

## **BUSINESS ADMINISTRATION (ACC) (BUS)**

**Degree offered: B.A. or B.S.**

The B.A. and B.S. in **Business Administration** are designed to provide students with a common body of knowledge in Business that will prepare them to excel in graduate study and entry - level professional positions in various fields of commerce. Successful business administration graduates must be grounded in the liberal arts, possess excellent communication skills, and financially literate, and critical thinkers. Our minor in Business Administration is a nice complement to any other degree offered at Judson, providing students with a firm foundation of knowledge that will enable them to move into management positions in their chosen fields.

Accounting is a growing field with opportunities in such areas as public accounting, business, and industry (corporate), government, not-for-profit, and education. A minor in accounting at Judson can be your first step toward working in these fields. These classes also provide you with the foundation necessary to attend graduate school in accounting.

For those interested in sitting for the CPA exam, Judson graduates with a minor in accounting and a major in Business Administration will have earned at least 128 credit hours towards the 120 hours at baccalaureate or higher level required for CPA candidates. With a major in Business Administration (39 hours) and a minor in Accounting, a Judson graduate will have completed the 24 credit hours of business courses, including Business Law, and will have the 24 required credit hours of upper-division accounting classes required to sit for the CPA exam.

### **Requirements for the Business Administration Major**

The **Major in Business Administration** consists of **39 hours** including the following:

A.	BUS 101	Principles of Macroeconomics	(3 hours)
	BUS 102	Principles of Microeconomics	(3 hours)
	BUS 200	Business Law	(3 hours)
	BUS 231	Introductory Statistics	(3 hours)

BUS 301	Management	(3 hours)
BUS 302	Marketing	(3 hours)
BUS 305	Principles of Finance	(3 hours)
BUS 495	Capstone in Business Administration	(3 hours)
ACC 203	Principles of Accounting I	(3 hours)
ACC 204	Principles of Accounting II	(3 hours)

- B. Nine (9) hours of approved electives. Electives may be chosen in Accounting, Business, Business Technology Applications, or Web Design.

**Requirements for the Business Administration Minor**

The **Minor in Business Administration** consists of the following **21 hours**:

A.	BUS 101	Principles of Macroeconomics <b><u>OR</u></b>	(3 hours)
	BUS 102	Principles of Microeconomics	(3 hours)
	BUS 301	Management	(3 hours)
	BUS 302	Marketing	(3 hours)
	BUS 305	Principles of Finance	(3 hours)
	ACC 203	Principles of Accounting I	(3 hours)

- B. Six (6) hours of approved electives. No more than three (3) hours CLEP credit may be applied toward the minor.

**Requirements for the Accounting Minor**

The **Minor in Accounting (ACC)** consists of the following **24 hours**:

The pre-requisites for the Minor in Accounting are ACC 203 and ACC 204.

ACC 308	Intermediate Accounting I	(3 hours)
ACC 309	Intermediate Accounting II	(3 hours)
ACC 370	Federal Income Tax I	(3 hours)
ACC 374	Managerial Accounting	(3 hours)
ACC 420	Auditing	(3 hours)
ACC 470	Federal Income Taxes II	(3 hours)
ACC 480	Accounting & Financial Reporting For Tax Exempt Organizations	(3 hours)
ACC 490	Capstone	(3 hours)

## **Course Descriptions**

### **ACC 203            PRINCIPLES OF ACCOUNTING I: 3 hours (QR)**

Introduction to accounting as a tool of management. Accounting principles and procedures and their application in the preparation and use of financial statements are explained. Accrual versus cash accounting, recording procedures for transactions affecting income, assets, liabilities, and equity, are covered.

### **ACC 204            PRINCIPLES OF ACCOUNTING II: 3 hours**

Systems, methods, and procedures utilized in computing financial statements, and methods of analyzing and interpreting financial statements are covered. Basic concepts of budgeting, analysis, and the use of financial information for management decision making are presented.

*Prerequisite: ACC 203*

### **ACC 210            COMPUTER APPLICATIONS IN ACCOUNTING: 3 hours**

The course will require the student to have hands-on study of current spreadsheet, accounting, and financial software packages. The course will concentrate on training future accountants when it is suitable to use a general ledger program and/or a spreadsheet program.

*Prerequisite: ACC 203*

### **ACC 308            INTERMEDIATE ACCOUNTING I: 3 hours**

This course provides an in-depth study of accounting concepts and theory, including principles of Generally Accepted Accounting Principles in the United States and International Financial Reporting Standards. Specific practice applications include the topics of the financial statements (primarily the income statement, the statement of owner's/shareholders' equity, and the statement of cash flow) and time value of money, including applicability to bonds, notes, and leases.

*Prerequisite: ACC 204*

### **ACC 309            INTERMEDIATE ACCOUNTING II: 3 hours**

A continuation of ACC 308, this course provides an in-depth study of accounting concepts and theory including principles of Generally Accepted Accounting Principles in the United States and International Financial Reporting Standards. Specific practice applications include the topics of the elements of the balance sheet and accounting for income taxes.

**ACC 310 INTERMEDIATE ACCOUNTING III: 3 hours**

A study of contemporary accounting issues including IFRS, long-term liabilities, leases, accounting for income taxes, pensions, stock-based compensation, and earnings per share.

*Prerequisite: ACC 308*

**ACC 370 FEDERAL INCOME TAXES I: 3 hours**

A study of federal income tax laws with particular emphasis on the preparation and filing of individual tax returns. Research Institute of America's tax CD ROM program is employed to introduce and enhance students' ability to research.

*Prerequisite: ACC 204 (may be taken concurrently with ACC 204 with the approval of the Department Head and instructor)*

**ACC 373 COST ACCOUNTING: 3 hours**

Basic theory and procedures involving cost determination, analysis, and control. A study of accounting for costs of manufacturing a product or rendering a service with attention given to job order, process, and standard cost systems including allocation of cost and application of overhead. Also covers the relationship of cost accounting to the budget process.

*Prerequisite: ACC 204*

**ACC 374 MANAGERIAL ACCOUNTING: 3 hours**

An analysis of financial statements, costs, and budgeting as they relate to the management objectives of planning and control.

*Prerequisite: ACC 204*

**ACC 410 ADVANCED ACCOUNTING: 3 hours**

A study of the accounting for business combinations and preparation of consolidated corporate financial statements including presentation of branches and segments. Accounting for partnerships, foreign currency transactions and foreign currency translation, and other complex financial accounting problems are also covered.

*Prerequisite: ACC 309*

**ACC 420 AUDITING: 3 hours**

A study of the theory of auditing, the legal and ethical responsibilities of an auditor, and the performance of assurance services. Emphasis will be placed on material required for the CPA exam related to ethics, audit

management, internal control, gathering evidence, and auditors' reports. Presents the practice of external and internal auditing from a risk-based perspective.

*Prerequisite: ACC 204 (may be taken concurrently with ACC 204 with the permissions of the Department Head and instructor)*

**ACC 421                    ADVANCED AUDITING: 3 hours**

Conceptual and critical analysis of varying audit techniques, data collection methods and audit evidence. Includes relevant case study, preparation and discussion. Particular emphasis is given to the ethical responsibilities of the auditor.

*Prerequisite: ACC 420*

**ACC 470                    FEDERAL INCOME TAXES II: 3 hours**

A study of federal income tax law with emphasis on corporation, partnership, estate, and trust tax returns. Research Institute of America's tax CD-ROM program is employed to introduce and enhance students' ability to research.

*Prerequisite: ACC 204, ACC 370*

**ACC 471                    INTERNSHIP: 3 hours**

Application and one page proposal describing the nature, location, and duration of the desired internship should be submitted to the Department Head at least 3 months in advance. Internship guidelines and procedures stated elsewhere in this Catalog will be followed.

*Prerequisite: Approval of the Department Head*

**ACC 480                    ACCOUNTING AND FINANCIAL REPORTING FOR  
TAX-EXEMPT ORGANIZATIONS: 3 hours**

This course will cover the key accounting, financial and tax reporting, and control principles for tax-exempt organizations.

*Prerequisite: ACC 203, ACC 204*

**ACC 490                    CAPSTONE: 3 hours**

A capstone course that reinforces accounting concepts, principles, methods, and regulations in students preparing to sit for the Certified Public Accounting examination. Subjects covered include financial accounting, auditing, government and not-for-profit accounting, business law, taxation, and managerial accounting.

*Prerequisite: Senior status in Accounting Program*

## **Course Descriptions**

### **BUS 101            PRINCIPLES OF MACROECONOMICS: 3 hours (QR)**

National income and product, prices, employment and the development of monetary and fiscal policies are examined.

### **BUS 102            PRINCIPLES OF MICROECONOMICS: 3 hours (QR)**

The theory of the firm, consumer behavior, and markets for goods, services and factors of production are studied.

### **BUS 200            BUSINESS LAW: 3 hours**

Legal principles and objectives; contracts, agency and employment, negotiable instruments, personal property and bailments, sale of goods, other selected topics.

### **BUS 204            PERSONAL FINANCIAL MANAGEMENT: 3 hours (QR)**

A survey of personal and household financial planning and management. Decisions about spending, saving, borrowing and investing are discussed.

### **BUS 231            INTRODUCTORY STATISTICS: 3 hours (QR)**

The course topics include descriptive statistics (data analysis, organization, and presentation), probability theory and distributions, and inferential statistics (confidence intervals and hypothesis testing). A course-appropriate technology component is introduced. (*Cross-listed with MAT 231*)

*Prerequisite: MAT 105 OR satisfactory math placement test score OR consent of the instructor*

### **BUS 232            STATISTICAL METHODS: 3 hours**

The course topics include hypothesis testing, correlation and regression, and analysis of variance. Statistical technology components are an integral part of the course.

*Prerequisite: BUS 231*

### **BUS 301            MANAGEMENT (CT): 3 hours**

A study of the processes of planning, organizing, staffing, leading and controlling in an organization.

### **BUS 302            MARKETING (CT): 3 hours**

A study of the processes of product development, pricing, distribution and promotion to meet marketing objectives of the organization.

**BUS 305                    PRINCIPLES OF FINANCE: 3 hours (QR)**

A study of discounted cash flow analysis, risk and return principles, analysis of financial statements, capital budgeting, capital structure and the cost of capital, working capital management, and associated topics.

*Prerequisite: ACC 203 OR consent of the instructor*

**BUS 306                    BUSINESS COMMUNICATIONS: 3 hours**

Provides the pertinent skills for communicating within the business environment. Includes oral and written communication skills. Oral skills training includes intercultural communication, team building, and presentation skills. Written skills include formal report writing and letter writing. Long and short reports are written. Covers persuasive, positive and negative letter and memo writing. Also, includes a review of grammar and proper writing formats.

*Prerequisite: ENG 101, ENG 102, OR consent of the instructor*

**BUS 307                    HUMAN RESOURCES MANAGEMENT: 3 hours**

Principles, practices, and programs relevant to personnel administration in modern organizations.

*Prerequisite: BUS 301 OR consent of the instructor*

**BUS 331                    ETHICAL LEADERSHIP: 3 hours**

A study of interpersonal dynamics in business and professional work environments with an emphasis on ethical decision making. The student's leadership and interpersonal skills are developed through case and simulation experiences.

*Prerequisite: BUS 301 OR consent of the instructor*

**BUS 335                    HISTORY OF AMERICAN ORGANIZATIONS: 3 hours**

A study of the influence of economic, political and social environments on the development of American organizations and the philosophies and practices of labor and management.

*Prerequisite: BUS 301 OR consent of the instructor*

**BUS 338                    BUSINESS ETHICS: 3 hours**

Readings, cases and lectures emphasize the ethical aspects of business alternatives and decisions and the ethical responsibilities of the individual decision maker.

*Prerequisite: BUS 301 OR consent of the instructor*

**BUS 352                    ADVERTISING: 3 hours**

Place of advertising in business, advertising media, methods of advertising, consumer habits and psychology, advertising campaigns, cost analysis, legal and ethical problems in advertising. *(Cross-listed with JRN 352)*  
*Prerequisite: BUS 302 OR consent of the instructor*

**BUS 390                    E-COMMERCE: 3 hours**

A survey course in use of the internet/web as a tool of business for (1) the acquisition of products, services and materials; (2) the marketing of goods and services; (3) communication between various organizational stakeholders and (4) researching the external environment.

**BUS 401                    NON-PROFIT SECTOR: 3 hours**

This course will provide students with a broad introduction to the formation, evolution, and current structure of the non-profit sector. The course will also provide a survey of the laws regarding non-profit operation and current issues impacting the non-profit sector with an emphasis of ethical decision making.

**BUS 402                    SMALL BUSINESS MANAGEMENT (CT): 3 hours**

Application and interpretation of business management concepts and techniques in the formation and operation of small business enterprises. *(Cross-listed with EQS 402)*  
*Prerequisite: BUS 101, junior/senior standing, OR consent of the instructor*

**BUS 405                    INTERNATIONAL BUSINESS: 3 hours**

This course examines the conduct of business across national boundaries with a focus on the impact of different cultures on business strategies, operations, and practices.

**BUS 411                    SPECIAL STUDIES: 3 hours**

A course for upperclassmen seeking to complete requirements in their major or minor disciplines. Subjects may be taught that do not appear in the College catalog but are of value to a student in her career objectives and/or graduate studies.  
*Prerequisite: Approval of the Department Head*

**BUS 412 SPECIAL STUDIES: 3 hours**

A course for upperclassmen seeking to complete requirements in their major or minor disciplines. Subjects may be taught that do not appear in the College catalog but are of value to a student in her career objectives and/or graduate studies.

*Prerequisite: Approval of the Department Head*

**BUS 413 SPECIAL STUDIES: 3 hours**

A course for upperclassmen seeking to complete requirements in their major or minor disciplines. Subjects may be taught that do not appear in the College catalog but are of value to a student in her career objectives and/or graduate studies.

*Prerequisite: Approval of the Department Head*

**BUS 414 SPECIAL STUDIES: 3 hours**

A course for upperclassmen seeking to complete requirements in their major or minor disciplines. Subjects may be taught that do not appear in the College catalog but are of value to a student in her career objectives and/or graduate studies.

*Prerequisite: Approval of the Department Head*

**BUS 425 MANAGEMENT OF CHANGE: 3 hours**

Studies various approaches to organizational change, dealing with resistance to change, and change implementation in business, and in other public and private organizations.

*Prerequisite: BUS 301 OR consent of the instructor*

**BUS 449, 450 INDEPENDENT STUDIES: 1 to 6 hours**

Tutorial courses designed to meet particular needs of the student.

*Prerequisite: Approval of the Department Head and Academic Dean*

**BUS 471 INTERNSHIP: 3 hours**

Application and one page proposal describing the nature, location, and duration of the desired internship should be submitted to the Department Head at least 3 months in advance. Internship guidelines and procedures stated elsewhere in this Catalog will be followed.

*Prerequisite: Approval of the Department Head and Academic Dean*

**BUS 495                    CAPSTONE IN BUSINESS ADMINISTRATION (CT): 3 hours**

This course integrates the functions of accounting, finance, management, and marketing in analyzing and solving problems, setting strategic directions in business settings.

The course will use cases to allow students to gain valuable practice at exercising business judgment and critical thinking skills.

*Prerequisites: Senior status in Business Administration, approval of the Department Head.*