

ADULT DEGREE COMPLETION PROGRAM

BUSINESS ADMINISTRATION

COURSE DESCRIPTIONS

BUS 221 Financial Accounting (3 hrs.)

An introduction to the concepts and principles involved with financial accounting from a user's perspective. Emphasis is placed upon understanding various accounting systems, methods and procedures for the purpose of evaluating organizational financial statements

BUS 222 Managerial Accounting (3 hrs.)

An introduction to the concepts and principles involved with managerial accounting. Topics include corporate accounting practice, elementary cost accounting concepts and the use of accounting information in the management decision making process. (Prerequisite: AC 201 or equivalent)

BUS 301 Business Law (3 hrs.)

An overview of the legal environment for businesses. Topics include: business contracts, agreements, and partnerships; government regulation; product liability and business negligence; security agreements and bankruptcy; and property, real estate and tax law.

BUS 310 Social and Business Structures in Adult Learning (3hrs)

A study of modern social structures in adult learning with emphasis upon academic and vocational roles. The course explores interdisciplinary structures that relate academic discipline, vocational application, and societal relevance to personal commitment. Identification and assessment of prior learning skills, values and goals and the development of an educational and vocational plan in a Christian context. Students research relevant sources and present verbal and written reports on researched materials. Must be completed in residence within the first two terms of studies in the ADCP.

BUS 311 Economics for Managers (3 hrs.)

Overview of macro and micro economic theories with applications to business operation for managers. Demands analysis, short range forecasting, quantitative tools of economic useful in decision making.

BUS 320 Business Research and Analysis (3 hrs.)

Examines basic business research methods and focuses on skills and knowledge needed to conduct business research projects; research design, sampling, data collection and analysis. Prerequisite: Business Statistics Workshop.

BUS 330 Principles of Finance (3 hrs.)

An introduction to the financial concepts and methods utilized in the business environment. Topics include capital budgeting and planning, financial statement analysis, evaluating short and long term financing methods, investing strategy, and other issues related to managing the finances of an organization. Prerequisite: AC202 or equivalent.

BUS 331 Business Statistics Workshop (1 hr.)

Applications of statistical methods to business decision making. Emphasizes the use of statistical software to analyze, interpret and present statistical information.

BUS 340 Principles of Management (3 hrs.)

An introduction to the basic principles involved with the management of an organization. An overview of strategic planning, organizational structures, leadership, human resource management, control mechanisms, organization behavior, managing conflict and change and other related topics.

BUS 341 Business Ethics (3 hrs.)

Development and application of moral and ethical thinking to business situations and ethical dilemmas. Special attention is given to the application of Biblical principles to business practices and actions.

BUS 350 Principles of Marketing (3 hrs.)

An introduction to the basic concepts and strategies employed in marketing products, services, and ideas in a free economy and society. An overview of product development and positioning, pricing strategy, distribution decisions, sales promotion, advertising, public relations, market segmentation, consumer behavior and other topics related to modern marketing.

BUS 420 Business Strategies and Policies (3 hrs.)

Capstone course that integrates knowledge and skills developed from other courses in the program for strategic analysis, policy formation and decision making. Methods and activities may include a major case study, competitive business simulation or applied project on an actual organization. (Prerequisite: Completion of all required business administration core courses.)

BUSINESS ELECTIVE COURSES

BUS 410 Business Practicum/Field Experience (3 hrs.)

Application of foundational business knowledge and skills in work related setting. Requires prior submission of a proposal and advisor approval. Students may submit a proposal for a practicum of their own choosing. Coursework will include at a minimum a written summary and evaluation of the experience.

BUS 498 Independent Study in Business (1-3 hrs.)

An in-depth investigation of a business topic under the guidance of an instructor. Approval of Department Chair is required.

BUS 440 Human Resource Management (3 hrs.)

An overview of personnel administration within organizations. Topics include planning, staffing, training, compensation, appraisal, and labor relations. Special emphasis will be given to legal and ethical issues in the work environment. Prerequisite: MG 301 or equivalent.

BUS 454 Entrepreneurship (3 hrs.)

A study of the opportunities and risks associated with the launching and management of a new business venture. Course content includes business plan development, capital fund raising, and small business management.

BIBLICAL/THEOLOGICAL STUDIES

BIB 300 Biblical Interpretation (3 hrs.)

Basic principles and skills for Biblical interpretation. Focuses on the understanding and application of Scripture to today's world.

BIB 320 Life and Teachings of Jesus (3 hrs.)

A study of the Gospels focusing upon the life and ministry of Jesus Christ and His death and resurrection with a view toward applying His life-changing principles to one's everyday life.

BIB 330 Life and Teachings of Paul (3 hrs.)

A study of the letters written by the apostle Paul with special emphasis given to the examination and use of correct principles and procedures of interpretation.

BIB 340 Old Testament and Literature (3 hrs.)

A study of the historical events recorded in the Old Testament that will provide the basis for understanding the prophets, wisdom literature, and the psalms. Emphasizes the contemporary relevance and application of the Old Testament.

BIB 420 Current Issues in Theology (3 hrs.)

Study of Bible doctrines such as God, Christ, the Holy Spirit, man, sin and salvation. Themes examined through a focus on New Testament literature.

BIB 430 Christianity and Culture (3 hrs.)

An examination of cultural and philosophical forces challenging the Christian faith and worldview in today's Western contemporary society and a discussion of Christian responses these challenges.