error are listed.
9. To drop a class previously added, click on **Drop a Class** tab. Select the class you want to drop. View your results by checking the box in the **Select** column. Then click **Drop Selected Classes**. Confirm your selection and click **Finish Dropping**.
10. To verify all classes are correct, click on **My Class Schedule**.

HOW TO SEARCH FOR GENERAL EDUCATION COURSES

(WWW.MY.FRESNOSTATE.EDU)

1. Log into My Fresno State web portal, my.fresnostate.edu
2. Open **Student Self Service**
3. Click the **Search for Classes** Link
4. Select the appropriate term and click continue
5. Click the **Additional Search Criteria** Link
6. In the **Course Attribute** drop the tab down and select **General Education**
7. In the **Course Attribute Value** field select the GE area you are searching for (i.e. IB, IC, ID, B1)
8. Click the **Search** button at the bottom
9. When you find a class that you like and fits your schedule click on the class number to add it to your shopping cart .

For assistance, please contact the
Craig School of Business Advising Center
at 559-278-4943, PB 185

