

Business Administration

School of Social Sciences and Professional Studies

Purpose Statement

The purpose of the Department of Business Administration is to facilitate the development of business leaders who are personally discerning, professionally competent, and who will influence their organizations, professions, and culture from a biblical world view. Given our vision as a department, our broader mission is to provide students with an education in business theory and practice from a distinctly Christian paradigm. To effectively foster academic achievement and personal character, we purpose to create an environment characterized by excellence in teaching, service, intellectual contribution, and collegiality.

Essential to our mission is the creation of a learning environment that encourages, stimulates, and challenges students and faculty to maximize their personal potential in their chosen field of academic endeavor. To facilitate this learning environment, we will use a value-centered curriculum enhanced by an extensive information technology system and a series of personal and professional development seminars. In addition, across the curriculum, we have integrated ethical considerations, global awareness, and an emphasis on oral and written communication skills. *The distinctive competency of our program is the integration of biblical truth within each of the business disciplines.*

In light of our mission, the department has established the following goals:

1. We will create a learning environment that encourages, stimulates, and challenges students to maximize their personal potential in the chosen field of academic endeavor.
2. We will create a value-centered curriculum enhanced by an emphasis on topics critical to the student's competency in the world of work.
3. We will provide faculty with professional and academic opportunities to enhance both teaching competencies and intellectual contributions.
4. We will encourage the relationship between the department and significant constituencies that impact our mission and its implementation.

Personal Requirements

A college preparatory curriculum in high school provides the best preparation for the bachelor degree programs in the Department of Business Administration. Three or four years of high school mathematics, including calculus, are recommended for students anticipating graduate study in business. No previous coursework in business is necessary. Because of extensive computer utilization in the business curriculum, electives in computer programming or software packages may prove to be helpful.

Department Requirements

Although students in the Department of Business Administration are not required to apply for admission to the department, continuation is based upon performance in the core business requirements and satisfactory completion of course prerequisites. Students entering their junior year will be reviewed for continuation by the department chairman.

Students majoring in business must earn at least a 2.0 grade point average in all sophomore level business courses required for their major in order to graduate with a degree in a business major.

Students majoring in business must earn a "C-" in any prerequisite business course before being allowed to enter the subsequent course for which that course is a prerequisite. Waivers to

this requirement are made only in exceptional circumstances, and such waivers require the approval of the chairman of the department in consultation with the teacher responsible for the subsequent course.

In general, business majors should complete all 2000-level business core courses before beginning a 3000-level business course. Before taking a 4000-level Department of Business Administration course, students must have satisfactorily completed all 2000-level Department of Business Administration core courses required for their major. Waivers to this requirement are made only in exceptional circumstances, and such waivers require the approval of the department chairman.

To graduate with a major from the Department of Business Administration, students must earn at least a 2.0 cumulative average in all courses required for their major and at least a "C-" in all courses taken to meet a specific requirement in their major (cognate courses not included).

Every major and minor offered by the Department of Business Administration requires that a minimum of 50% of the business courses in the business administration core and 50% of the specific business courses required for each major or minor be earned at Cedarville University. Any CLEP or advanced placement credits earned are not considered to be earned at Cedarville University.

Programs of Study

The Department of Business Administration offers the following programs:

Majors

- Accounting
- End-User Information Systems
- Finance
- International Studies: Global Economics and International Business
- Management
- Management Information Systems
- Marketing

Minors

- Business Administration
- Christian Ministries
- Economics
- International Business
- Management Information Systems

Co-Curricular Opportunities

The Department of Business Administration provides several co-curricular opportunities for students to enhance their classroom experience as they prepare for their professional careers.

Sigma Beta Delta, an international honor society in business, management, and administration, recognizes junior and senior business majors who maintain excellent scholastic achievement.

Students develop leadership abilities in **Kappa Epsilon Alpha** by planning and leading regularly scheduled meetings in which topics of personal and professional interest are addressed.

Cedarville participates in the **Students in Free Enterprise (SIFE)** program with a number of other universities across the country. Students plan community events and enter a regional competition, developing leadership and teamwork skills.

The **Association of Information Technology Professionals (AITP)** provides management information systems and computer science majors with opportunities to network with business professionals while attending meetings, seminars, and activities.

Students interested in human resources and labor relations attend the **Society for Human Resources Management (SHRM)** chapter meetings and interact with working professionals.

Career Opportunities

Graduate and professional schools welcome Cedarville University graduates. Careers pursued by graduates include:

- Accountant
- Auditor
- Banker
- Church financial manager
- Computer network manager
- Computer software specialist/trainer
- Controller
- Financial analyst
- Human resource manager
- Marketing researcher
- Production manager
- Programmer
- Purchasing manager
- Retail manager
- Sales manager
- Salesperson
- Securities broker

Faculty

Marinus Hazen, *Chairman*: Associate Professor of Accounting. *Education*: B.B.A., Ohio University, 1963; M.B.A., Ohio University, 1964; C.P.A., State of Ohio, 1965; all work completed for D.B.A. except dissertation, Cleveland State University. At Cedarville since 1983.

Jon Austin, Associate Professor of Marketing. *Education*: B.A., University of Northern Iowa, 1982; M.S., Iowa State University, 1989; Ph.D., University of Wisconsin-Madison, 1997. At Cedarville since 2001.

Richard Baldwin, Professor of Management. *Education*: B.S.E.E., Iowa State University, 1955; M.B.A., University of Dayton, 1968; L.L.B., LaSalle Correspondence University, 1973; Ph.D., The Ohio State University, 1987; President's Fellow, American Graduate College of International Management, interim, 1987. At Cedarville since 1975.

Jeffrey Fawcett, Associate Professor of Marketing. *Education*: B.A., Cedarville University, 1982; M.B.A., University of Baltimore, 1986; D.B.A., Cleveland State University, 1999. At Cedarville since 1987.

Timothy Hansell, Assistant Professor of Management Information Systems. *Education*: B.S., Wright State University, 1982; M.S., The Ohio State University, 1990. At Cedarville since 1998.

Charles Hartman, Associate Professor of Business Law and Accounting. *Education*: B.A., Michigan State University, 1984; M.B.A., Michigan State University, 1984; J.D., University of Dayton School of Law, 1997. At Cedarville since 1989.

Sharon Johnson (Mr.), Professor of Management. *Education*: B.S., Florida State University, 1969; M.B.A., Florida State University, 1973; D.B.A., Florida State University, 1978. At Cedarville since 1993.

John LeBlanc, Associate Professor of Management. *Education*: B.S., Southern Illinois University, 1974; M.B.A., Southern Illinois University, 1976. At Cedarville since 1999.

Brian Miller, Assistant Professor of Accounting. *Education*: B.A., Cedarville University, 1994; C.P.A., State of Indiana, 1997; M.B.A., University of Cincinnati, 1998. At Cedarville since 2001.

William Ragle, Associate Professor of Finance. *Education*: B.S., Stephen F. Austin State University, 1976; M.B.A., University of North Texas, 1988; Ph.D., University of North Texas, 1996. At Cedarville since 1995.

D. Lance Revenaugh, Associate Professor of Management Information Systems. *Education*: B.B.A., Baylor University, 1984; M.B.A., Baylor University, 1985; Ph.D., Arizona State University, 1992. At Cedarville since 2000.

Anne Rich, Assistant Professor of Accounting. *Education*: B.A., Cedarville University, 1978; M.S., Florida Technological University, 1978; C.P.A., State of Florida, 1979. At Cedarville since 2000.

David Rotman, Director of Computer Services; Associate Professor of Management Information Systems. *Education*: B.S.,

Taylor University, 1968; M.A.T., Indiana University, 1972; C.D.P., Institute for Certification of Computer Professionals, 1980; Ph.D., Nova University, 1994. At Cedarville since 1984.

David Schmidt, Assistant Professor of Management. *Education*: B.S., University of Nebraska at Kearney, 1974; M.A., University of Nebraska, 1992; M.B.A., University of Nebraska, 1995; Ph.D., University of Nebraska, 2001. At Cedarville since 1998.

Galen Smith, Professor of Economics. *Education*: B.A., Washburn University, 1966; M.S., Kansas State University, 1968; M.Div., Grace Theological Seminary, 1978; D.Min., Trinity Evangelical Divinity School, 1998. At Cedarville since 1981.

Sarah Smith, Associate Professor of Accounting. *Education*: B.A., Cedarville University, 1975; M.A., Virginia Polytechnic Institute and State University, 1976; Ph.D., Virginia Polytechnic Institute and State University, 1982. At Cedarville since 1980.

Kenneth St. Clair, Associate Professor of Business. *Education*: B.S., University of Illinois, 1956; C.P.A., State of Ohio, 1962; M.S., University of Illinois, 1963; graduate study, University of Nebraska, 1964-65; Southwestern Baptist Theological Seminary, 1986-87. At Cedarville since 1959.

Susan Terkelsen, Assistant Professor of Office Communication. *Education*: B.A., Cedarville University, 1988; M.A., Miami University, 1989. At Cedarville since 1999.

Ronald Walker, Professor of Management Science. *Education*: B.S., Bowling Green State University, 1965; M.S., University of Michigan, 1966; D.B.A., Kent State University, 1986. At Cedarville since 1978.

Bert Wheeler, Professor of Economics. *Education*: B.S., University of Tennessee, 1981; M.A., University of Tennessee, 1984; Ph.D., University of Tennessee, 1985. At Cedarville since 1992.

Richard Wolf, Assistant Professor of Management Information Systems. *Education*: B.S., University of Maryland, 1992; M.S., George Washington University, 1995. At Cedarville since 1996.

Duane Wood, Academic Vice President; Professor of Management. *Education*: B.S.M.E., Rose-Hulman Institute of Technology, 1964; M.B.A., Butler University, 1968; D.B.A., Indiana University, 1974. At Cedarville since 1987.

Clifford Fawcett, Professor Emeritus of Management. *Education*: B.S.E.E., University of Maryland, 1958; M.B.A., American University, 1970; D.B.A., George Washington University, 1976. At Cedarville since 1983.

Business Advisory Board

The Business Advisory Board consists of entrepreneurs, business leaders, and educators representing diverse areas of business. Through annual meetings, these experts advise the University and evaluate its plans for strengthening Cedarville's position of leadership in undergraduate business education.

Board members include:

- Mr. Harry Badanes, J.D. Cloud & Co.
- Mr. Ronald Baker, Hi-Tech Aero Spares
- Mr. Eric Cluxton, Fifth Third Bank, Dayton
- Mr. John Danis, The Danis Building Construction Co.
- Mr. Ronald Ferner, Philadelphia Biblical University
- Mr. John Field, Wallace & Turner, Inc.
- Ms. Georgeann Georges, Sears, Roebuck and Co.
- Mr. George Guritz, Shepherd Financial Group, Inc.
- Dr. Rajshekhar Javalgi, Cleveland State University
- Mr. Mitchell Jones, Arel Learning Solutions, Inc.
- Mr. Larry Krukewitt, Regional Development Company
- Dr. Wayne Leininger, Virginia Tech
- Mr. Delmar Mohler, Faith Baptist Bible College
- Mr. Lorne Scharnberg, KATECHO, Inc.
- Ms. Lynda Sikora, Custom Mobile Food Equipment
- Mr. Doug Smith, Retired, Baja Marine Corporation
- Mr. Mike Stephens, Greene Memorial Hospital
- Mr. David Stevens, OPEX Corporation
- Mr. Jerry Tatar, The MeadWestvaco Corporation

Business Administration

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A complete description of the General Education Requirements is found on page 18

Accounting

The **accounting major** prepares students for careers in private, public, and corporate accounting as well as other business-related areas.

Course requirements involve 59 semester hours including:

<i>Business Administration Core</i>	38
ACCT-2110, 2120 Principles of Accounting I,II	6
BUS-1990 Business Prologue	0
BUS-2150 Business Statistics	3
BUS-2180 Business Law	3
BUS-2990 Personal Development	0
BUS-3150 Operations Analysis	3
BUS-3990 Professional Development	0
BUS-4420 Business Ethics and Social Responsibility	2
BUS-4990 Executive Development	0
ECON-2330 Microeconomics	3
ECON-2340 Macroeconomics	3
FIN-3710 Financial Management of the Firm	3
MGMT-3500 Principles of Organization and Management	3
MGMT-4510 Administrative Policy and Strategy	3
MIS-1500 Information Management in a Dynamic World ...	2
MIS-1510 Information Management Software Tools Lab ...	1
MRKT-3600 Principles of Marketing	3
<i>Accounting</i>	21
ACCT-3110 Intermediate Financial Accounting I	3
ACCT-3120 Intermediate Financial Accounting II	3
ACCT-3150 Accounting Information Systems	3
ACCT-3170 Managerial Accounting	3
ACCT-4110 Federal Income Tax	3
ACCT-4120 Auditing	3
ACCT-4130 Advanced Financial Accounting	3
<i>Required cognate:</i>	
GMTH-1040 Calculus for Business and Social Sciences ..	3
(Satisfies mathematics for General Education Requirements)	

Accounting Major Curriculum Summary

Proficiency Requirements	0-5
General Education Requirements	49-57
Accounting Major Requirements	59
Required Cognate	3
Electives	9-17
Total (minimum not including proficiency)	128

The **CPA concentration** takes into account the state of Ohio requirements of 150 semester hours of undergraduate or graduate education, including 30 hours of accounting courses combined with several specific business and elective courses. Students desiring to pursue a license in other states should investigate the requirements of those specific states. States with Web sites, and all addresses, can be found on the Web site of the National Association of State Board of Accountancy at www.nasba.org.

Students may qualify for the Ohio requirements through completion of the accounting major requirements (128 semester hours) plus an additional 22 semester hours of elective coursework including some additional accounting electives. The course plan includes the following:

Accounting Major Requirements	128 hours
Accounting Elective	3 hours
Other Elective Courses	19 hours
Total	150 hours

Although not specifically required by the state of Ohio, the following courses include materials that are covered in the CPA exam and are recommended for all accounting majors preparing to take the CPA exam. Several of these courses are required by other states.

ACCT-4150 Government and Nonprofit Accounting	3
ACCT-4210 Taxation of Business Entities	3

Suggested Four-Year Curriculum for a Major in Accounting

First year:

BEGE-1710 Christian Life and Thought	3
BEGE-1720 Spiritual Formation	3
BUS-1990 Business Prologue	0
COM-1100 Fundamentals of Speech	3
ENG-1400 Composition	3
GMTH-1040 Calculus for Business	3
GSS-1000 Foundations of Social Science	3
HUM-1400 Introduction to the Humanities	3
MIS-1500 Information Management in a Dynamic World	2
MIS-1510 Information Management Software Tools Lab	1
PEF-1990 Physical Activity and the Christian Life	1
Biological Science Elective	3.5
Literature Elective	3
Physical Education Elective	1
Total	32.5

Second year:

ACCT-2110,2120 Principles of Accounting I,II	6
BEGE-2730 Old Testament Literature	3
BEGE-2740 New Testament Literature	3
BUS-2150 Business Statistics	3
BUS-2180 Business Law	3
BUS-2990 Personal Development	0
ECON-2330 Microeconomics	3
ECON-2340 Macroeconomics	3
History Elective	3
Physical Science Elective	3.5
Social Science Elective	3
Total	33.5

Third year:

ACCT-3110,3120 Intermediate Financial Accounting I,II	6
ACCT-3150 Accounting Information Systems	3
ACCT-3170 Managerial Accounting	3
BEGE-3750 Christian Worldview Development	2
BEGE-3760 Christian Worldview Integration	2
BUS-3150 Operations Analysis	3
BUS-3990 Professional Development	0
FIN-3710 Financial Management of the Firm	3
MGMT-3500 Principles of Organization and Management	3
MRKT-3600 Principles of Marketing	3
Electives	3
Total	31

Fourth year:

BUS-4420 Business Ethics and Social Responsibility	2
BUS-4990 Executive Development	0
MGMT-4510 Administrative Policy and Strategy	3
ACCT-4110 Federal Income Taxes	3
ACCT-4120 Auditing	3
ACCT-4130 Advanced Financial Accounting	3
Humanities Elective	3
Electives	14
Total	31

ACCT-4810 Seminar in Accounting	1
BUS-3180 Business Law II	3
EUIS-2100 Business Communication	3

Master's Degree Options at Other Universities

Cedarville has developed a relationship with the University of Dayton's MBA program to allow Cedarville University graduates who qualify to be able to enter the University of Dayton's MBA program to fulfill the CPA 150 hour requirement without taking additional foundational courses. Students are encouraged to investigate other MBA and Master of Science in Accounting programs offered at schools throughout the United States that may be better suited to their specific career goals.

End-User Information Systems

The **end-user information systems (EUIS) major** is designed to prepare students for careers that rely on end-user computerized information technologies. EUIS graduates learn to analyze, apply, implement, and evaluate information systems technologies. Potential careers are organizational and end-user information systems manager, information center manager, corporate trainer, and end-user support specialist. The EUIS bachelor's degree follows a nationally recognized model curriculum, "Organizational and End-User Information Systems" by the Office Systems Research Association (OSRA).

Course requirements involve 58-61 semester hours including:

<i>Business Administration Core</i>	38
ACCT-2110,2120 Principles of Accounting I,II	6
BUS-1990 Business Prologue	0
BUS-2150 Business Statistics	3
BUS-2180 Business Law	3
BUS-2990 Personal Development	0
BUS-3150 Operations Analysis	3
BUS-3990 Professional Development	0
BUS-4420 Business Ethics and Social Responsibility	2
BUS-4990 Executive Development	0
ECON-2330 Microeconomics	3
ECON-2340 Macroeconomics	3
FIN-3710 Financial Management of the Firm	3
MGMT-3500 Principles of Organization and Management	3
MGMT-4510 Administrative Policy and Strategy	3
MIS-1500 Information Management in a Dynamic World ...	2
MIS-1510 Information Management Software Tools Lab ...	1
MRKT-3600 Principles of Marketing	3
<i>End-User Information Systems</i>	20-23
COM-3330 Organizational Training	3
COM Elective (select one)	
COM-3230 Organizational Communication	3
COM-3240 Interpersonal Communication	2
COM-3250 Interviewing	3
EUIS-2100 Business Communication	3
EUIS-3000 End-User Information Systems and Technologies	3
EUIS-4000 Trends, Issues, and Cases in End-User Information Systems	2
EUIS-4010 End-User Information Systems Internship	1-3
MGMT-3530 Human Resources Management	3
(or MGMT-3550 Organizational Behavior	3)
MIS-3000 Systems Analysis and Design	3
<i>Software Proficiencies</i>	0-9
EUIS-1000 Word Processing Concepts and Applications ..	3
EUIS-1010 Presentation Graphics Concepts and Applications	3
EUIS-2010 Spreadsheet and Database Concepts and Applications	3
<i>Required cognate:</i>	
GMTH-1040 Calculus for Business	3
(Satisfies mathematics for General Education Requirements)	
End-User Information Systems Major Curriculum Summary	
Proficiency Requirements	0-5
General Education Requirements	49-57
Software Proficiencies	0-9
End-User Information Systems Major Requirements	58-61
Required Cognate	3
Electives	0-18
Total (minimum not including proficiency)	128

A complete description of the General Education Requirements is found on page 18

Suggested Four-Year Curriculum for a Major in End-User Information Systems

First year:

BEGE-1710 Christian Life and Thought	3
BEGE-1720 Spiritual Formation	3
BUS-1990 Business Prologue	0
COM-1100 Fundamentals of Speech	3
ENG-1400 Composition	3
EUIS-1000 Word Processing Concepts and Applications	3
EUIS-1010 Presentation Graphics Concepts and Applications	3
GMTH-1040 Calculus for Business	3
GSS-1000 Foundations of Social Science	3
HUM-1400 Introduction to Humanities	3
MIS-1500 Information Management in a Dynamic World	2
MIS-1510 Information Management Software Tools Lab	1
PEF-1990 Physical Activity and Christian Life	1
Physical Education Elective	1
Total	32

Second year:

ACCT-2110, 2120 Principles of Accounting I,II	6
BEGE-2730 Old Testament Literature	3
BEGE-2740 New Testament Literature	3
BUS-2150 Business Statistics	3
BUS-2180 Business Law	3
BUS-2990 Personal Development	0
ECON-2330 Microeconomics	3
ECON-2340 Macroeconomics	3
EUIS-2010 Spreadsheet and Database Concepts and Applications	3
EUIS-2100 Business Communication	3
Social Science Elective	3
Total	33

Third year:

BEGE-3750 Christian Worldview Development	2
BEGE-3760 Christian Worldview Integration	2
BUS-3150 Operations Analysis	3
BUS-3990 Professional Development	0
COM-3230, 3240, or 3250 Communications Elective	2-3
EUIS-3000 End-User Information Systems and Technologies	3
FIN-3710 Financial Management of the Firm	3
MGMT-3500 Principles of Organization and Management	3
MIS-3000 Systems Analysis and Design	3
MRKT-3600 Principles of Marketing	3
Literature Elective	3
Electives	3
Total	30-31

Fourth year:

BUS-4420 Business Ethics and Social Responsibility	2
BUS-4990 Executive Development	0
COM-3330 Organizational Training	3
EUIS-4000 Trends, Issues, and Cases in EUIS	2
EUIS-4010 EUIS Internship	1-3
MGMT-4510 Administrative Policy and Strategy	3
MGMT Elective	3
Biological Science Elective	3.5
History Elective	3
Humanities Elective	3
Physical Science Elective	3.5
Electives	3-5
Total	32-33

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Finance

The **finance major** prepares students for careers as financial analysts, security analysts, financial planners, or account executives within the banking, insurance, and securities industries and other commercial concerns.

Course requirements involve 56 semester hours including:

<i>Business Administration Core</i>	38
ACCT-2110,2120 Principles of Accounting I,II	6
BUS-1990 Business Prologue	0
BUS-2150 Business Statistics	3
BUS-2180 Business Law	3
BUS-2990 Personal Development	0
BUS-3150 Operations Analysis	3
BUS-3990 Professional Development	0
BUS-4420 Business Ethics and Social Responsibility	2
BUS-4990 Executive Development	0
ECON-2330 Microeconomics	3
ECON-2340 Macroeconomics	3
FIN-3710 Financial Management of the Firm	3
MGMT-3500 Principles of Organization and Management	3
MGMT-4510 Administrative Policy and Strategy	3
MIS-1500 Information Management in a Dynamic World ...	2
MIS-1510 Information Management Software Tools Lab ...	1
MRKT-3600 Principles of Marketing	3
<i>Finance</i>	18
ACCT-3110 Intermediate Financial Accounting I	3
FIN-3310 International Money and Capital Markets	3
FIN-3730 Investments	3
FIN-4720 Business Valuation	3
3000 and 4000 Finance Electives	6
<i>Required cognate:</i>	
GMTH-1040 Calculus for Business	3
(Satisfies mathematics for General Education Requirements)	

Finance Major Curriculum Summary

Proficiency Requirements	0-5
General Education Requirements	49-57
Finance Major Requirements	56
Required Cognate	3
Electives	12-20
Total (minimum not including proficiency)	128

International Studies – Global Economics and International Business

The **global economics and international business major** prepares students for careers in international business. Offered as a part of the University's international studies program, the major is described in detail in the interdisciplinary studies section of this catalog.

A complete description of the General Education Requirements is found on page 18

Suggested Four-Year Curriculum for a Major in Finance

<i>First year:</i>	
BEGE-1710 Christian Life and Thought	3
BEGE-1720 Spiritual Formation	3
BUS-1990 Business Prologue	0
COM-1100 Fundamentals of Speech	3
ENG-1400 Composition	3
GMTH-1040 Calculus for Business	3
GSS-1000 Foundations of Social Science	3
HUM-1400 Introduction to the Humanities	3
MIS-1500 Information Management in a Dynamic World	2
MIS-1510 Information Management Software Tools Lab	1
PEF-1990 Physical Activity and the Christian Life	1
Biological Science Elective	3.5
History Elective	3
Physical Education Elective	1
Total	32.5
<i>Second year:</i>	
ACCT-2110,2120 Principles of Accounting I,II	6
BEGE-2730 Old Testament Literature	3
BEGE-2740 New Testament Literature	3
BUS-2150 Business Statistics	3
BUS-2180 Business Law	3
BUS-2990 Personal Development	0
ECON-2330 Microeconomics	3
ECON-2340 Macroeconomics	3
Literature Elective	3
Physical Science Elective	3.5
Social Science Elective	3
Total	33.5
<i>Third year:</i>	
ACCT-3110 Intermediate Financial Accounting I	3
BEGE-3750 Christian Worldview Development	2
BEGE-3760 Christian Worldview Integration	2
BUS-3150 Operations Analysis	3
BUS-3990 Professional Development	0
FIN-3710 Financial Management of the Firm	3
MGMT-3500 Principles of Organization and Management	3
MRKT-3600 Principles of Marketing	3
Major Requirements	6
Humanities Elective	3
Electives	3
Total	31
<i>Fourth year:</i>	
BUS-4420 Business Ethics and Social Responsibility	2
BUS-4990 Executive Development	0
MGMT-4510 Administrative Policy and Strategy	3
Major Requirements	9
Electives	17
Total	31

Management

The **management major** provides a broad background for careers in financial, manufacturing, retailing, and service industries, as well as governmental agencies. Management majors focus on organizational dynamics and operations, as well as international issues that affect various types of organizations. With the broad scope of the management major students can select courses within their area of interest, whether it be human resources management, operations management, or organizational leadership.

Course requirements involve 56 semester hours including:

<i>Business Administration Core</i>	38
ACCT-2110,2120 Principles of Accounting I,II	6
BUS-1990 Business Prologue	0
BUS-2150 Business Statistics	3
BUS-2180 Business Law	3
BUS-2990 Personal Development	0
BUS-3150 Operations Analysis	3
BUS-3990 Professional Development	0
BUS-4420 Business Ethics and Social Responsibility	2
BUS-4990 Executive Development	0
ECON-2330 Microeconomics	3
ECON-2340 Macroeconomics	3
FIN-3710 Financial Management of the Firm	3
MGMT-3500 Principles of Organization and Management	3
MGMT-4510 Administrative Policy and Strategy	3
MIS-1500 Information Management in a Dynamic World ...	2
MIS-1510 Information Management Software Tools Lab ...	1
MRKT-3600 Principles of Marketing	3
<i>Management</i>	9
MGMT-3520 Production and Operations Management	3
MGMT-3550 Organizational Behavior	3
MGMT-3570 International Management	3

Students must also choose an area of interest from the following:

<i>Human Resources Management</i>	
MGMT-3530 Human Resources Management	3
MGMT-4560 Organizational Change and Development	3

One course from the following:	
COM-3260 Organizational Negotiation	3
COM-3330 Organizational Training	3
MGMT-4530 Industrial Relations Management	3
PSYCH-3640 Industrial/Organizational Psychology	3

<i>Operations Management</i>	
MGMT-3540 Management Science	3
MGMT-4570 Advanced Topics in Operations Management	3

One course from the following:	
MGMT-4520 Purchasing and Materials Management	3
MGMT-4530 Industrial Relations Management	3

<i>Organizational Leadership</i>	
COM-4060 Organizational Leadership	3
MGMT-4550 Advanced Organizational Behavior	3

One course from the following:	
MGMT-3510 Small Business Management	3
MGMT-3530 Human Resource Management	3
MGMT-3540 Management Science	3
MGMT-4520 Purchasing and Materials Management	3
MGMT-4530 Industrial Relations Management	3
MGMT-4560 Organizational Change and Development ..	3
MGMT-4570 Advanced Topics in Operations Management	3

A complete description of the General Education Requirements is found on page 18

Suggested Four-Year Curriculum for a Major in Management

<i>First year:</i>	
BEGE-1710 Christian Life and Thought	3
BEGE-1720 Spiritual Formation	3
BUS-1990 Business Prologue	0
COM-1100 Fundamentals of Speech	3
ENG-1400 Composition	3
GMTH-1040 Calculus for Business	3
GSS-1000 Foundations of Social Science	3
HUM-1400 Introduction to the Humanities	3
MIS-1500 Information Management in a Dynamic World	2
MIS-1510 Information Management Software Tools Lab	1
PEF-1990 Physical Activity and the Christian Life	1
History Elective	3
Physical Education Elective	1
Physical Science Elective	3.5
Total	32.5

<i>Second year:</i>	
ACCT-2110,2120 Principles of Accounting I,II	6
BEGE-2730 Old Testament Literature	3
BEGE-2740 New Testament Literature	3
BUS-2150 Business Statistics	3
BUS-2180 Business Law	3
BUS-2990 Personal Development	0
ECON-2330 Microeconomics	3
ECON-2340 Macroeconomics	3
Biological Science Elective	3.5
Literature Elective	3
Social Science Elective	3
Total	33.5

<i>Third year:</i>	
BEGE-3750 Christian Worldview Development	2
BEGE-3760 Christian Worldview Integration	2
BUS-3150 Operations Modeling and Analysis	3
BUS-3990 Professional Development	0
FIN-3710 Financial Management of the Firm	3
MGMT-3500 Principles of Organization and Management	3
MGMT-3520 Production and Operations Management	3
MGMT-3550 Organizational Behavior	3
MGMT-3570 International Management	3
MRKT-3600 Principles of Marketing	3
Humanities Elective	3
Electives	3
Total	31

<i>Fourth year:</i>	
BUS-4420 Business Ethics and Social Responsibility	2
BUS-4990 Executive Development	0
MGMT-4510 Administrative Policy and Strategy	3
Management Interest Area	9
Electives	17
Total	31

Required cognate:
 GMTH-1040 Calculus for Business

3	(Satisfies mathematics for General Education Requirements)
Management Major Curriculum Summary	
Proficiency Requirements	0-5
General Education Requirements	49-57
Management Major Requirements	56
Required Cognate	3
Electives	12-20
Total (minimum not including proficiency)	128

Business Administration

School of Social Sciences and Professional Studies

Management Information Systems

The **management information systems major** prepares students for computer careers as programmers, systems analysts, and MIS directors. The curriculum follows guidelines established by the Association of Information Technology Professionals for the training of information system professionals.

Course requirements involve 59 semester hours including:

<i>Business Administration Core</i>	38
ACCT-2110,2120 Principles of Accounting I,II	6
BUS-1990 Business Prologue	0
BUS-2150 Business Statistics	3
BUS-2180 Business Law	3
BUS-2990 Personal Development	0
BUS-3150 Operations Analysis	3
BUS-3990 Professional Development	0
BUS-4420 Business Ethics and Social Responsibility	2
BUS-4990 Executive Development	0
ECON-2330 Microeconomics	3
ECON-2340 Macroeconomics	3
FIN-3710 Financial Management of the Firm	3
MGMT-3500 Principles of Organization and Management	3
MGMT-4510 Administrative Policy and Strategy	3
MIS-1500 Information Management in a Dynamic World ...	2
MIS-1510 Information Management Software Tools Lab ...	1
MRKT-3600 Principles of Marketing	3
<i>Management Information Systems</i>	21
MIS-2000 Structured Programming	3
MIS-2100 Modern Programming Tools	3
MIS-3000 Systems Analysis and Design	3
MIS-3100 Database Development	3
MIS-4500 System Development	3
MIS Elective courses (choose from the following)	6
EGCP-1010 Digital Logic Design	3
Any 3000- or 4000- level MIS courses	
Any 2000 or higher computer science courses	
<i>Required cognate:</i>	
GMTH-1040 Calculus for Business	3
(Satisfies mathematics for General Education Requirements)	

Management Information Systems Major Curriculum Summary

Proficiency Requirements	0-5
General Education Requirements	49-57
Management Information Systems Major Requirements	59
Required Cognate	3
Electives	9-17
Total (minimum not including proficiency)	128

A complete description of the General Education Requirements is found on page 18

Suggested Four-Year Curriculum for a Major in Management Information Systems

First year:

BEGE-1710 Christian Life and Thought	3
BEGE-1720 Spiritual Formation	3
BUS-1990 Business Prologue	0
COM-1100 Fundamentals of Speech	3
ENG-1400 Composition	3
GMTH-1040 Calculus for Business	3
GSS-1000 Foundations of Social Science	3
HUM-1400 Introduction to the Humanities	3
MIS-1500 Information Management in a Dynamic World	2
MIS-1510 Information Management Software Tools Lab	1
PEF-1990 Physical Activity and the Christian Life	1
Humanities Elective	3
Physical Education Elective	1
Social Science Elective	3
Total	32

Second year:

ACCT-2110,2120 Principles of Accounting I,II	6
BEGE-2730 Old Testament Literature	3
BEGE-2740 New Testament Literature	3
BUS-2150 Business Statistics	3
BUS-2180 Business Law	3
BUS-2990 Personal Development	0
MIS-2000 Structured Programming	3
MIS-2100 Modern Programming Tools	3
Biological Science Elective	3.5
History Elective	3
Literature Elective	3
Total	33.5

Third year:

BEGE-3750 Christian Worldview Development	2
BEGE-3760 Christian Worldview Integration	2
BUS-3150 Operations Analysis	3
BUS-3990 Professional Development	0
ECON-2330 Microeconomics	3
ECON-2340 Macroeconomics	3
FIN-3710 Financial Management of the Firm	3
MGMT-3500 Principles of Organization and Management	3
MRKT-3600 Principles of Marketing	3
MIS-3000 Systems Analysis and Design	3
MIS-3100 Database Development	3
Electives	3
Total	31

Fourth year:

BUS-4420 Business Ethics and Social Responsibility	2
BUS-4990 Executive Development	0
MGMT-4510 Administrative Policy and Strategy	3
MIS-4500 System Development	3
MIS Electives	6
Physical Science Elective	3.5
Electives	14
Total	31.5

A complete description of the General Education Requirements is found on page 18

Marketing

The **marketing major** prepares students for career opportunities in advertising, marketing management, marketing research and sales with retailers, manufacturers, financial institutions, and nonprofit organizations.

Course requirements involve 56 semester hours including:

<i>Business Administration Core</i>	38
ACCT-2110,2120 Principles of Accounting I,II	6
BUS-1990 Business Prologue	0
BUS-2150 Business Statistics	3
BUS-2180 Business Law	3
BUS-2990 Personal Development	0
BUS-3150 Operations Analysis	3
BUS-3990 Professional Development	0
BUS-4420 Business Ethics and Social Responsibility	2
BUS-4990 Executive Development.....	0
ECON-2330 Microeconomics.....	3
ECON-2340 Macroeconomics	3
FIN-3710 Financial Management of the Firm.....	3
MGMT-3500 Principles of Organization and Management	3
MGMT-4510 Administrative Policy and Strategy	3
MIS-1500 Information Management in a Dynamic World	2
MIS-1510 Information Management Software Tools Lab	1
MRKT-3600 Principles of Marketing	3
<i>Marketing</i>	18
MRKT-3630 Marketing Research	3
MRKT-3650 Buyer Behavior	3
MRKT-4610 Marketing Strategy	3
Marketing Electives	9
<i>Required cognate:</i>	
GMTH-1040 Calculus for Business	3
(Satisfies mathematics for General Education Requirements)	

Marketing Major Curriculum Summary

Proficiency Requirements	0-5
General Education Requirements	49-57
Marketing Major Requirements	56
Required Cognate	3
Electives	12-20
Total (minimum not including proficiency)	128



Students use advanced computer resources and technology in preparation for careers in the business world.

Suggested Four-Year Curriculum for a Major in Marketing

First year:

BEGE-1710 Christian Life and Thought	3
BEGE-1720 Spiritual Formation	3
BUS-1990 Business Prologue	0
COM-1100 Fundamentals of Speech	3
ENG-1400 Composition	3
GMTH-1040 Calculus for Business	3
GSS-1000 Foundations of Social Science	3
HUM-1400 Introduction to the Humanities	3
MIS-1500 Information Management in a Dynamic World	2
MIS-1510 Information Management Software Tools Lab	1
PEF-1990 Physical Activity and the Christian Life	1
History Elective	3
Physical Education Elective	1
Physical Science Elective	3.5
Total	32.5

Second year:

ACCT-2110,2120 Principles of Accounting I,II	6
BEGE-2730 Old Testament Literature	3
BEGE-2740 New Testament Literature	3
BUS-2150 Business Statistics	3
BUS-2180 Business Law	3
BUS-2990 Personal Development	0
ECON-2330 Microeconomics	3
ECON-2340 Macroeconomics	3
Biological Science Elective	3.5
Humanities Elective	3
Literature Elective	3
Total	33.5

Third year:

BEGE-3750 Christian Worldview Development	2
BEGE-3760 Christian Worldview Integration	2
BUS-3150 Operations Analysis	3
BUS-3990 Professional Development	0
FIN-3710 Financial Management of the Firm	3
MGMT-3500 Principles of Management	3
MRKT-3600 Principles of Marketing	3
MRKT-3630 Marketing Research	3
MRKT-3650 Buyer Behavior	3
Marketing Elective	3
Social Science Elective	3
Electives	3
Total	31

Fourth year:

BUS-4420 Business Ethics and Social Responsibility	2
BUS-4990 Executive Development	0
MGMT-4510 Administrative Policy and Strategy	3
MRKT-4610 Marketing Strategy	3
Marketing Elective	6
Electives	17
Total	31

Business Administration

School of Social Sciences and Professional Studies

Minors

The minors offered by the Department of Business Administration are designed to provide a basic understanding of specific aspects of business.

The minor in **business administration** for the nonbusiness major involves 18 semester hours including:

ACCT-2110 Principles of Accounting I	3
ECON-2330 Microeconomics	3
MGMT-3500 Principles of Organization and Management	3
MRKT-3600 Principles of Marketing	3
2000 or 3000- Level courses selected from Business Administration Core	6

The minor in **Christian ministries management** for the nonbusiness major involves 18 semester hours including:

ACCT-2110 Principles of Accounting I	3
FIN-2730 Church Business Administration	3
MGMT-3500 Principles of Organization and Management	3
MGMT-3530 Human Resources Management	3
MIS-1500 Information Management in a Dynamic World	2
MIS-1510 Information Management Software Tools Lab	1
MRKT-3680 Nonprofit Marketing	3

The minor in **economics** involves 18 semester hours including:

ECON-2330 Microeconomics	3
ECON-2340 Macroeconomics	3
ECON-3310 International Money and Capital Markets	3
ECON-3350 Comparative Economic Systems	3
3000 or 4000- Level Electives in Economics	6

The minor in **international business for the business major** involves 17 semester hours including:

BUS-2910 International Business	2
At least 9 hours from:	
ECON-3350 Comparative Economic Systems	3
ECON-3360 International Trade and Economics	3
MGMT-3570 International Management	3
MRKT-4620 International Marketing	3
At least 3 hours from:	
ANTH-1800 Cultural Anthropology	3
BEPH-2260 Religion and Culture	3
COM-3140 Intercultural Communication	3
POLS-3650 International Relations	3
Additional Elective selected from courses listed above	3

The minor in **international business for the nonbusiness major** involves 20 semester hours including:

BUS-2910 International Business	2
At least 6 hours from:	
ECON-2330 Microeconomics	3
ECON-2340 Macroeconomics	3
MGMT-3500 Principles of Organization and Management	3
MRKT-3600 Principles of Marketing	3
At least 6 hours from:	
ECON-3350 Comparative Economic Systems	3
ECON-3360 International Trade and Economics	3
MGMT-3570 International Management	3
MRKT-4620 International Marketing	3
Additional Electives selected from courses listed above	6

The minor in **management information systems** involve 18 semester hours including:

ACCT-2110 Principles of Accounting I	3
MGMT-3500 Principles of Organization and Management	3
MIS-1500 Information Management in a Dynamic World	2
MIS-1510 Information Management Software Tools Lab	1
MIS-2000 Structured Programming	3
(or EGCP-1310 Algorithmic Programming	2)
Electives selected from below	6-7
MIS-2100 Modern Programming Tools	3
Any 3000 or 4000 level MIS Electives	
Any 2000-4000 level computer science course	

Course Descriptions

Accounting

ACCT-2110 Principles of Accounting I 3 hours

An introduction to accounting for business organizations with an emphasis on financial statement preparation and interpretation. Topics include: the accounting cycle, present value, and accounting for stock and debt instruments. *Prerequisite: sophomore status.*

ACCT-2120 Principles of Accounting II 3 hours

A continuation of accounting for business organizations. Topics include: cash flow statements, investments, and managerial accounting concepts. *Prerequisite: ACCT-2110 Principles of Accounting I.*

ACCT-3110 Intermediate Financial Accounting I 3 hours

Theoretical concepts and accounting standards which form the basis for accounting practices, financial statement preparation, and analysis. Topics include: financial statement formats, present value, and accounting for receivables and inventory. *Prerequisite: ACCT-2120 Principles of Accounting II.*

ACCT-3120 Intermediate Financial Accounting II 3 hours

Continuation of theoretical concepts and accounting standards that form the basis for accounting practices and financial statement preparation and analysis. Topics include: accounting for fixed assets, intangible assets, current liabilities, long-term debt, and stockholders' equity. *Prerequisite: ACCT-3110 Intermediate Financial Accounting I.*

ACCT-3150 Accounting Information Systems 3 hours

A study of the flow of information through the accounting system emphasizing systems analysis and design, internal controls, and computer applications in the business environment. *Prerequisites: ACCT-2120 Principles of Accounting II; MIS-1500 Information Management in a Dynamic World; junior status.*

ACCT-3170 Managerial Accounting 3 hours

Principles of industrial and distribution cost accounting, job order and process cost systems, and standard costs. *Prerequisite: ACCT-2120 Principles of Accounting II.*

ACCT-4110 Federal Income Taxes 3 hours

Proper preparation of federal income tax returns for individuals, partnerships, and corporations. Students are introduced to income tax planning and the effect of income taxes on business decisions. *Prerequisite: ACCT-2120 Principles of Accounting II.*

ACCT-4120 Auditing 3 hours

A study of auditing standards and related auditing procedures. Topics include: evaluation of audit evidence, professional responsibilities, and auditors' reports and opinions. *Prerequisite: ACCT-3120 Intermediate Financial Accounting II.*

ACCT-4130 Advanced Financial Accounting 3 hours

A study of consolidated financial statements, foreign exchange, estates and trusts, branch accounting, and related problems. *Prerequisite: ACCT-3120 Intermediate Financial Accounting II.*

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ACCT-4150 Government and Nonprofit Accounting 3 hours

Accounting and reporting principles, standards, and procedures applicable to nonprofit organizations. *Prerequisite: ACCT-3120 Intermediate Financial Accounting II; or permission of instructor.*

ACCT-4170 Advanced Managerial Accounting 3 hours

Advanced topics in accounting for manufacturing companies and the use of the computer in cost accounting applications. *Prerequisite: ACCT-3170 Managerial Accounting.*

ACCT-4190 CPA Review 3 hours

Comprehensive review of the application of accounting principles, using specific problems and development of approaches to problem solving. Useful as intensive preparation for the CPA examination. *Prerequisite: ACCT-3120 Intermediate Financial Accounting II.*

ACCT-4210 Taxation of Business Entities 3 hours

An examination of the tax provisions governing C Corporations, corporations, partnerships, and estates. Analyzes international and multi-state taxation of corporations. *Prerequisite: ACCT-4110 Federal Income Taxes.*

ACCT-4810 Seminar in Accounting 1 hour

A forum for discussion of contemporary topics and issues in accounting. Current issues will be chosen from topics in financial and managerial accounting, auditing, tax, and governmental and nonprofit accounting. *Prerequisites: ACCT-3170 Managerial Accounting; ACCT-4110 Federal Income Taxes; ACCT-4120 Auditing.*

Business Administration

BUS-1990 Business Prologue 0 hour

An introduction to the career opportunities in business and industry, a preview of the programs of study within business, and a look at ethical foundations for the study and practice of business as a Christian professional. Freshmen business majors are required to maintain enrollment in this program for both semesters of their freshman year. Open to undeclared students and business majors only. (Fee: \$20)

BUS-2150 Business Statistics 3 hours

An introduction to statistical methods used in business decision making. Techniques utilizing descriptive and inferential statistics are employed. *Prerequisite: GMTH-1040 Calculus for Business.*

BUS-2180 Business Law I 3 hours

A study of the legal business law environment, contracts, sales, bailments, and property.

BUS-2910 International Business 2 hours

To give a global perspective of the business environment, international business terms are defined and the interactions of the various actors, firms, institutions, countries, and groups of countries are developed. An environmental approach including both cultural and financial perspectives develops a broad view of the world economy.

BUS-2990 Personal Development 0 hours

A program of activities to encourage the development of character traits in sophomore business students that are vital for their professional and personal growth. Sophomore business majors are required to maintain enrollment in this program for both semesters of their sophomore year. (Fee: \$20)

BUS-3150 Operations Analysis 3 hours

Introduces mathematical methods of decision analysis. Topics include: probability, forecasting, decision under uncertainty, decision trees, inventory models, linear programming, and networks. *Prerequisite: BUS-2150 Business Statistics; junior status.*

BUS-3180 Business Law II 3 hours

A study of employee law, negotiable instruments, agency, partnership corporations, insurance, and will. *Prerequisite: BUS-2180 Business Law I.*

BUS-3400 Independent Study in Business Administration 1-3 hours

Research in problems of accounting, management information systems, general business, economics, finance, management, or marketing.

BUS-3410 Topics in Business 1-3 hours

A variety of courses are covered under this heading on an experimental basis. This allows the department to meet the changing needs of the students without formally adding or dropping courses.

BUS-3450 Business Internship 3-10 hours

A work-study program designed for junior and senior business administration majors to receive a variety of job-related experiences in a business environment. The program is arranged and administered by the department.

BUS-3990 Professional Development 0 hours

A program of activities that prepares students to investigate career alternatives and initiate a job search strategy. Junior business majors are required to maintain enrollment in this program for both semesters of their junior year. (Fee: \$30)

BUS-4420 Business Ethics and Social Responsibility 2 hours

Ethics asks questions about what goals one should pursue and what actions are appropriate in attempts to achieve these goals. The class examines alternative frameworks for analyzing difficult situations. Social responsibility refers to business decision-making linked to ethical values, compliance with legal requirements, and respect for people, communities, and the environment. Ultimately, the class will deal with how our biblical worldview defines and drives the choices we face in the business world. Open only to seniors in business administration.

BUS-4990 Executive Development 0 hours

A program of professional development activities that prepares students to move into a corporate environment. Senior business majors are required to maintain enrollment in this program during both semesters of their senior year. (Fee: \$20)



Dr. Marinus Hazen is the Chairman of the Department of Business Administration and has been at Cedarville since 1983.

Business Administration

School of Social Sciences and Professional Studies

Economics

ECON-2330 Microeconomics 3 hours

That area of economic inquiry that is concerned with the effect of human behavior on the conduct of affairs within rather narrowly defined units. It is the study of decision making regarding consumption, production, and exchange that is carried on by individual households and by business firms.

ECON-2340 Macroeconomics 3 hours

That area of economic study that focuses on how human behavior affects outcomes in highly aggregated markets, such as the market for labor or for consumer products. It is a study of the behavior of the economy as a whole, including the study of economic phenomena such as interest rates, the price level and national income, and output and employment. *Prerequisite or corequisite: ECON-2330 Microeconomics; or permission of instructor.*

ECON-3130 Government and Business 3 hours

A study of the governmental agencies and their effect on American business. Case studies and current events are developed to show the trends and status of various laws and regulations. The economic impact and difficulties which arise in managing a business are reviewed. *Prerequisite: ECON-2330 Microeconomics.* (odd years)

ECON-3310 International Money and Capital Markets 3 hours

A study of money, banking, and monetary theory, with particular emphasis on international financial markets. *Prerequisite: ECON-2340 Macroeconomics; or permission of instructor.*

ECON-3340 History of Economic Thought 3 hours

Principal figures in the development of economic ideas, and the contribution of each period of economic thought from the mercantilist to the present. *Prerequisite: ECON-2330 Microeconomics.* (even years)

ECON-3350 Comparative Economic Systems 3 hours

Analysis of different types of economic systems. Special emphasis is placed on centralized planning from both a theoretical and empirical perspective. Centralized economic planning is compared and contrasted with a free-market distribution of resources. Individual country case studies are included. *Prerequisite: ECON-2340 Macroeconomics; or permission of instructor.* (odd years)

ECON-3360 International Trade and Economics 3 hours

A study of international economic theory and international trade policy. The economic basis of trade and factor mobility, the benefits of international trade, and the barriers to international trade flows will be examined. *Prerequisite: ECON-2330 Microeconomics; or permission of instructor.*

ECON-3370 Labor Economics 3 hours

An examination of the role of unions and the labor market in a free enterprise system. Emphasis is given to the impact of unions as a social institution in the collective bargaining process. Labor legislation and the labor movement are studied from both an historical and current perspective. *Prerequisite: ECON-2330 Microeconomics.* (even years)

ECON-3380 Economic Development and Political Economy 3 hours

A study of the interaction of political and economic systems to produce economic development and growth of nation states. A framework for analysis of development is explored and applied to specific case studies of both industrial and developing economics that have recently undergone significant change. *Prerequisite: ECON-2340 Macroeconomics; or permission of instructor.*

ECON-3390 Public Finance 3 hours

A consideration of the financing of local, state, and federal governments. Much attention is given to three functions of government: stabilization, distribution, and allocation. All major

taxes that are present in the United States are studied as to structure, revenue gained, and present status. *Prerequisite: ECON-2340 Macroeconomics.* (odd years)

End-User Information Systems

EUIS-1000 Word Processing Concepts and Applications 3 hours

Designed to develop a working knowledge of word processing software and hardware components and to apply these concepts to various software applications. The student will create, format, edit, store, retrieve, and print different types of documents as well as apply advanced features of the software to expand basic documents. Also an overview of the current operating system. (Fee: \$10)

EUIS-1010 Presentation Graphics Concepts and Applications 3 hours

Designed to explain basic concepts of graphics software, give detailed information about the types of graphics that are available and when to use each type, demonstrate how to create each of the major types of graphics, and learn basic design concepts. (Fee: \$10)

EUIS-2010 Spreadsheet and Database Concepts and Applications 3 hours

Designed to identify concepts and terminology used with electronic spreadsheets and to identify tasks that can be accomplished with spreadsheet software. The students will be able to use the computer to create, format, edit, store, retrieve, and print worksheets, graphs, and charts. The course will also introduce the student to database management systems. Fundamentals of database management concepts will be covered using a microcomputer database application package. Topics will include table design, query, maintenance, and reports. (Fee: \$10)

EUIS-2100 Business Communication 3 hours

Instruction for writing business letters, memos, and business reports. Oral business presentations, small group communication, and the communication process in general are also discussed. *Prerequisite: ENG-1400 Composition.* (Fee: \$10)

EUIS-2200 Desktop Publishing 2 hours

Writing, assembling, and designing publications commonly found in businesses, such as newsletters, brochures, reports, and promotional materials using PageMaker software. (Fee: \$10)

EUIS-3000 End-User Information Systems and Technologies 3 hours

Highlights emerging technologies for office systems and end-user computers stressing the social and technical approach to explaining office information systems. The behavioral aspects—the human factors that intertwine with the technical factors—are as important as the technology. Both are considered in the light of the business processes of the organizations they support. *Prerequisites: EUIS-1000 Word Processing Concepts and Applications; EUIS-1010 Presentation Graphics Concepts and Applications; EUIS-2010 Spreadsheet Database Concepts and Applications.*

EUIS-4000 Trends, Issues, and Cases in End-User Information Systems 3 hours

Designed to explore special topics related to the role of information systems in the various functional areas of contemporary business, to assist the student to envision and evaluate computer-based solutions to information systems problems by studying the historical and technological developments, and to provide the student with concepts for understanding information systems in the future. Capstone course.

EUIS-4010 End-User Information Systems Internship 1-3 hours

Each student will gain work experience in a business/industry work site utilizing the skills related to the student's academic

program and career objectives. The student will perform duties and services as assigned by the work supervisor and internship coordinator. Reports and assignments are required of the students completing the internship.

Finance

FIN-1710 Personal Finance 3 hours

A study of the current principles and practices of establishing a lifetime program of personal money management. Topics include: the economy, theories of work and income, preparation of financial goals, budgets and reports, relevant biblical passages for giving, principles and practices of purchasing food, clothing, transportation, recreation, vacations, housing and home furnishings, insurance for homes, autos, health and life, and investments in the money market, bonds, stocks, mutual funds, real estate, precious metals and collectibles. Credit, borrowing, making money grow, retirement, social security, estate planning and income taxes are also studied. (Credit not applicable to meet business elective requirements.)

FIN-2730 Church Business Administration 3 hours

A study of the principles and procedures of the financial management of the local church organization. (Credit not applicable to meet business elective requirements.)

FIN-3310 International Money and Capital Markets 3 hours

A study of money, banking, and monetary theory, with particular emphasis on international financial markets. *Prerequisite:* ECON-2340 *Macroeconomics*; or permission of instructor.

FIN-3710 Financial Management of the Firm 3 hours

A study of the practical and theoretical aspects of financial decision making. Topics include: cost of capital, capital structure, management of current assets, capital budgeting, sources of funds, and statement analysis. *Prerequisite:* ACCT-2110 *Principles of Accounting I*; BUS-2150 *Business Statistics*.

FIN-3730 Investments 3 hours

A study of the various types of investments including stocks, bonds, mutual funds, commercial, paper, options, and commodities. Particular emphasis is given to return and risk in developing investment strategies. *Prerequisite:* FIN-3710 *Financial Management of the Firm*.

FIN-3770 Security Analysis and Portfolio Management 3 hours

The theory and practice of security analysis techniques and portfolio management objectives. *Prerequisite:* FIN-3730 *Investments*.

FIN-4700 Seminar in Finance 1 hours

A forum to discuss contemporary topics and issues in finance and provide guidance in areas of student career interest. *Prerequisites:* ACCT-3120 *Intermediate Financial Accounting II*; FIN-3310 *International Money and Capital Markets*; FIN-3710 *Financial Management of the Firm*; FIN-3730 *Investments*.

FIN-4720 Business Valuation 3 hours

An advanced course in financial management, focusing on the valuation of business wealth. Introduction to standards of value, valuation methods for mergers, acquisitions, LBO's, reorganizations, workouts, and bankruptcy. *Prerequisites:* ACCT-3120 *Intermediate Financial Accounting II*; FIN-3710 *Financial Management of the Firm*; or permission of instructor.

FIN-4750 Financial Institution Administration 3 hours

An integrated and comprehensive analysis of the management of financial institutions considering the unique problems faced by each type of institution. *Prerequisite:* FIN-3310 *International Money and Capital Markets*. (Fee: \$20)

FIN-4790 Case Problems in Financial Management 3 hours

Case study of financial management in business enterprises. Planning current and long-term financial needs, profit planning, funds allocation, dividend policy, expansion, and combination. *Prerequisite:* FIN-4720 *Business Valuation*.



Dr. William Ragle shares financial principles that will prepare students for successful careers.

Management

MGMT-3500 Principles of Organization and Management 3 hours

An examination of the policies, principles, practices, and problems involved in the organization and management of business concerns.

MGMT-3510 Small Business Management 3 hours

A course dealing with the program involved in establishing and managing a small business. Financial organization, services, and problems are analyzed. *Prerequisites:* ACCT-2120 *Principles of Accounting II*; MGMT-3500 *Principles of Organization and Management*; MRKT-3600 *Principles of Marketing*.

MGMT-3520 Production and Operations Management 3 hours

Introduction to the concepts, methodologies, and application of production and operations management. Designed to develop problem-solving and decision-making skills for application in the operations and production areas of the firm. Designed to develop an appreciation for the interaction of operations management with the management systems of organization. *Prerequisite:* ACCT-2120 *Principles of Accounting II*; BUS-2150 *Business Statistics*; MGMT-3500 *Principles of Organization and Management*.

MGMT-3530 Human Resources Management 3 hours

An analysis of the principal functions, processes, and problems involved in the management of personnel policies; selection, training, promotion, compensation, and discharge of personnel; labor turnover, safety, health, and recreation. *Prerequisite:* MGMT-3500 *Principles of Organization and Management*; or permission of instructor.

MGMT-3540 Management Science 3 hours

An introduction to linear programming, transportation and assignment problems, network flow problems, and inventory systems. The linear programming, transportation and assignment, network flow, and inventory models are solved and their use demonstrated, by various applications. *Prerequisite:* BUS-3150 *Operations Analysis*.

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MGMT-3550 Organizational Behavior 3 hours

A study of the impact of human behavior within and upon the organizational structure. Emphasis is given to behavior as it relates to employment, absenteeism, employee turnover, productivity, human performance, and management. *Prerequisite: MGMT-3500 Principles of Organization and Management; or permission of instructor.*

MGMT-3570 International Management 3 hours

Focuses on the principles of management in a global economy. Exporting and foreign direct investment are analyzed from the multinational perspective. Strategy, organizational structure, and control techniques are developed in a world environment. *Prerequisite: MGMT-3500 Principles of Organization and Management.*

MGMT-4510 Administrative Policy and Strategy 3 hours

Strategic issues faced by organizations are analyzed in a comprehensive manner. Skills in strategic analysis are developed through lectures and from diverse industries, nonprofit and quasi-public institutions. Open only to seniors in business administration. Capstone course. *Prerequisites: FIN-3710 Financial Management of the Firm; MGMT-3500 Principles of Organization and Management; MRKT-3600 Principles of Marketing.*

MGMT-4520 Purchasing and Materials Management 3 hours

Examination of the basic purchasing principles including the determination of price, quality, and delivery times of materials. Effective management of suppliers through their selection and certification will be matched with strategic production policies such as inventory control and production scheduling. *Prerequisite: BUS-2150 Business Statistics; MGMT-3500 Principles of Organization and Management.*

MGMT-4530 Industrial Relations Management 3 hours

The interplay between market forces and institutional rules that determine the employment relationship. Labor history, the effects of changing public policies, trade unions, and collective bargaining are viewed from various international perspectives. *Prerequisites: MGMT-3500 Principles of Organization and Management.*

MGMT-4550 Advanced Organizational Behavior 3 hours

This is an advanced course about managing people and organizations at the dawn of the 21st century. The intended audience is seniors who will soon face the challenge of leadership and influence in their respective workplaces. This course will integrate many of the most salient OB topics in today's volatile workplace environment. *Prerequisite: MGMT-3550 Organizational Behavior; or permission of instructor.*

MGMT-4560 Organizational Change and Development 3 hours

This course focuses on the theories, concepts, processes, and tools of leading successful organizational change. Such changes involve sensitivity to issues that arise at the individual, interpersonal, and institutional levels. This course focuses on building the organization's capacity to both adapt to change and generate innovation. *Prerequisite: MGMT-3500 Principles of Organization and Management; or permission of instructor.*

MGMT-4570 Advanced Topics in Operations Management 3 hours

This course is designed to expand on critical topics in the field of operations management. This course provides an in-depth understanding of the operations management strategy and tools and provides in-depth coverage of contemporary operations management topics not covered in the basic operations management course. *Prerequisite: MGMT-3520 Production and Operations Management; or permission of instructor.*

Management Information Systems

MIS-1100 Introduction to Computers 1 hour

Introduction to basic computer hardware, software, and applications. Using popular software packages, emphasizing general and personal applications of the computer for the nonbusiness major. (Fee: \$10)

MIS-1200 Computer Programming—BASIC 2 hours

Principles of computer programming in BASIC. A strong emphasis is placed on the proper design of a computer program using structured programming concepts and techniques. (Fee: \$20)

MIS-1500 Information Management in a Dynamic World 2 hours

An overview of computer information systems. The integration and application of computer hardware, software, procedures, systems and human resources are explored. Personal, ethical, and biblical implications of the use of computers are considered. Students will also be introduced to a variety of PC-based software. *Corequisite: MIS-1510 Information Management Software Tools Lab.*

MIS-1510 Information Management Software Tools Lab 1 hour

This course emphasizes the use of software in a business environment. Students will develop a working knowledge of spreadsheet, database, and other software packages appropriate to the current business environment. *Corequisite: MIS-1500 Information Management in a Dynamic World.* (Fee: \$10)

MIS-2000 Structured Programming 3 hours

Structured programming concepts are developed through programming assignments in a high level language. The program development process, top down design, stepwise refinement, as well as the analysis of algorithms and data structures will be used to develop sound problem-solving techniques. Intended to be the first programming course for MIS majors. (Fee: \$20)

MIS-2100 Modern Programming Tools 3 hours

A study of data structures and advanced software products currently available on CedarNet which make effective use of those data structures. The student will study concepts and



Students gain practical business experience by using industry-standard software applications provided by CedarNet.

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acquire tools needed for later software development courses. Tools may include Visual Basic, application and code generators, and 4 GLs. *Prerequisite: MIS-2000 Structured Programming.* (Fee: \$20)

MIS-2500 FORTRAN Programming 3 hours

Problem solving is emphasized; algorithms and techniques useful in practical business and scientific application are introduced in programming arithmetic, logic, and data handling functions. (Fee: \$20)

MIS-3000 Systems Analysis and Design 3 hours

Provides an understanding of the duties of the systems analyst together with an understanding of the specific methods and techniques for conducting a systems project from its preliminary investigation through its systems implementation and evaluation. *Prerequisite: MIS-2000 Structured Programming; or permission of instructor.*

MIS-3100 Database Development 3 hours

Introduction to application program development in a database environment with an emphasis on loading, modifying, and querying the database using a host language (COBOL). Discussion and application of data structures, indexed and direct file organizations, and models of data including hierarchical, network, and relational. *Prerequisite: MIS-2100 Modern Programming Tools.* (Fee: \$20)

MIS-3400 Data Communications and Networking 3 hours

A study of the basic concepts of data and voice communications and current networking technology. Discussion of physical-layer considerations, higher-layer implications, and network operating systems. The concepts will be applied through a hands-on project of network design, implementation, and documentation. *Prerequisite: any computer course other than MIS-1100 Introduction to Computers.* (Fee: \$50)

MIS-3510 COBOL Programming 3 hours

Introduces the basic program structure of a high level programming language as business-oriented programs are prepared and executed. Advanced topics are developed with stress upon more efficient programming techniques, documentation, and structured programming. *Prerequisite: MIS-2000 Structured Programming.* (Fee: \$20)

MIS-3520 Hardware and Software Concepts 3 hours

A survey of technical topics related to computer systems with emphasis on the relationships between hardware architecture, systems software, and applications software.

MIS-3530 Data Structures 3 hours

A variety of data types and structures such as arrays, sets, records, stack queues, linked lists, trees and graphs will be discussed and demonstrated through programming exercises in a high level language. Applications to searching and sorting algorithms will be investigated. *Prerequisite: MIS-2000 Structured Programming.*

MIS-4200 Advanced Topics in Programming Languages 3 hours

Advanced concepts in programming and programming languages using one or more programming languages. Theories of program design and implementation. Some discussion of the design of programming languages and the comparison of strengths and weaknesses in performing different types of tasks. *Prerequisite: MIS-2000 Structured Programming.* (Fee: \$20)

MIS-4500 System Development 3 hours

Application of computer programming and system development concepts, principles and practices to a comprehensive system development project. A team approach is used to analyze, design, and document realistic systems of moderate complexity. Use of project management methods, project scheduling and control techniques, formal presentations, and group dynamics in the solution of information systems problems. Development of

database to support the system. *Prerequisite: MIS-3100 Database Development.*

Marketing

MRKT-3600 Principles of Marketing 3 hours

Survey of the marketing function in the business environment; product, price, promotion, and distribution as well as consumers organizations; service, nonprofit, and international markets. *Prerequisite: Junior status; or permission of instructor.*

MRKT-3610 Sales Management 3 hours

Principles employed in the administration and strategy of a sales force. Factors involved in the organization of the sales force: recruiting and selection, training, compensating, motivating, and controlling. *Prerequisite: MGMT-3500 Principles of Organization and Management; MRKT-3600 Principles of Marketing.*

MRKT-3630 Marketing Research 3 hours

Role of market research in marketing development. Decision making in an atmosphere of uncertainty. Determination of hypotheses. Planning research designs: survey, observational, experimental, and simulation. Execution of survey design: questionnaire construction, sample design, interviewing, tabulation, analysis, interpretation of results, and presentation. *Prerequisite: MRKT-3600 Principles of Marketing.*

MRKT-3650 Buyer Behavior 3 hours

Introduction to the psychological, sociological, cultural, and economic determinants of consumer behavior. Emphasis on exploration of various concepts and theories for the purpose of building understanding and providing an exposure to a variety of viewpoints. *Prerequisite: MRKT-3600 Principles of Marketing.*

MRKT-3660 Promotion Strategy 3 hours

Advertising as a tool in marketing management. Decision making relative to market analysis. Media selection, budgeting, production and layout, and measurement of effectiveness. *Prerequisite: MRKT-3600 Principles of Marketing; or permission of instructor.*

MRKT-3670 Business to Business Marketing 3 hours

A study of the industrial market sector, which includes buying behavior, applied demand analysis, and segmentation techniques. Designed to provide the student with decision-making capabilities for use in the industrial setting. *Prerequisite: MRKT-3600 Principles of Marketing.*

MRKT-3680 Nonprofit Marketing 3 hours

Designed to acquaint the student with skills, abilities, and attitudes necessary to effectively implement marketing practice in nonprofit organizations. *Prerequisite: MRKT-3600 Principles of Marketing; or permission of instructor.*

MRKT-3690 Services Marketing 3 hours

Designed to act as an introduction to the field of service-oriented business concerns and their subsequent marketing.

MRKT-4610 Marketing Strategy 3 hours

Computer simulation will be used to acquaint the senior marketing student in a realistic fashion to a variety of marketing situations and allow "hands-on" solutions to be implemented and tested. *Prerequisites: senior status and twelve hours of marketing including MRKT-3600 Principles of Marketing.*

MRKT-4620 International Marketing 3 hours

An intensive investigation of the problems, regulations, and challenges facing U.S. manufacturers seeking to expand their markets to countries abroad. *Prerequisite: MRKT-3600 Principles of Marketing.*