



DIVISION *of* BUSINESS

DR. B SMITH, Chairperson
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MS. GREISING

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

Business Supervision
Computer Applications
Computer Information Systems
Economics & Finance
International Business

Mission Statement

The mission of the Division of Business is to develop servant leaders who are biblically and ethically grounded, culturally sensitive, and professionally and academically competent.

The Division of Business challenges students to think critically and creatively, nurtures individual development, integrates the school's Christian tradition and prepares students for a life ministry in a global environment.

The Division of Business has received initial accreditation from the International Assembly for Collegiate Business Education (I.A.C.B.E.).

Accounting Major

The accounting major provides a broad study of financial and management accounting principles and applications, as well as a selection of key business courses to enhance the student's analytical and decision-making skills. The curriculum will prepare students for careers in public accounting, in business and in not-for-profit organizations. It will also provide a solid foundation for further graduate study.

The accounting degree is a 124-hour program. Students interested in sitting for the CPA (Certified Public Accountant) examination must complete a minimum of 150 hours of college credit. These extra hours can be completed through additional undergraduate or graduate level studies. Students are encouraged to work with their advisor in understanding the specific requirements of the state in which they plan to practice.

| | | | HOURS |
|--------------------------------------|---------|--|------------|
| General Studies | | | |
| COL | 180 | College Orientation | 1 |
| BIBL | 215 | Old Testament Literature | 3 |
| BIBL | 216 | New Testament Literature | 3 |
| COMM | 171 | Speech Communication | 3 |
| ENGL | 101 | Written Communication II | 3 |
| ENGL | 102 | Written Communication III | 3 |
| PSYC | 182 | General Psychology | 3 |
| PHED | 100 | Lifelong Physical Awareness | 0.5 |
| SOC | 151 | Principles of Sociology | 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 | 229 | Introduction to Database Management | 2 |
| CAPP | 230 | Introduction to Spreadsheets | 2 |
| ACCT | 327 | Computer-Based Accounting Applications | <u>3</u> |
| | | | 31 |
| Business Core Requirements: | | | |
| BADM | 221 | Business Law | 3 |
| BADM | 222 | Business Communication | 3 |

| | | | HOURS |
|---|-----|---------------------------------|--------------|
| 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 | 128 | Word Processing | 2 |
| ECON | 233 | Principles of Economics | 3 |
| ECON | 329 | Intermediate Macroeconomics, or | 3 |
| ECON | 330 | Intermediate Microeconomics | (3) |
| ECON | 332 | Management Finance | <u>3</u> |
| | | | 32 |
| Electives needed to complete the degree | | | 6 |

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

| | | | |
|------------------------|---------|-----------------------------------|------------|
| ACCT | 203-204 | Fundamentals of Accounting I & II | 6 |
| ACCT | 303-304 | Intermediate Accounting I & II | 6 |
| Electives from: | | | 6 |
| 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> |
| | | | 18 |

Business Administration Major

The business administration major combines theory with practical application to enhance the student's understanding of the dynamic business environment. The value and relevance of the Christian faith is integrated throughout all courses.

The degree program provides flexibility by allowing students to select an emphasis from a variety of concentration areas and minors. The Business Division seeks to develop students for effective service in business, not-for-profit organizations and government and to prepare them for graduate studies.

General Studies

| | | | |
|------|-----|----------------------------------|-----|
| COL | 180 | College Orientation | 1 |
| COMM | 171 | Speech Communication | 3 |
| ENGL | 101 | Written Communication II | 3 |
| ENGL | 102 | Written Communication III | 3 |
| PSYC | 182 | General Psychology | 3 |
| PHED | 100 | Lifelong Physical Awareness | 0.5 |
| SOC | 151 | Principles of Sociology | 3 |
| BIBL | 215 | Old Testament Literature | 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 |

BUSINESS

| | | | HOURS |
|-------------------|---------|-------------------------------------|------------|
| 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 | 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 | 334 | Human Resource Management | 3 |
| BADM | 341 | International Business | 3 |
| BADM | 450 | Business Policy | 3 |
| CAPP | 128 | Word Processing | 2 |
| CAPP | 229 | Introduction to Database Management | 2 |
| CAPP | 230 | Introduction to Spreadsheets | 2 |
| 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 |

Minors and Advanced Concentration Areas

Each student must select either one minor taken from any academic division in the catalog (minimum 18 hours, additional to the above courses) or two advanced concentration areas (minimum nine hours each, additional to the above courses) for advanced study. A second major will fulfill the requirement of the concentrations or a minor.

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

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) |

Computer Applications

| | | | |
|------|-----|--|-----|
| CAPP | 325 | Advanced Spreadsheet & Database Management | 3 |
| CAPP | 327 | Computer Based Accounting, or | 3 |
| CAPP | 328 | Survey of Computer Applications, or | (3) |
| CAPP | 432 | Independent Study in Computer Applications (2-3) | |

Economics

| | | | |
|------------------------------|-----|---------------------------------|-----|
| ECON | 329 | Intermediate Macroeconomics, or | 3 |
| ECON | 330 | Intermediate Microeconomics | (3) |
| Choose two of the following: | | | |
| ECON | 333 | Seminar in Economics | (3) |
| ECON | 420 | International Economics | (3) |
| ECON | 430 | Industrial Organization | (3) |
| ECON | 431 | Money & Banking | (3) |
| or any other ECON course | | | |

| | | | HOURS |
|---|-----|---------------------------------------|-------|
| Human Resource Management | | | |
| BADM | 431 | Organizational Staffing | 3 |
| BADM | 432 | Employee Development & Reward Systems | 3 |
| BADM | 433 | Employee Relations | 3 |
| 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) |
| International Business | | | |
| ECON | 420 | International Economics | 3 |
| Choose two of the following: | | | 6 |
| BADM | 430 | Cross-Cultural Experience of Business | (3) |
| SOC | 356 | Cultural Anthropology | (3) |
| SS | 277 | World Regional Geography | (3) |
| HIST | 341 | U.S. Foreign Relations | (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 (IVYT).

A combined total of 136-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.

General Studies

| | | | |
|------|---------|--|------------|
| COL | 180 | College Orientation | 1 |
| BIBL | 215 | Old Testament Literature | 3 |
| BIBL | 216 | New Testament Literature | 3 |
| COMM | 171 | Speech Communication | 3 |
| ENGL | 101 | Written Communication II | 3 |
| ENGL | 102 | Written Communication III | 3 |
| PSYC | 182 | General Psychology | 3 |
| PHED | 100 | Lifelong Physical Awareness | 0.5 |
| SOC | 151 | Principles of Sociology | 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 | 221 | Business Law | 3 |
| BADM | 222 | Business Communications | 3 |
| BADM | 286 | Finite Math for Business | 3 |
| BADM | 321 | Principles of Management | 3 |

| | | | HOURS |
|------|-----|-------------------------------------|--------------|
| BADM | 322 | Principles of Marketing | 3 |
| BADM | 341 | International Business | 3 |
| BADM | 450 | Business Policy | 3 |
| CAPP | 128 | Word Processing | 2 |
| CAPP | 229 | Introduction to Database Management | 2 |
| CAPP | 230 | Introduction to Spreadsheets | 2 |
| ECON | 233 | Principles of Economics | 3 |
| ECON | 329 | Intermediate Macroeconomics, or | 3 |
| ECON | 330 | Intermediate Microeconomics | (3) |
| ECON | 332 | Management Finance | <u>3</u> |
| | | | 42 |

Interior Design Core (@ IVY Tech)

| | | | |
|-----|-----|--|-----------|
| EDN | 101 | Design Theory | 3 |
| EDN | 102 | Drafting & Construction | 3 |
| EDN | 105 | Design Presentations | 3 |
| EDN | 216 | CAD for Environmental Design | 3 |
| EDN | 209 | Portfolio Preparation | 3 |
| INT | 103 | Introduction to Interior Design (listed in General Studies) | (3) |
| INT | 104 | Textiles for Interior Design | 3 |
| INT | 108 | Interior Design II | 3 |
| INT | 109 | History of Interiors (listed in General Studies) | (3) |
| INT | 200 | Commercial Interior Detailing | 3 |
| INT | 201 | Interior Finishes | 3 |
| INT | 202 | Contract Design | 3 |
| INT | 204 | Interior Design III | <u>3</u> |
| | | | 33 |

Interior Design Core (at Bethel)

| | | | |
|-----|-----|----------------|----------|
| ART | 113 | Art History I | 3 |
| ART | 114 | Art History II | <u>3</u> |
| | | | 6 |

Business Administration/Garden 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 Garden Design from Ivy Tech State College - South Bend (IVYT).

A combined total of 139-credit hours are required for the program. Full-time students will need to take summer courses or a ninth semester to successfully complete the work.

General Studies

| | | | |
|------|-----|--|-----|
| COL | 180 | College Orientation | 1 |
| BIBL | 215 | Old Testament Literature | 3 |
| BIBL | 216 | New Testament Literature | 3 |
| COMM | 171 | Speech Communication | 3 |
| ENGL | 101 | Written Communication II | 3 |
| ENGL | 102 | Written Communication III | 3 |
| PSYC | 182 | General Psychology | 3 |
| PHED | 100 | Lifelong Physical Awareness | 0.5 |
| SOC | 151 | Principles of Sociology | 3 |
| | | Foreign Language | 6 |
| | | History Elective | 3 |
| | | Art/Drama/Music (Intro. to Garden Design @ IVYT) | 3 |
| | | Literature | 3 |
| MATH | 111 | Basic Probability & Statistics | 3 |
| | | Science with Lab | 4 |

| | | | HOURS |
|------|---------|-------------------------------|--------------|
| 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 | 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 | 128 | Word Processing | 2 |
| CAPP | 229 | Introduction to Database Management | 2 |
| CAPP | 230 | Introduction to Spreadsheets | 2 |
| ECON | 233 | Principles of Economics | 3 |
| ECON | 329 | Intermediate Macroeconomics, or | 3 |
| ECON | 330 | Intermediate Microeconomics | (3) |
| ECON | 332 | Management Finance | <u>3</u> |
| | | | 42 |

Garden Design Core (at IVYT)

| | | | |
|-----|-----|--|-----------|
| EDN | 101 | Design Theory | 3 |
| EDN | 102 | Drafting & Construction | 3 |
| EDN | 105 | Design Presentations | 3 |
| EDN | 216 | CAD for Environmental Design | 3 |
| EDN | 209 | Portfolio Preparation | 3 |
| EDN | 280 | Co-Op/Internship | 3 |
| GDN | 110 | Garden Horticulture | 3 |
| GDN | 111 | Trees & Shrubs | 3 |
| GDN | 112 | Border & Container Plantings | 3 |
| GDN | 113 | Grasses & Groundcovers | 3 |
| GDN | 231 | Intro. to Garden Design (listed in General Studies) | (3) |
| GDN | 232 | Garden Design II | 3 |
| GDN | 233 | Environmental Landscaping | <u>3</u> |
| | | | 36 |

Garden Design Core (at Bethel)

| | | | |
|-----|-----|----------------|----------|
| ART | 113 | Art History I | 3 |
| ART | 114 | Art History II | <u>3</u> |
| | | | 6 |

Business Administration/Web & Interactive 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 Web and Interactive Design from Ivy Tech State College – South Bend (IVYT).

A combined total of 142-credit hours are required for the program. Full-time students will need to take summer courses or a ninth semester to successfully complete the work.

General Studies

| | | | |
|------|-----|--------------------------|---|
| COL | 180 | College Orientation | 1 |
| BIBL | 215 | Old Testament Literature | 3 |
| BIBL | 216 | New Testament Literature | 3 |
| COMM | 171 | Speech Communication | 3 |

BUSINESS

| | | | |
|------|---------|--|------------|
| ENGL | 101 | Written Communication II | 3 |
| ENGL | 102 | Written Communication III | 3 |
| PSYC | 182 | General Psychology | 3 |
| PHED | 100 | Lifelong Physical Awareness | 0.5 |
| SOC | 151 | Principles of Sociology | 3 |
| | | Foreign Language | 6 |
| | | History Elective | 3 |
| | | Art/Drama/Music (Intro. to Web & Interactive 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 | 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 | 128 | Word Processing | 2 |
| CAPP | 229 | Introduction to Database Management | 2 |
| CAPP | 230 | Introduction to Spreadsheets | 2 |
| ECON | 233 | Principles of Economics | 3 |
| ECON | 329 | Intermediate Macroeconomics, or | 3 |
| ECON | 330 | Intermediate Microeconomics | (3) |
| ECON | 332 | Management Finance | <u>3</u> |
| | | | 42 |

Web & Interactive Design Core (at IvyT)

| | | | |
|-----|-----|--|------------|
| ART | 114 | Graphic Design I | 3 |
| ART | 115 | Typography | 3 |
| ART | 116 | Electronic Illustration | 3 |
| VIS | 102 | Fundamentals of Imaging | 3 |
| VIS | 103 | Interactive Media I | 3 |
| VIS | 105 | Video and Sound | 3 |
| VIS | 110 | Web Design I (listed in General Studies) | (3) |
| VIS | 115 | Computer Graphics | 3 |
| VIS | 201 | Electronic Imaging | 3 |
| VIS | 205 | Business Practices for Visual Artists | 3 |
| VIS | 209 | 3-D Animation I | 3 |
| VIS | 210 | Web Design II | 3 |
| VIS | 211 | Interactive Media II, or | 3 |
| VIS | 212 | 3-D Animation II | <u>(3)</u> |
| | | | 36 |

Web & Interactive Design Core (at Bethel)

| | | | |
|-----|-----|------------------------|----------|
| ART | 112 | Two-Dimensional Design | 3 |
| ART | 412 | Senior Comprehensive | 3 |
| | | Art Elective | <u>3</u> |
| | | | 9 |

Business Minor

| | | | HOURS |
|--|-----|---------------------------------|--------------|
| ACCT | 203 | Fundamentals of Accounting I | 3 |
| ACCT | 204 | Fundamentals of Accounting II | 3 |
| BADM | 121 | Introduction to Business | 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 128) or Economics | | | <u>6</u> |
| | | | 24 |

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

Business Education Major**General Studies**

| | | | |
|------|---------|------------------------------------|------------|
| COL | 180 | College Orientation | 1 |
| BIBL | 215 | Old Testament Literature | 3 |
| BIBL | 216 | New Testament Literature | 3 |
| COMM | 171 | Speech Communication | 3 |
| ENGL | 101 | Written Communication II | 3 |
| ENGL | 102 | Written Communication III | 3 |
| PSYC | 182 | General Psychology | 3 |
| PHED | 100 | Lifelong Physical Awareness | 0.5 |
| SOC | 151 | Principles of Sociology | 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 | 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> |
| | | | 21 |

Business Education Requirements

| | | | |
|------|-----|-------------------------------------|-----------|
| BADM | 222 | Business Communication | 3 |
| BADM | 341 | International Business | 3 |
| CAPP | 128 | Word Processing | 2 |
| CAPP | 229 | Introduction to Database Management | 2 |
| CAPP | 230 | Introduction to Spreadsheets | 2 |
| CAPP | 327 | Computer-Based Accounting | 3 |
| CAPP | 328 | Survey of Computer Applications | 3 |
| BADM | 265 | Office Management | <u>3</u> |
| | | | 21 |

Professional Education

| | | | HOURS |
|------|-----|--|--------------|
| EDUC | 102 | Foundations of Education | 3 |
| EDUC | 204 | Diversity in the Classroom | 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 | 3 |
| SCED | 448 | Developmental Reading | 3 |
| SCED | 449 | Student Teaching | 8 |
| EDUC | 441 | Professional Education Seminar | <u>0-2</u> |
| | | | 28-30 |

See TEACHER EDUCATION (page 68) for program admission and other information.

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

| | | | |
|------|---------|-------------------------------|-----------|
| THEO | 110 | Exploring the Christian Faith | 3 |
| COL | 180 | College Orientation | 1 |
| COMM | 171 | Speech Communication | 3 |
| ENGL | 101 | Written Communication II | 3 |
| 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 | 203-204 | Fundamentals of Accounting I & II | 6 |
| BADM | 121 | Introduction to Business | 3 |
| BADM | 221 | Business Law | 3 |
| BADM | 222 | Business Communication | 3 |
| BADM | 321 | Principles of Management | 3 |
| CAPP | 128 | Word Processing, or | 2 |
| CAPP | 229 | Introduction to Database Management, or | (2) |
| CAPP | 230 | Introduction to Spreadsheets | (2) |
| 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 | <u>9</u> |
| | | | 35 |

Computer Applications Major A.A. Degree**General Studies**

| | | | |
|------|-----|-------------------------------|-----|
| COL | 180 | College Orientation | 1 |
| THEO | 110 | Exploring the Christian Faith | 3 |
| COMM | 171 | Speech Communication | 3 |
| ENGL | 101 | Written Communication II | 3 |
| 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 |

| | | | HOURS |
|--------------|---------|--|--------------|
| | | Music/Art/Literature/Drama | 3 |
| PHED | 112-136 | Physical Education Activity | 0.5 |
| PHIL | 150 | Logic & Critical Thinking | <u>2</u> |
| | | | 28 |
| Major | | | |
| BADM | 121 | Introduction to Business | 3 |
| BADM | 222 | Business Communication | 3 |
| CAPP | 128 | Word Processing | 2 |
| CAPP | 229 | Introduction to Database Management | 2 |
| CAPP | 230 | Introduction to Spreadsheets | 2 |
| CAPP | 325 | Advanced Spreadsheet & Database Management | 3 |
| CAPP | 328 | Survey of Computer Applications | 3 |
| CAPP | 432 | Independent Study | 3 |
| | | Electives from Accounting, Computer Science, Economics or Computer Applications | <u>6</u> |
| | | | 27 |
| | | Electives needed to complete the degree | 7 |

Computer Applications Minor

| | | | |
|------|-----|---|-----------|
| BADM | 222 | Business Communications | 3 |
| CAPP | 128 | Word Processing | 2 |
| CAPP | 229 | Introduction to Database Management | 2 |
| CAPP | 230 | Introduction to Spreadsheets | 2 |
| CAPP | 325 | 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 142)

Economics & Finance Major

The study of economics provides students with a well-grounded liberal arts education, intentionally integrating the Christian faith with the study of economic activity. The economics major helps students develop skills in analysis and decision-making by thoroughly grounding them in the theory and practice of economic reasoning. The program prepares students to work in business, finance and public policy related fields and is especially appropriate for students planning to attend law school or graduate programs in economics, business and public administration.

General Studies

| | | | |
|------|-----|----------------------------------|-----|
| COL | 180 | College Orientation | 1 |
| COMM | 171 | Speech Communication | 3 |
| ENGL | 101 | Written Communication II | 3 |
| ENGL | 102 | Written Communication III | 3 |
| PSYC | 182 | General Psychology | 3 |
| PHED | 100 | Lifelong Physical Awareness | 0.5 |
| SOC | 151 | Principles of Sociology | 3 |
| BIBL | 215 | Old Testament Literature | 3 |
| BIBL | 216 | New Testament Literature | 3 |
| | | Foreign Language (two semesters) | 6 |
| | | History Elective | 3 |
| | | Art/Drama/Music | 3 |
| | | Literature | 3 |

| | | | HOURS |
|------|---------|--------------------------------|--------------|
| 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 |

Business Core

| | | | |
|------|-----|-------------------------------|------------|
| ACCT | 203 | Fundamentals of Accounting I | 3 |
| ACCT | 204 | Fundamentals of Accounting II | 3 |
| BADM | 221 | Business Law | 3 |
| BADM | 222 | Business Communication | 3 |
| CAPP | 230 | Introduction to Spreadsheet | 2 |
| MATH | 124 | Applied Calculus, or | 3 |
| BADM | 286 | Finite Math for Business | <u>(3)</u> |
| | | | 17 |

Economics & Finance Core

| | | | |
|------|-----|--|------------|
| ECON | 233 | Principles of Economics | 3 |
| ECON | 329 | Intermediate Macroeconomics | 3 |
| ECON | 330 | Intermediate Microeconomics | 3 |
| ECON | 332 | Management Finance | 3 |
| ECON | 420 | International Economics | 3 |
| ECON | 431 | Money & Banking | 3 |
| ECON | 304 | Principles of Investments | 3 |
| ECON | | Electives | 9 |
| ECON | 403 | Senior Honors Project (by election only) | <u>(3)</u> |
| | | | 30 |
| | | Electives from any subject | <u>22</u> |
| | | Total | 124 |

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> |
| | | | 18 |

Business administration majors selecting an economics minor may not use courses required by the 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) |

| | | | HOURS |
|------|-----|-------------------------|--------------|
| ECON | 333 | Seminar in Economics | (3) |
| ECON | 420 | International Economics | (3) |
| ECON | 430 | Industrial Organization | (3) |
| ECON | 431 | Money & Banking | (3) |

Electives from two other Social Science Areas 6
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

General Studies

| | | | |
|------|---------|------------------------------------|-----------|
| COL | 180 | College Orientation | 1 |
| 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 | 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 |
| | | Art/Drama/Music | 3 |
| | | College Level Math | 3 |
| | | Science with Lab | 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 | 121 | Introduction to Business | 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 | 3 |
| BADM | 322 | Principles of Marketing | <u>3</u> |
| | | | 24 |

Electives or Minor **18-21**

Business Supervision – A.A. Degree (Adult Major)**General Studies**

| | | | HOURS |
|------|-----|--------------------------------|--------------|
| COL | 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. | <u>1</u> |
| | | | 29 |

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 | <u>3</u> |
| | | | 21 |

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.

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 229, 230.
- 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)

- 121. Introduction to Business** **3 Hours**
 An overview of the dynamic world of business, its functions and management tools. This survey course introduces students to the context of business and contemporary issues and explores the implications of viewing business as a calling and/or vocation.

- 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.
- 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.
- 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.
- 334. Human Resource Management 3 Hours**
An introduction to the management of human resources including employment law, theories and methods of selection, training, performance appraisal, compensation and employee/management relations.
- 335. Seminar in Business 1-3 Hours**
A variety of business topics will be analyzed and discussed in this course. The specific topics included may change over time depending on current events, student needs and professor preferences. *May be repeated for credit with permission of instructor.*
- 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.
- 424. Introduction to Advertising 3 Hours**
This course studies cost-effective strategies in advertising. Topics include demographics and research, manipulation, media-packaging and promotional ethics. Skills are developed in direct marketing including 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 both consumer and business to business approaches, management of sales departments and the role of sales in an overall marketing plan.
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.

431. Organizational Staffing 3 Hours

Focuses on maximizing the fit between the person, job and organization through job and organizational analysis, personnel planning, recruitment, selection and placement, employment testing and interviewing. Also, validation of selection procedures, equal employment employer (EEO) guidelines and affirmative action. Research, case studies and student projects.

Prerequisite: BADM 334.

432. Employee Development & Reward Systems 3 Hours

Focuses on needs assessment; design, implementation and evaluation of training programs; evaluating performance; and maximizing employee motivation through compensation and reward structures. Research, case studies and student projects.

Prerequisite: BADM 334.

433. Employee Relations 3 Hours

Addresses issues of maintaining effective employee/management relationships through labor relations, effective communication, discipline, safety and health, diversity and ethical decision making from both legal and Christian viewpoints. Discussion and student presentations.

Prerequisite: BADM 334.

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)**128. Word Processing 2 Hours**

A course designed to develop basic and advanced word processing techniques and skills and make application to effective and efficient document production.

229. Introduction to Database Management 2 Hours

Standard software is used as the students learn to create tables, queries of various difficulty, custom forms and custom reports. Databases are maintained, and integrated with other programs.

230. Introduction to Spreadsheets 2 Hours

Students use standard software as they learn to create various business related spreadsheets, graphs, lists and pivot tables. The spreadsheet program is also integrated with other programs and the World Wide Web. Throughout the course, critical thinking and problem-solving skills are incorporated.

325. Advanced Spreadsheet & Database Management 3 Hours

Further study of spreadsheet and database features, functions, business decision making applications, and the building and programming of forms. Introductions to Visual Basic for Applications, SQL and ANSI standards also included.

Prerequisite: CAPP 229, 230.

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 229, 230. (Identical to ACCT 327.)

328. Survey of Computer Applications 3 Hours

This course provides overviews and practical experience using various software programs relating to finance, productivity, management, voice recognition, web design and the integration of software packages.

Prerequisites: CAPP 128, 229, 230 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.
- 302. Economic Issues** 3 Hours
Course examines important historical economic episodes in the history of the United States such as the Great Depression, the creation of the Federal Reserve Bank and the use of price controls in the 1970s. The course also examines contemporary economic issues such as poverty, health care, environment and education.
- 303. Economic Development** 3 Hours
Course examines the forces contributing to and retarding economic progress in developing countries and evaluates various development strategies. The role of foreign trade, economic integration, foreign investment, multinational corporations and technological transfers are examined.
- 304. Principles of Investments** 3 Hours
Introduction to the analysis of the valuation of equity and debt securities given modern capital market theory. Course introduces fundamental and technical analysis of stock market investments.
- 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.
- 401. Public Choice** 3 Hours
Economic process of public policy formulation and implementation. Special attention is given to the role voters, special interest groups, bureaucracies, Congress and the President play in shaping public policies.
- 402. Internship in Economics & Finance** 1-3 Hours
Field experience in a selected area of interest, including on-the-job exposure and completion of a significant project.
Prerequisite: Permission of instructor.
- 403. Senior Honors Project** 3 Hours
Creative research project on a topic within economics. The project will be directed by a full-time economics faculty member. The topic will be tailored to the interests of the student who will research it, write it up and then present to a faculty committee.
- 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.

