



DIVISION *of* BUSINESS

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Accounting
Business Administration
Business Admin/Interior Design
Business Education
Business Management
Business Supervision

Computer Applications
Computer Information Systems
Economics
International Business
Office Administration

Accounting Major

			HOURS
General Studies			
BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language, Two Semesters	6
		History Elective	3
		Art/Drama/Music	3
		Literature	3
MATH	111	Basic Probability & Statistics	3
		Science with Lab	4
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			55
Accounting Core Requirements:			
ACCT	203	Fundamentals of Accounting I	3
ACCT	204	Fundamentals of Accounting II	3
ACCT	303	Intermediate Accounting I	3
ACCT	304	Intermediate Accounting II	3
ACCT	310	Advanced Financial Accounting	3
ACCT	311	Managerial Accounting	3
ACCT	312	Federal Income Taxation	3
ACCT	412	Auditing	3
CAPP	227	Introduction to Spreadsheet & Database Management	3
ACCT	327	Computer-Based Accounting Applications	<u>3</u>
			30
Business Core Requirements:			
BADM	122	Business Ethics	3
BADM	221	Business Law	3
BADM	222	Business Communication	3
BADM	286	Finite Math for Business	3
BADM	321	Principles of Management	3
BADM	322	Principles of Marketing	3
BADM	341	International Business	3
BADM	450	Business Policy	3
CAPP	127	Word Processing	3
ECON	233	Principles of Economics	3
ECON	329	Intermediate Macroeconomics, or	3
ECON	330	Intermediate Microeconomics	(3)
ECON	332	Management Finance	<u>3</u>
			36
Electives needed to complete the degree			3

Students majoring in Accounting may not also major in Business Administration.

For transfer students the 12 hours required at Bethel must be Accounting Core courses, or if these have been completed, in accounting electives. Up to 3 hours of independent study, life learning credit, field work or an accounting internship may be applied toward the 12-hour requirement.

Credits earned at other institutions in 100 or 200 level courses will not satisfy Bethel courses at the 300 or 400 level.

Accounting Minor

			HOURS
ACCT	203-204	Fundamentals of Accounting I & II	6
ACCT	303-304	Intermediate Accounting I & II	6
Electives from:			4
ACCT	310	Advanced Financial Accounting	(3)
ACCT	311	Managerial Accounting	(3)
ACCT	312	Federal Income Taxation	(3)
ACCT	413	Independent Study in Accounting	(1-3)
ACCT	327	Computer Based Accounting	<u>(3)</u>
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Business Administration Major

General Studies			
BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language, (two semesters)	6
		History Elective	3
		Art/Drama/Music	3
		Literature	3
MATH	111	Basic Probability & Statistics	3
		Science with Lab	4
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			55
Major Core			
ACCT	203-204	Fundamentals of Accounting I & II	6
BADM	122	Business Ethics	3
BADM	221	Business Law	3
BADM	222	Business Communication	3
BADM	286	Finite Math for Business	3
BADM	321	Principles of Management	3
BADM	322	Principles of Marketing	3
BADM	341	International Business	3
BADM	450	Business Policy	3
CAPP	127	Word Processing	3
CAPP	227	Introduction to Spreadsheet & Database Management	3
ECON	233	Principles of Economics	3
ECON	329	Intermediate Macroeconomics, or	3
ECON	330	Intermediate Microeconomics	(3)
ECON	332	Management Finance	<u>3</u>
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Minors and Advanced Concentration Areas

Each student must select either one minor taken from any academic division in the catalog

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(minimum 18 hours, additional to the above courses) or two advanced concentration areas (minimum 9 hours each, additional to the above courses) for advanced study.

Eligible minors within the Division of Business include:

- Computer Information Systems Minor
- Economics Minor

All minors offered by other academic divisions are eligible subject to the 18-hour additional requirement.

Advanced Concentration Areas

			HOURS
①	Accounting		
	ACCT 303	Intermediate Accounting I	3
	ACCT 304	Intermediate Accounting II, or	3
	ACCT 311	Managerial Accounting, or	3
	ACCT 312	Federal Income Tax	(3)
②	Computer Applications		
	CAPP 228	Advanced Spreadsheet & Database Management	3
	CAPP 328	Survey of Computer Applications	3
	CAPP 432	Independent Study in Computer Applications, or	2-3
	CAPP 433	Internship in Computer Applications	(3-4)
③	Economics		
	ECON 329	Intermediate Macroeconomics, or	3
	ECON 330	Intermediate Microeconomics	(3)
	Choose two of the following:		6
	ECON 333	Seminar in Economics	(3)
	ECON 420	International Economics	(3)
	ECON 430	Industrial Organization	(3)
	ECON 431	Money & Banking	(3)
④	Human Resource Management		
	BADM 421	Human Resource Management	3
	BADM 423	Seminar in Labor Relations	3
	BADM 427	Internship in Human Resource Management, or	3
	BADM 429	Independent Study in Human Resource Mgt.	(3)
⑤	Marketing		
	BADM 424	Introduction to Advertising	3
	BADM 426	Sales and Selling	3
	COMM 251	Introduction to Public Relations, or	3
	BADM 427	Internship in Marketing, or	(3)
	BADM 429	Independent Study in Marketing	(3)
⑥	International Business		
	BADM 342	Seminar in Global Business	3
	ECON 420	International Economics	3
	BADM 430	Cross-Cultural Experience of Business, or	3
	SOC 356	Cultural Anthropology	(3)
	Electives needed to complete the degree		6

Business Administration/Interior Design

Students completing this program will receive both a B.A. degree in Business Administration from Bethel College and an Associate in Applied Science degree in Interior Design from Ivy Tech State College - South Bend.

Students will be required to complete all the requirements of the Bethel Business Administration major. Eleven of the Interior Design courses at IVY Tech will fulfill the Bethel business requirement for a minor (or two concentration

areas). Two of the Ivy Tech courses will be applied against Bethel general studies requirements.

A combined total of 133 credit hours are required for the program. Full-time students may need to take summer courses or a ninth semester to successfully complete the work.

			HOURS
General Studies			
BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language	6
		History Elective (History of Interiors @ IVYT)	3
		Art/Drama/Music (Intro. to Interior Design @ IVYT)	3
		Literature	3
MATH	111	Basic Probability & Statistics	3
		Science with Lab	4
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			55
Major Core			
ACCT	203-204	Fundamentals of Accounting I & II	6
BADM	122	Business Ethics	3
BADM	221	Business Law	3
BADM	222	Business Communications	3
BADM	286	Finite Math for Business	3
BADM	321	Principles of Management	3
BADM	322	Principles of Marketing	3
BADM	341	International Business	3
BADM	450	Business Policy	3
CAPP	127	Word Processing	3
CAPP	227	Introduction to Spreadsheet & Database Mgt.	3
ECON	233	Principles of Economics	3
ECON	329	Intermediate Macroeconomics, or	3
ECON	330	Intermediate Microeconomics	(3)
ECON	332	Management Finance	<u>3</u>
			45
Interior Design Core (@IVY Tech)			
INT	101	Interior Design Theory	3
INT	103	Introduction to Interior Design (listed in General Studies)	(3)
INT	104	Textiles for Interior Design	3
INT	105	Design Presentations	3
INT	109	History of Interiors (listed in General Studies)	(3)
INT	102	Building Systems I	3
INT	108	Interior Design II	3
INT	201	Interior Finishes	3
INT	216	CAD for Interior Designers	3

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			HOURS
INT	106	Building Systems II	3
INT	204	Interior Design III	3
INT	209	Portfolio Preparation	3
INT	202	Contract Design	<u>3</u>
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IVY Tech reserves the right to change or modify their course requirements without notice.

Business Minor

ACCT	203	Fundamentals of Accounting I	3
ACCT	204	Fundamentals of Accounting II	3
BADM	122	Business Ethics	3
BADM	321	Principles of Management	3
ECON	233	Principles of Economics	3
ECON	329	Intermediate Macroeconomics, or	3
ECON	330	Intermediate Microeconomics	(3)

Electives from:

Accounting, Business Administration, Computer Applications (excluding CAPP 127) or Economics

6
24

This minor may not accompany a major in Accounting or Business Administration.

Business Education Major

General Studies

BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language (two semesters)	6
HIST	246	Introduction to World Civilization	3
LIT		Literature	3
FA	170	Perspectives in Fine Arts	3
		Science with Lab	4
MATH	111	Basic Probability & Statistics	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			55

Major Core

ACCT	203-204	Fundamentals of Accounting I & II	6
BADM	122	Business Ethics	3
BADM	221	Business Law	3
BADM	321	Principles of Management	3
BADM	322	Principles of Marketing	3
ECON	233	Principles of Economics	3
ECON	239	Personal Finance	<u>3</u>
			24

Business Education Requirements

ACCT	303	Intermediate Accounting I, or	3
ACCT	312	Federal Income Tax	(3)
BADM	222	Business Communication	3

			HOURS
BADM	421	Human Resource Management	3
CAPP	127	Word Processing	3
CAPP	227	Introduction to Spreadsheet & Database Management	3
CAPP	327	Computer-Based Accounting	3
CAPP	328	Survey of Computer Applications	3
ECON	329	Intermediate Macroeconomics, or	3
ECON	330	Intermediate Microeconomics	(3)
ECON	332	Management Finance	3
OADM	260	Advanced Keyboarding	3
OADM	265	Office Management	3
			<u>33</u>

Professional Education

EDUC	102	Foundations of Education	3
EDUC	204	Diverse Learners	3
EDUC	205	Educational Pedagogy I	3
EDUC	305	Educational Pedagogy II	3
PSYC	285	Adolescent Growth & Development	2
SCED	447	Specific Methods in Business Education	2
SCED	448	Developmental Reading	3
SCED	449	Student Teaching	8
EDUC	441	Student Teaching Seminar	0-2
			<u>27-29</u>

See TEACHER EDUCATION (page 56) for program admission and other information.

Business Management Major A.A. Degree**General Studies**

THEO	110	Exploring the Christian Faith	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature, or	3
BIBL	215	Old Testament Literature	(3)
		Mathematics/Science with Lab	3
		Music/Art/Literature/Drama	3
PHED	112-136	Physical Education Activity	0.5
PHIL	150	Logic & Critical Thinking	2
			<u>28</u>

Major

ACCT	203-204	Fundamentals of Accounting I & II	6
BADM	122	Business Ethics	3
BADM	221	Business Law	3
BADM	222	Business Communication	3
BADM	321	Principles of Management	3
CAPP	127	Word Processing, or	3
CAPP	227	Introduction to Spreadsheet & Database Management	(3)
ECON	233	Principles of Economics	3
ECON	329	Intermediate Macroeconomics, or	3
ECON	330	Intermediate Microeconomics	(3)
		Electives in Accounting, Computer Applications, Business Administration or Economics	9
			<u>36</u>

Business Supervision – A.A. Degree (Adult Major)

			HOURS
General Studies			
PSYC	181	Adult Student Orientation	1
ENGL	101	Written Communication II	3
		Speech	3
		Psychology	3
		Sociology	3
		College Level Math	3
		Natural Science (Lab Optional)	3
		Bible/Religion/Philosophy	6
		Music/Art/Literature/Drama	3
		Fitness/Wellness/Health/P.E.	1
			<u>29</u>
Supervision Core			
ACCT	203	Fundamentals of Accounting I	3
ACCT	204	Fundamentals of Accounting II	3
BADM	122	Business Ethics	3
BADM	222	Business Communications	3
BADM	223	Human Relations in Business	3
BADM	224	Principles of Supervision	3
ECON	233	Principles of Economics	3
			<u>21</u>
Business Electives			
ACCT, BADM, CAPP, or ECON			6
General Electives			
			6
Note: Students without computer skills are urged to include at least one CAPP course in their business electives.			

Computer Applications Major A.A. Degree

General Studies			
THEO	110	Exploring the Christian Faith	3
COMM	171	Speech Communications	3
ENGL	101	Written Communication II	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature, or	3
BIBL	215	Old Testament Literature	(3)
		Mathematics/Science with Lab	3
		Music/Art/Literature/Drama	3
PHED	112-136	Physical Education Activity	0.5
PHIL	150	Logic & Critical Thinking	2
			<u>28</u>
Major			
BADM	122	Business Ethics	3
BADM	222	Business Communication	3
CAPP	127	Word Processing	3
CAPP	227	Introduction to Spreadsheet &	
		Database Management	3
CAPP	228	Advanced Spreadsheet &	
		Database Management	3
CAPP	328	Survey of Computer Applications	3
CAPP	432	Independent Study	3
		Electives from Accounting, Computer Science,	

			HOURS
		Economics, Office Administration or Computer Applications	<u>6</u>
			27
Required Cognate			
OADM	161	Basic Keyboarding, or proficiency	2
		Electives needed to complete the degree	5
Computer Applications Minor			
BADM	222	Business Communications	3
CAPP	127	Word Processing	3
CAPP	227	Introduction to Spreadsheet & Database Management	3
CAPP	228	Advanced Spreadsheet & Database Management	3
CAPP	328	Survey of Computer Applications	3
CAPP	432	Independent Study	<u>3</u>
			18

Computer Information Systems Major

(The make-up and requirements for this major are listed in the Division of Mathematics & Computer Science, page 122)

Economics Minor

ECON	233	Principles of Economics	3
ECON	329	Intermediate Macroeconomics	3
ECON	330	Intermediate Microeconomics	3
		Select 9 hours from the following:	9
ECON	239	Personal Finance	(3)
ECON	332	Management Finance	(3)
ECON	333	Seminar in Economics	(3)
ECON	420	International Economics	(3)
ECON	430	Industrial Organization	(3)
ECON	431	Money & Banking	<u>(3)</u>
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Business administration majors selecting an economics minor may not use courses taken in their major to double count for the minor.

Economics Education Minor

ECON	233	Principles of Economics	3
ECON	329	Intermediate Macroeconomics	3
ECON	330	Intermediate Microeconomics	3
SCED	447	Methods in Business	2
		Select 9 hours from the following:	9
ECON	239	Personal Finance	(3)
ECON	332	Management Finance	(3)
ECON	333	Seminar in Economics	(3)
ECON	420	International Economics	(3)
ECON	430	Industrial Organization	(3)
ECON	431	Money & Banking	<u>(3)</u>

		Electives from 2 other Social Science Areas	<u>6</u>
			26

Education majors selecting an economics minor may not use courses taken in their major to double count for the minor.

International Studies – Business Major

			HOURS
General Studies			
THEO	110	Exploring Christian Faith	3
BIBL	115	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PHIL	150	Logic & Critical Thinking	2
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
PHED	112-136	Physical Education	1.5
SOC	151	Principles of Sociology	3
BIBL	215	New Testament Literature	3
		Foreign Language	6
LIT		Literature	3
		Fine Arts	3
		College Level Math	3
		Lab Science	4
PHIL	250	Introduction to Philosophy	3
HIST	246	Introduction to World Civilization	3
PHIL	452	Senior Experience	<u>1</u>
			55

International Studies Core

SOC	356	Cultural Anthropology	3
SS	277	World Regional Geography	3
MIN	333	World Religious Movements	3
BADM	341	International Business	3
SS		Area Study (choose two)	6
HIST	341	U.S. Foreign Relations	3
		Internship*	<u>3-6</u>
			24-27

*Students must spend one semester abroad as part of the internship.

Business Concentration

BADM	122	Business Ethics	3
BADM	221	Business Law	3
ECON	233	Principles of Economics	3
ECON	329	Intermediate Macroeconomics	3
ECON	330	Intermediate Microeconomics	3
ECON	420	International Economics	3
BADM	321	Principles of Management, or	3
BADM	322	Principles of Marketing	(3)
		Seminar in Global Business	3
		Cross-Cultural Business	<u>3</u>
			27

Electives or Minor**18-15****Office Administration Major A.A. Degree****General Studies**

THEO	110	Exploring the Christian Faith	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3

			HOURS
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature, or	3
BIBL	215	Old Testament Literature	(3)
		Mathematics/Science with Lab	3
		Music/Art/Literature/Drama	3
PHED	112-136	Physical Education Activity	0.5
PHIL	150	Logic & Critical Thinking	<u>2</u>
			28
Major			
ACCT	203	Fundamentals of Accounting I	3
BADM	122	Business Ethics	3
BADM	221	Business Law	3
BADM	222	Business Communication	3
BADM	321	Principles of Management	3
CAPP	127	Word Processing	3
CAPP	227	Introduction to Spreadsheet & Database Management	3
OADM	260	Advanced Keyboarding	3
OADM	265	Office Management	3
ECON	239	Personal Finance	3
Electives from:			
		Accounting, Business Administration, Computer Applications, Economics or Office Administration	<u>6</u>
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COURSE DESCRIPTIONS

Accounting (ACCT)

- 203. Fundamentals of Accounting I** **3 Hours**
A study of accounting principles and procedures, including original data collection, transaction analysis, journalizing, posting, summarizing and preparing financial statements.
- 204. Fundamentals of Accounting II** **3 Hours**
Continued study of accounting principles and procedures as related to financial statements, with emphasis placed on the analysis and interpretation of these statements. Included is an introduction to managerial accounting, including budgets, long-range capital planning and cost systems.
Prerequisite: ACCT 203 or permission of instructor.
- 303. Intermediate Accounting I** **3 Hours**
A review of financial statements followed by a detailed study of the theory and accounting principles. Included in the course is a study of cash, temporary investments, receivables, inventories, plant assets and current liabilities.
Prerequisite: ACCT 204.
- 304. Intermediate Accounting II** **3 Hours**
A continuation of intermediate accounting, including long-term investments, bonds, taxes, leases, capital formation, retained earnings and statements of change in financial position.
Prerequisite: ACCT 303.
- 310. Advanced Financial Accounting & Theory Review** **3 Hours**
A study of accounting principles as applied to organizational structures; mergers and consolidations, branch operations, partnerships and governmental units (fund accounting).
Prerequisite: ACCT 304.
- 311. Managerial Accounting** **3 Hours**
Study of the preparation, analysis and use of routine and special reports underlying management decisions. Includes financial statements analysis, measurements of risk and return, budgetary control and auditing techniques.
Prerequisite: ACCT 203.
- 312. Federal Income Taxation** **3 Hours**
A study of federal tax accounting for indi-

viduals. Includes study of effective decisions on timing of income, expenses and capital investment. The structure of the Internal Revenue Code, regulations and court decisions in the framework of the evaluation of the federal tax system are examined.

Prerequisite: ACCT 203.

- 327. Computer-Based Accounting Applications** **3 Hours**
A review of business cycles to provide an understanding of systems' interrelationships. Advanced application of spreadsheets to various accounting and business problems. Use of current computerized accounting packages to establish and maintain accounting information and prepare financial statements and reports. (Identical to CAPP 327.)
Prerequisites: ACCT 204, CAPP 227.
- 412. Auditing** **3 Hours**
A study of the principles and procedures underlying the verification of financial statements as made by independent public accountants. Emphasis is placed on professional ethics. AICPA pronouncements and preparation for the uniform CPA examination.
Prerequisite: ACCT 304.
- 413. Independent Study in Accounting** **1-3 Hours**
An opportunity for independent study or research or completion of a special project in accounting.
Prerequisite: Permission of the instructor.
- 427. Internship in Accounting** **1-4 Hours**
Field experience in a selected area of interest, including on-the-job exposure and completion of a significant project.
Prerequisite: Permission of the instructor.

Business Administration (BADM)

- 122. Business Ethics** **3 Hours**
Acquaints beginning students with the role of business in society and the concepts of a life ministry in business. Covers business ethics from a biblical perspective and a brief introduction to general business principles.
- 221. Business Law** **3 Hours**
A study of the principles of contract, agency, sales, employment, insurance,

- property, partnerships, corporations and bankruptcy. Attention is given to the rights and liabilities in commercial transactions.
- 222. Business Communication 3 Hours**
A practical application of the principles and psychological aspects of communication theory as related to the business setting. Emphasis is on written, oral and electronic modes of effective and efficient conveyance and processing of business data for decision making and implementation.
Prerequisite: ENGL 101 required, ENGL 102 recommended.
- 223. Human Relations in Business 3 Hours**
A study of how people interact and work together. Includes an examination of why values, attitudes and behaviors can cause relationship problems and how these problems can be prevented or overcome.
- 224. Principles of Supervision 3 Hours**
A study of the supervisor's job emphasizing the development of skills required for being an effective first-level leader.
Prerequisite: BADM 223.
- 286. Finite Math for Business 3 Hours**
A business modeling and problem solving course structured around traditional topics of finite mathematics. Topics may include linear programming, graphs, probability models and decision theory. Case studies and computer use may be used where appropriate.
Prerequisites: MATH 101 (or equivalent).
- 321. Principles of Management 3 Hours**
A study of principles and techniques of management for all fields of business. Attention is given to business objectives, policies, functions, leadership, organizational structure and morale, operative procedures and control procedures.
Prerequisite: BADM 122, recommended.
- 322. Principles of Marketing 3 Hours**
A study of methods of marketing and merchandising with the relationships and processes involved in the flow of goods from producer to consumer.
- 331. Operations Management 3 Hours**
The concepts, models, methods and techniques for managing operational aspects of manufacturing and service organizations. Topics may include: product design, forecasting, facility planning, production planning, distribution systems, inventory management, quality, project management and computer aided decision analysis.
Prerequisites: BADM 286 or MATH 241.
- 341. International Business 3 Hours**
A survey of issues, models, constructs and relationships in international commerce. Addresses the role of multinational enterprises, socio-economic forces, and technology on global, multi-local and domestic organizations. Aspects of personal and organizational services are also addressed.
- 342. Seminar in Global Business 3 Hours**
The seminar examines topics germane to participants' current and probable future interests. The historic context and present parameters and implications are examined. Current applications and directions for the future are investigated and advanced.
Corequisite: BADM 341.
- 421. Human Resource Management 3 Hours**
A study of the characteristics, purposes, objectives and techniques of personnel administration in organizations. This course also examines the administration of an office, including management of personnel, services and productivity.
Prerequisite: BADM 321.
- 423. Seminar in Personnel & Human Relations 3 Hours**
Analysis and evaluation of employee and labor relations within the business environment. Research papers and presentations by students.
Prerequisite: BADM 421.
- 424. Introduction to Advertising 3 Hours**
This course studies cost-effective strategies in advertising. Topics include demographics, manipulation, media-packaging and promotional ethics. Skills are developed in direct-mailing, telephone campaigns, mediathons, print and media copywriting and design. (Identical to COMM 276.)
- 426. Sales & Selling 3 Hours**
A study of the principles of sales and selling. Includes an emphasis on the role of this important activity in most marketing plans.
Prerequisite: BADM 322.
-

- 427. Internship in Business Administration 1-4 Hours**
Field experience in a selected area of interest, including on-the-job exposure and completion of a significant project.
Prerequisite: Permission of instructor.
- 429. Independent Study in Business Administration 1-3 Hours**
An opportunity for directed study or research in some area of interest or problem in business administration. May be repeated for credit.
Prerequisite: Permission of instructor.
- 430. Cross-Cultural Experience of Business 3 Hours**
A field-based (rather than classroom based) study and experience that addresses business behaviors and conditions. Participants will prepare for, participate in and critically evaluate a living/learning time in a culture and/or geography not previously experienced. While specific contexts will vary, all students will deliver and defend a comprehensive assessment of their cross-cultural business experience.
Prerequisite: Permission of instructor.
- 450. Business Policy 3 Hours**
A senior capstone course designed to integrate the major business functions into a management decision-making process. Includes an in-depth look at business ethics, strategic planning and policy formation.
Prerequisites: BADM 321, BADM 322, ECON 332.

Computer Applications (CAPP)

- 127. Word Processing 3 Hours**
A course designed to develop advanced word processing techniques and skills and make application to effective document creation including formatting, layout and graphics.
Prerequisite: Computer proficiency.
- 227. Introduction to Spreadsheet & Database Management 3 Hours**
Business applications on the microcomputer, including spreadsheet and database management. Students learn to use standard software in each of the areas.
Prerequisite: Computer proficiency.
- 228. Advanced Spreadsheet &**

Database Management 3 Hours
Continuation of CAPP 227 with emphasis on advanced business applications and analysis of spreadsheet and database on the microcomputer.
Prerequisite: CAPP 227.

- 327. Computer-Based Accounting Applications 3 Hours**
A review of business cycles to provide an understanding of systems' interrelationships. Advanced application of spreadsheets to various accounting and business problems. Use of current computerized accounting packages to establish and maintain accounting information and prepare financial statements and reports.
Prerequisites: ACCT 204, CAPP 227. (Identical to ACCT 327.)
- 328. Survey of Computer Applications 3 Hours**
This course provides students an overview of and practical experience with various kinds of microcomputer software relating to finance, graphics, productivity, presentations and desktop publishing, as well as integrated software packages.
Prerequisite: CAPP 127 and CAPP 227 or permission of instructor.
- 432. Independent Study in Computer Applications 1-3 Hours**
An opportunity for directed study, research or completion of a special project in computer applications.
Prerequisite: Permission of instructor.
- 433. Internship in Computer Applications 1-4 Hours**
Field experience in a selected area of interest, including on-the-job exposure and completion of a significant project.
Prerequisite: Permission of instructor.

Economics (ECON)

- 233. Principles of Economics 3 Hours**
A survey of the concepts, models and scope of the economics profession. This course gives attention to the study of micro and macro economic principles. Topics include supply and demand, consumer behavior, market structure, income determination, interest rates, inflation and unemployment.
- 239. Personal Finance 3 Hours**
A practical study of the nature of managing one's personal finances and resources, which includes budgeting,

- analyzing insurance needs, comparing investment opportunities, evaluating credit purchasing and reviewing basic tax considerations.
- 329. Intermediate Macroeconomics 3 Hours**
This course includes a theoretical treatment of income determination, unemployment, inflation and interest rates. Models of aggregate economic activity and policy are examined from several viewpoints.
Prerequisite: ECON 233.
- 330. Intermediate Microeconomics 3 Hours**
This course includes a theoretical analysis of consumer behavior, the determination of prices and the allocation of resources in a market economy. The economic behavior of individual consumer and the firm are examined.
Prerequisite: ECON 233.
- 332. Management Finance 3 Hours**
A study of principles and methods in acquiring and administering the funds (both debt and equity capital) of business enterprises. Financial analysis, return on investment and capital budgeting concepts are also covered.
Prerequisites: ACCT 204, BADM 286, ECON 233.
- 333. Seminar in Economics 3 Hours**
A variety of economic topics are analyzed and discussed in this course. The seminar may focus on one aspect of the economics discipline or several related topics may be examined.
Prerequisite: ECON 233.
- 420. International Economics 3 Hours**
This course includes a description and analysis of international trade patterns, balance of payments accounts, and the theory of comparative advantage. The history and purpose of mechanisms for international adjustment are considered.
Prerequisite: ECON 233.
- 430. Industrial Organization 3 Hours**
This course presents a description and analysis of the history and types of market structure. The factors determining the evolution of a given market structure and the economic performance of firms in their industry context are considered.
Prerequisites: ECON 233.
- 431. Money & Banking 3 Hours**
A study of monetary theory and banking. Attention is given to commercial banking, the federal reserve system, foreign exchange, investment banking and interest rates.
Prerequisite: ECON 233.
- 432. Independent Study 1-3 Hours**
An opportunity for directed study or research in some area of interest or problem in economics. May be repeated for credit.
Prerequisite: Permission of instructor.
- Office Administration (OADM)**
- 161. Basic Keyboarding 2 Hours**
A beginning course for students desiring to develop skill for personal use or for those wishing to develop proficiency for advanced courses. The course includes learning to keyboard the alphabetic and number keys by touch and learning proper formatting for document production of letters, reports and tables.
- 162. Intermediate Keyboarding 3 Hours**
Designed to increase competency in keyboarding skills and document production sufficient to meet the level required for enrollment in Advanced Keyboarding.
Prerequisite: OADM 161 or equivalency.
- 260. Advanced Keyboarding 3 Hours**
An advanced course designed to build proficiency to competitive professional standards.
Prerequisite: OADM 162 or equivalency.
- 265. Office Management 3 Hours**
The study of office systems, procedures and practices; office machines and equipment; and the managerial and supervisory skills needed for efficient and effective office operation.