



DIVISION *of* BUSINESS

DR. B. SMITH, Chairperson
MRS. GOELLNER
DR. GREISING

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MS. RANDOLPH
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Accounting
Business Administration
Business Admin/Interior Design
Business Admin/Garden Design
Business Admin/Web & Interactive
Design
Business Education

Business Management
Computer Applications
Computer Information Systems
Economics & Finance
International Business
Interdisciplinary Major in
Sport Management

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			
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>
			54
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	327	Computer-Based Accounting Applications	3
ACCT	412	Auditing	3
CAPP	229	Introduction to Database Management	2
CAPP	230	Introduction to Spreadsheets	<u>2</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			7

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	327	Computer Based Accounting	(3)
ACCT	413	Independent Study in Accounting	<u>(1-3)</u>
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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

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

			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>
			54
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.

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)	(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)
or any other ECON course			

Human Resource Management

BADM	431	Organizational Staffing	3
BADM	432	Employee Development & Reward Systems	3
BADM	433	Employee Relations	3
BADM	427	Internship in Human resources Management, or	(3)
BADM	429	Independent Study in Human Resource Mgt.	(3)

			HOURS
Marketing			
BADM	424	Introduction to Advertising	3
BADM	426	Sales & 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
BADM	434	International Marketing & Management Strategies	3
Choose one of the following:			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			7-8

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 129-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

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>
			54

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

			HOURS
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>
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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>
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(Ivy Tech reserves the right to change or modify their course requirements without notice.)

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 132-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

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
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>
			54

Major Core			HOURS
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	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>
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(Ivy Tech reserves the right to change or modify their course requirements without notice.)

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

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 Web & Interactive Design @ IVYT)	3
		Literature	3
MATH	111	Basic Probability & Statistics	3

			HOURS
		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>
			54

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	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>
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Web & Interactive Design Core (at Ivy Tech)

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 & 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>
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(Ivy Tech reserves the right to change or modify their course requirements without notice.)

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

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)

HOURS**Electives from:**

Accounting, Business Administration, Computer Applications (excluding CAPP 128) 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
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>
			54

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>
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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>
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Students must also have keyboarding proficiency.

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 76) 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	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>
			27

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**

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
		Music/Art/Literature/Drama	3
PHED	112-136	Physical Education Activity	0.5

			HOURS
PHIL	150	Logic & Critical Thinking	<u>2</u>
			27
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	8

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 150)

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			
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

			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>
			54

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>23</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)
ECON	333	Seminar in Economics	(3)
ECON	420	International Economics	(3)
ECON	430	Industrial Organization	(3)

			HOURS
ECON	431	Money & Banking	(3)
Electives from two 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.

Interdisciplinary Major in Sport Management

The make-up and requirements for this major are listed in the Division of Education, page 83.

International Studies – Business Major

General Studies

THEO	110	Exploring the 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>
			54

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

Business Concentration (NOTE: The ISP student may choose one concentration from the three separate concentrations: 1) Business; 2) Religion and Philosophy – International Ministry/Missions; 3) Social Science.)

ACCT	203	Fundamentals of Accounting I	3
ACCT	204	Fundamentals of Accounting II	3
BADM	221	Business Law	3
ECON	233	Principles of Economics	3
ECON	303	Economic Development	3
ECON	420	International Economics	3
BADM	321	Principles of Management	3
BADM	322	Principles of Marketing	3

BADM	434	International Marketing & Management Strategies	HOURS <u>3</u> 27
Electives or Minor			16-19

* Students in the International Studies Program (ISP) must complete a significant international learning experience and an internship. (Note: International students may request a waiver of the international learning experience.)

The international learning experience may be met by:

- An approved semester abroad
- At least six weeks of international experience (i.e. Task Force(s), summer missions, business and/or study tour(s), etc.)
- An international business internship or missions internship with an approved agency.

Various courses will fulfill the ISP internship requirements (3-6 credit hours). The following courses will satisfy the requirements if they are given an international focus:

BADM	427	Internship in Business Administration	1-4
NUR	361	International Health Seminar	1-2
MIN	446	Internship in Ministry	1-4
MIN	447	Internship in Missions	1-4
MIN	448	Internship in Evangelism	1-4
SS	374	Fieldwork in Social Science	1-6

Independent Study from each division—as needed, with the permission of the Chair
Fieldwork from each division—as needed, with the permission of the Chair

Note: ISP students should carefully consult with their advisors regarding the prerequisites for internship courses and the scheduling of international learning experiences.

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 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 individuals. 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 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.
- 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 projects.
Prerequisite: BADM 334.
- 434. International Marketing & Management Strategies 3 Hours**
An advanced course applying principles of marketing and management in the international context. Topics will include international market research, marketing communications, segmentation techniques and related cultural differences, assessment of market value, product modifications, distribution issues and management strategies.
Prerequisites: BADM 322, 341.
- 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 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 integra-
- tion, 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.