School of Business

Sponsored by Enrollment Advising
Majors

Accounting

Business Administration

Minor

Business Administration
Course Requirements

• **Lower Division Core** – (100 and 200 level courses) should be taken in Freshman and Sophomore year.

  *Business Administration majors:*

  - It is recommended to take Principles of Accounting I and II in the Sophomore year (rather than Freshman year) unless Accounting was taken in High School.

  *Accounting majors:*

  - Students who placed above the MAT115 level or who took Accounting in High School should take Principles of Accounting in their Freshman year.

• **Upper Division Core** – (300 and 400 level courses) should be taken mostly in Junior and Senior year.
Important Note for both Accounting and Business Administration Students

CIS265, Information Systems Essentials:

- High School computer coursework can NOT exempt you from the major/minor requirement of CIS265, Information Systems Essentials. If you feel that you are skilled enough, you may attempt to test out of this course by arranging for Credit or Exemption by Examination through the Department of Mathematics and Natural Sciences. See the Office of the Registrar (YCTR B161) for more information.
Things to Know for Business Administration Majors

- **Concentration** - Business Administration students must declare and complete 12.0 units of a concentration to graduate.

  - Concentration options:
    - Accounting *(students wanting to pursue a CPA license are encouraged to do an Accounting major)*
    - Business Technology *(students under catalogs prior to 05-06 may change catalogs to declare this concentration)*
    - Management
    - Marketing

  - Concentration courses are generally offered only once per year or once every two years. *To graduate on time you must choose and begin taking coursework for a concentration by the first semester of your Junior year.*
More Things to Know for

**Business Administration Majors**

- **Business Administration Majors – Prerequisites to plan for:**
  - **BUS303**, Business Finance, has a prerequisite of ACC250, Principles of Accounting I.
  - **BUS315**, Business Statistics, has a prerequisite of CIS265 and either MAT115 or MAT144.
  - **BUS340**, Operations Management, has prerequisites of both BUS315 and CIS265.
  - **BUS433**, International Economics and Marketing, has a prerequisite of either BUS217, Microeconomics, or BUS218, Macroeconomics.
  - **BUS485**, Business Policy and Strategy, has a prerequisite of Senior status. *THIS COURSE IS A CAPSTONE TO THE MAJOR AND SHOULD NOT BE TAKEN UNTIL THE FINAL SEMESTER, AFTER THE BULK OF YOUR MAJOR COURSEWORK HAS BEEN COMPLETED.*
Business Administration:
What order should I take my classes in?

Recommended for Freshman year:
– CIS265 Information Systems Essentials
– BUS217 Microeconomics
– BUS218 Macroeconomics

Recommended for Sophomore year:
– ACC250 Principles of Accounting I
– ACC251 Principles of Accounting II

(Note: Those Sophomores who are academically strong and want to get a jump on upper division BUS courses may consider taking: BUS337 and/or BUS301)
Business Administration:
What order should I take my classes in?

Recommended for Junior year: (Continued)
- BUS301 E-Business Fundamentals
- BUS303 Business Finance
- BUS315 Business Statistics
- BUS337 Management Based on Biblical Principles
- BUS340 Operations Management
- Two Concentration Courses

Recommended for Senior year:
- BUS358 Fundamentals of Business Law
- BUS433 International Economics and Marketing
- BUS333 Principles of Marketing
- BUS463 Business and Organizational Management
- BUS485 Business Policy and Strategy (take in final semester)
- Two Concentration Courses
If I’m considering the **Business Administration** major, which classes would be good as electives (or introductory classes)?

- BUS217 Microeconomics
- BUS218 Macroeconomics
- BUS301 E-Business Fundamentals
- BUS323 Family Financial Management (*this is a highly recommended course but will be elective even for Business majors*)
- BUS333 Principles of Marketing
- BUS337 Management Based on Biblical Principles
- BUS357 Small Business Management (*this is a course in the Management and Marketing concentrations*)
- BUS358 Business Law
- BUS456 Business Communications (*this is a course in the Management and Marketing concentrations*)

**Note:** No Business or Accounting courses will meet G.E. requirements except CIS265.
Things to Know for

Accounting Majors

Prerequisites to plan for:

– *Be sure to take ACC250, Principles of Accounting I, and ACC251, Principles of Accounting II, no later than your Sophomore year.*

– Each Lower Division course is a prerequisite to at least one course in the BUS coursework. Be sure to take all lower division coursework as soon as possible.

– BUS315, Business Statistics, has a prerequisite of CIS265 and MAT115 or MAT144.

More Things to Know for Accounting Majors

- Upper Division Accounting courses are offered only once per year or once every two years. Take your Upper Division ACC courses in the semesters that they are offered and as soon as prerequisites are met.

- BUS485 BUSINESS POLICY AND STRATEGY IS A CAPSTONE TO THE MAJOR AND SHOULD NOT BE TAKEN UNTIL THE FINAL SEMESTER, AFTER THE BULK OF YOUR MAJOR COURSEWORK HAS BEEN COMPLETED. Senior status is required to enroll in this course.
Accounting:

What order should I take my classes in?

Recommended for Freshman year:
- CIS265 Information Systems Essentials
- BUS217 Microeconomics
- BUS218 Macroeconomics

(Those who had Accounting in high school or who place above the MAT115 level can choose to take ACC250 and ACC251).

Recommended for Sophomore year:
- ACC250 Principles of Accounting I
- ACC251 Principles of Accounting II

(Those who are strong academically and want to get a jump on upper division coursework may consider taking BUS337).
Accounting:
What order should I take my classes in?

Recommended for Junior year:
- ACC310 Intermediate Accounting I
- ACC311 Intermediate Accounting II
- Upper Division ACC courses as they are offered and as the prerequisites are met
- BUS303 Business Finance
- BUS315 Business Statistics
- BUS337 Management Based on Biblical Principles
- BUS340 Operations Management
Accounting:

What order should I take my classes in?

Recommended for Senior year:

– Upper Division ACC courses as they are offered and as the prerequisites are met
– BUS358 Fundamentals of Business Law
– BUS433 International Economics and Marketing
– BUS333 Principles of Marketing
– BUS463 Business and Organizational Management
– BUS485 Business Policy and Strategy *(take in final semester)*
If I’m considering the Accounting major, which classes would be good as electives (or introductory classes)?

- ACC250, Principles of Accounting I
- ACC251, Principles of Accounting II (prerequisite: ACC250)

**Note:** No Accounting or Business courses will meet GE requirements except CIS265.
Planning Ahead…

- **Internships:** Interning is an excellent opportunity to gain real world job experience while completing your undergraduate degree! Contact Dr. Passwater for details.

- **Graduate School:** Every graduate program is different. Research different programs to see what field/expertise they prepare you for and what the prerequisites are. If you would like to discuss the different programs available and which might be best for you, talk to the department faculty or the Dean.

- **Credential Program:** If you would like to teach after earning one of these majors, discuss teaching options with the Dean or faculty. You should also research credential programs so that you know what prerequisites are required for that program in addition to your CBU degree requirements. For information regarding CBU’s Credential program contact Graduate Admissions at (951) 343-4249. The Graduate Admissions office is located in YCTR B142.
Who should I contact with questions?

- **Contact information for School of Business:** (951) 343-4574; YCTR B217
  - Secretary for School of Business: Debbie Blevins; dblevins@calbaptist.edu
  - Dean of the School of Business: Dr. Passwater

- **Professors may be contacted individually via their CBU email addresses:**
  - Professor Browning (Accounting); jbrowning@calbaptist.edu
  - Dr. Chapman (Management; Information Tech.); dchapman@calbaptist.edu
  - Dr. Herrity (Finance, Management, Marketing); aherrity@calbaptist.edu
  - Dr. Jackson (Business Technology; Business Law); tjackson@calbaptist.edu
  - Professor Kelley (Business Technology; Quantitative); ckelley@calbaptist.edu
  - Dr. Namvar (Economics; Management); bnamvar@calbaptist.edu

- **Enrollment Advising:** Yeager Center Room B150
Your feedback is important to us!

The Advising office is working to make our online tools as accessible and easy to follow as possible. If you have any questions, comments, or suggestions on how to improve this Advising tool please email us at Advising@calbaptist.edu.