

## Department of Accountancy and Business Administration

### 4 Year Course Planning Guidelines - Advice of the Department

#### Freshman/Sophomore Years – Applicable to All BS and BBA Areas of Academic Concentration and BA in Business Administration

The Department views typical academic progress in two phases: Freshman/Sophomore years and Junior/Senior Years. This is true for the following areas of academic concentration (Bachelor of Science in Public Accounting; Bachelor of Business Administration: Marketing, Management, Sports Management or Entrepreneurial Studies, and Bachelor of Arts in Business). Please note that student progress and course selection will vary, based upon their individual circumstances. Please also note that, if courses are judiciously selected, flexibility in switching areas of concentration within the Department is preserved. Students are cautioned about this fact and that they should take courses that are meaningful and significant to their area of professional career interest. Where possible, distributional courses should be selected that fill multiple requirements (such as a History or Religion class that also fills the Non-Western perspective) and should be in areas that interest the student, with the idea that these distributional courses serve to lead the student toward a minor or a second major.

For all areas of concentration in Business, the first four semesters should follow (in general terms) the following prototype, which focuses on (1) fulfilling the college wide basic educational proficiencies; (2) fulfilling the college wide distributional requirements; (3) completing Business Major Cognates (Dept. Cognates), and; (4) completing principles-level course contained in the Business Major Core (Dept. Core). Principles of Management (B AD 241) and Principles of Marketing (B AD 230) are not recommended for first semester freshmen. It is critical that Principles of Accounting II (ACCT 204) be completed by the end of the sophomore year, because it is a pre-requisite for Managerial Finance (B AD 320), which students should take during the junior year.

Total credit hours listed on this template aggregate 64 hours. Not all students will be required to take all of these hours (language placement test results and math placement could free 8 to 11 credit hours for other studies). Completion of 62 of these hours would represent satisfactory progress toward graduation, and allow students to establish and complete a minor or a second major during their last two years.

Students should use (and retain!) this template to guide their course selection and planning process. As courses are actually scheduled and future courses are planned, the semester (Fall, Spring, May, Summer) and the year should be penciled in on the template. When courses are completed, the penciled entry should be converted to ink and made permanent. Student should also list the grades they earned for completed courses.

#### **Freshman/Sophomore Years- All Areas of Concentration – Prototypical Course Selection Template**

Course No.	Course Name	Credit Hours	1 <sup>st</sup> Sem. FR	2 <sup>nd</sup> Sem. FR	1 <sup>st</sup> Sem. SO	2 <sup>nd</sup> Sem. SO	Trans. In, Summer or Waived
CORE 101	Academic Foundations I (basic proficiency)	3					
CORE 102	Academic Foundations II (basic proficiency)	3					
ESPE 100	Principles of Fitness (basic proficiency)	2					
BIOL, CHEM, GEOL, PHYS	Any Natural or Physical Laboratory Science subject (including the lab) of interest to the student (distribution)	4					
PHIL, REL	Any Philosophy or Religion subject of interest to the student (distribution)	3					
ART, MUS	Any Art or Music subject of interest to the student (distribution)	3					
COMM, ENGL	Any Humanities subject of interest to the student (distribution)	4					
MLCF, MLCG, MLCJ, or MLCS	Any Modern Language I subject of interest to the student (basic proficiency – or testing out of requirement)	4					
MLCF, MLCG, MLCJ, or MLCS	Any Modern Language II subject of interest to the student (basic proficiency – or testing out of requirement)	4					
MATH 101	Intermediate Algebra (basic proficiency – or testing out of requirement)	4					
MATH 104 or 115	Finite Mathematics or Pre-Calculus Mathematics (Dept. cognate)	3					
MATH 204 or 314	Elementary Statistics or Theory of Mathematical Statistics (Dept. cognate)	3					
CIS 140	Business Applications for Computers (Dept. cognate)	3					
ECON 201	Principles of Microeconomics (Dept. cognate – completes Social Science distribution)	3					
ECON 202	Principles of Macroeconomics (Dept. cognate – completes Social Science distribution)	3					
ACCT 203	Principles of Accounting I (Dept. core)	3					
ACCT 204	Principles of Accounting II (Dept. core)	3					
B AD 230	Principles of Marketing (Dept. core)	3					
B AD 241	Principles of Management (Dept. core)	3					
B AD 242	Business and Professional Communications (Dept. core – completes sophomore-level writing intensive requirement)	3					
	<b>Hours taken, passed, transferred in or otherwise given academic credit must equal at least 62 to represent normal academic progress to graduate in four years.</b>						

**Department of Accountancy and Business Administration**

**4 Year Course Planning Guidelines - Advice of the Department – BBA in Accounting - Junior/Senior Years**

It is critical that students complete the final courses of the Dept. Core and Dept. Cognates during their junior year. If students have taken the 200-level Dept. Core and the Dept. Cognate classes as recommended, all cognates should be finished and students should only be looking at Business Law (ACCT 305) and Managerial Finance (B AD 320) to complete the Dept. Core. Both of these classes should be completed as juniors, to position students to take Business Policy (B AD 449) as seniors. Failure to heed this advice puts students at risk for graduating with their class. Business Policy has as its prerequisite the completion of the entire Dept. Core of courses. As such, it is not permissible (indeed, it is taboo and forbidden) for any student to take Managerial Finance or Business Law concurrently with Business Policy. And August graduation is not possible, as Business Policy cannot be offered in either the May or summer terms (since it involves a team project and presentation of major magnitude).

Per the Adrian College Catalog, in addition to completion of the aforementioned Dept. Core courses (9 hours) which is required for all accounting and business students, 15 semester hours of Accounting Core courses are required, plus 9 semester hours of electives in ACCT, B AD or other approved courses are required. As such, there are 24 mandatory semester hours plus 9 mandatory elective hours that must be completed during the junior and senior years. Assuming 62 semester hours successfully completed during the freshman and sophomore years, this leaves a minimum of 29 semester hours to be completed to attain the required 124 semester hours needed for graduation. In selecting the 9 elective hours, care should be exercised to assure that students have sufficient courses at the 300-400 level to meet College requirements for graduation.

**Junior/Senior Years - BBA in Accounting – Prototypical Course Selection Template**

Course No.	Course Name	Credit Hours	1 <sup>st</sup> Sem. JR	2 <sup>nd</sup> Sem. JR	1 <sup>st</sup> Sem. SR	2 <sup>nd</sup> Sem. SR	Trans. In, Summer or Waived
ACCT 305	Business Law I (Dept. Core – Junior Year)	3					
B AD 320	Managerial Finance (Dept. Core – Junior Year)	3					
B AD 449	Business Policy (Dept. Core – Capstone Course – Senior Year)	3					
ACCT 301	Intermediate Accounting I (Accounting Core – 1 <sup>st</sup> Sem. Junior)	3					
ACCT 302	Intermediate Accounting II (Accounting Core – 2 <sup>nd</sup> Sem. Junior)	3					
ACCT 311	Managerial Cost Accounting (Accounting Core)	3					
ACCT 313	Federal Income Tax Accounting (Accounting Core)	3					
ACCT 412	Auditing (Accounting Core – suggest this be taken as a Senior)	3					
ACCT 306	Business Law II (Accounting Elective)	3					
ACCT 318	Accounting for Governmental and Non-Profit Organizations (Accounting Elective)	3					
ACCT 350	Topics in Accountancy (Accounting Elective – offered as needed)	3					
ACCT 413	Advanced Tax Accounting (Accounting Elective)	3					
ACCT 414	Accounting Systems and Controls (Accounting Elective – required course to sit for the CPA exam in Michigan. Required course for admission to Adrian College’s Masters in Accounting program)	3					
ACCT 416	Advanced Accounting (Accounting Elective – required course to sit for the CPA exam in Michigan. Required course for admission to Adrian College’s Masters in Accounting program)	3					
ACCT 417	CPA Review (Accounting Elective – offered as needed)	3					
B AD 346	Social and Political Issues in Business (Accounting Elective - required course for licensure as a CPA)	3					
<b>Total hours taken and passed must equal 33 or more</b>							

**Junior/Senior Years – BBA in Accounting – Prototypical Course Selection Courses in Second Major; one or more Minors; Other Courses of Interest**

Course No. (Insert Below)	Course Name (Insert Below)	Credit Hours	1 <sup>st</sup> Sem. JR	2 <sup>nd</sup> Sem. JR	1 <sup>st</sup> Sem. SR	2 <sup>nd</sup> Sem. SR	Trans. In, Summer or Waived
		3					
		3					
		3					
		3					
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		3					
		3					
		4					
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		4					
		4					
		4					
		4					
<b>Total hours taken and passed must equal 29 or more</b>							

**Department of Accountancy and Business Administration**

**5 Year Course Planning Guidelines-Advice of the Department–BS in Public Accounting–Junior/Senior/Additional Years**

This academic concentration requires completion of 150 semester hours and for purposes of this template it is assumed it will take 5 years. It is critical that students complete the final courses of the Dept. Core and Dept. Cognates during their junior year. If students have taken the 200-level business core and the cognate classes as recommended, all cognates should be finished and students should only be looking at Business Law (ACCT 305) and Managerial Finance (B AD 320) to complete the Dept. Core. Both of these classes should be completed as juniors, to position students to take Business Policy (B AD 449) as seniors. Failure to heed this advice puts students at risk for graduating with their class. Business Policy has as its prerequisite the completion of the entire Dept. Core of courses. As such, it is not permissible (indeed, it is taboo and forbidden) for any student to take Managerial Finance or Business Law concurrently with Business Policy. And August graduation is not possible, as Business Policy cannot be offered in either the May or summer terms (since it involves a team project and presentation of major magnitude).

Per the Adrian College Catalog, in addition to completion of the aforementioned Dept. Core (9 hours) which is required for all accounting and business students, 24 semester hours of Bachelor of Science in Public Accounting Core (BSPA Core) courses are required, plus 13 semester hours of electives in ACCT, B AD or other approved courses are required. As such, there are 33 mandatory semester hours plus 13 mandatory elective hours that must be completed during the junior and senior years, and either summertime courses or additional semesters. Assuming 62 semester hours successfully completed during the freshman and sophomore years, this leaves a minimum of 42 semester hours to be completed to attain the required 150 semester hours needed for graduation. Attaining sufficient 300-400 level hours to meet the College’s graduation requirement is not an issue with this particular course of study.

**Junior/Senior Years – BS in Public Accounting (BSPA) – Prototypical Course Selection Template**

Course No.	Course Name	Credit Hours	1 <sup>st</sup> Sem. JR	2 <sup>nd</sup> Sem. JR	1 <sup>st</sup> Sem. SR	2 <sup>nd</sup> Sem. SR	1 <sup>st</sup> Sem. Addn'l	2 <sup>nd</sup> Sem. Addn'l
ACCT 305	Business Law I (Dept. Core – Junior Year)	3						
B AD 320	Managerial Finance (Dept. Core – Junior Year)	3						
B AD 449	Business Policy (Dept. Core – Capstone Course – Senior Year)	3						
ACCT 301	Intermediate Accounting I (BSPA Core – 1 <sup>st</sup> Sem. Junior)	3						
ACCT 302	Intermediate Accounting II (BSPA Core – 2 <sup>nd</sup> Sem. Junior)	3						
ACCT 311	Managerial Cost Accounting (BSPA Core)	3						
ACCT 313	Federal Income Tax Accounting (BSPA Core)	3						
ACCT 412	Auditing (BSPA Core – suggest this be taken as a Senior)	3						
B AD 346	Social and Political Issues in Business (BSPA Core – required course for licensure as a CPA)	3						
ACCT 416	Advanced Accounting (BSPA CORE – required course to sit for the CPA exam in Michigan)	3						
ACCT 306	Business Law II (BSPA Elective)	3						
ACCT 318	Accounting for Governmental and Non-Profit Organizations (BSPA Elective)	3						
ACCT 350	Topics in Accountancy (BSPA Elective – offered as needed)	3						
ACCT 413	Advanced Tax Accounting (BSPA Elective)	3						
ACCT 417	CPA Review (BSPA Elective – offered as needed)	3						
	Other Acceptable Course	3						
	Other Acceptable Course	4						
	<b>Total hours taken and passed must equal 46 or more</b>							

**Junior/Senior Years – BS in Public Accounting – Prototypical Course Selection Courses in Second Major; one or more Minors; Other Courses of Interest**

Course No.	Course Name (Insert Below)	Credit Hours	1 <sup>st</sup> Sem. JR	2 <sup>nd</sup> Sem. JR	1 <sup>st</sup> Sem. SR	2 <sup>nd</sup> Sem. SR	1 <sup>st</sup> Sem. Addn'l	2 <sup>nd</sup> Sem. Addn'l
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	<b>Total hours taken and passed must equal 42 or more</b>							

**Department of Accountancy and Business Administration**

**4 Year Course Planning Guidelines - Advice of the Department – BBA in Marketing - Junior/Senior Years**

It is critical that students complete the final courses of the Dept. Core and Dept. Cognates during their junior year. If students have taken the 200-level Dept. Core and the Dept. Cognate classes as recommended, all cognates should be finished and students should only be looking at Business Law (ACCT 305) and Managerial Finance (B AD 320) to complete the Dept. Core. Both of these classes should be completed as juniors, to position students to take Business Policy (B AD 449) as seniors. Failure to heed this advice puts students at risk for graduating with their class. Business Policy has as its prerequisite the completion of the entire Dept. Core of courses. As such, it is not permissible (indeed, it is taboo and forbidden) for any student to take Managerial Finance or Business Law concurrently with Business Policy. And August graduation is not possible, as Business Policy cannot be offered in either the May or summer terms (since it involves a team project and presentation of major magnitude).

Per the Adrian College Catalog, in addition to completion of the aforementioned Dept. Core courses (9 hours) which is required for all accounting and business students, 15 semester hours of Marketing Elective courses are required, plus 9 semester hours of electives in ACCT, B AD or other approved courses are required. As such, there are 24 mandatory semester hours plus 9 mandatory elective hours that must be completed during the junior and senior years. Assuming 62 semester hours successfully completed during the freshman and sophomore years, this leaves a minimum of 29 semester hours to be completed to attain the required 124 semester hours needed for graduation. In selecting the 9 elective hours, care should be exercised to assure that students have sufficient courses at the 300-400 level to meet College requirements for graduation.

**Junior/Senior Years - BBA in Marketing – Prototypical Course Selection Template**

Course No.	Course Name	Credit Hours	1 <sup>st</sup> Sem. JR	2 <sup>nd</sup> Sem. JR	1 <sup>st</sup> Sem. SR	2 <sup>nd</sup> Sem. SR	Trans. In, Summer or Waived
ACCT 305	Business Law I (Dept. Core – Junior Year)	3					
B AD 320	Managerial Finance (Dept. Core – Junior Year)	3					
B AD 449	Business Policy (Dept. Core – Capstone Course – Senior Year)	3					
B AD 331	Marketing Research (Marketing Elective)	3					
B AD 332	Consumer Behavior (Marketing Elective)	3					
B AD 333	Advertising and Promotions Management (Marketing Elective)	3					
B AD 334	Retailing (Marketing Elective)	3					
B AD 335	Sales Management (Marketing Elective)	3					
B AD 337	International Marketing (Marketing Elective)	3					
B AD 338	Brand Management (Marketing Electives)	3					
B AD 362	Sports Marketing (Marketing Elective)	3					
B AD 439	Marketing Management (Marketing Elective)	3					
	Other Acceptable Course	3					
	Other Acceptable Course	3					
	Other Acceptable Course	4					
	<b>Total hours taken and passed must equal 33 or more</b>						

**Junior/Senior Years – BBA in Marketing – Prototypical Course Selection Courses in Second Major; one or more Minors; Other Courses of Interest**

Course No. (Insert Below)	Course Name (Insert Below)	Credit Hours	1 <sup>st</sup> Sem. JR	2 <sup>nd</sup> Sem. JR	1 <sup>st</sup> Sem. SR	2 <sup>nd</sup> Sem. SR	Trans. In, Summer or Waived
		3					
		3					
		3					
		3					
		3					
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		3					
		3					
		3					
		4					
		4					
		4					
		4					
		4					
		4					
	<b>Total hours taken and passed must equal 29 or more</b>						

**Department of Accountancy and Business Administration**

**4 Year Course Planning Guidelines - Advice of the Department – BBA in Management - Junior/Senior Years**

It is critical that students complete the final courses of the Dept. Core and Dept. Cognates during their junior year. If students have taken the 200-level Dept. Core and the Dept. Cognate classes as recommended, all cognates should be finished and students should only be looking at Business Law (ACCT 305) and Managerial Finance (B AD 320) to complete the Dept. Core. Both of these classes should be completed as juniors, to position students to take Business Policy (B AD 449) as seniors. Failure to heed this advice puts students at risk for graduating with their class. Business Policy has as its prerequisite the completion of the entire Dept. Core of courses. As such, it is not permissible (indeed, it is taboo and forbidden) for any student to take Managerial Finance or Business Law concurrently with Business Policy. And August graduation is not possible, as Business Policy cannot be offered in either the May or summer terms (since it involves a team project and presentation of major magnitude).

Per the Adrian College Catalog, in addition to completion of the aforementioned Dept. Core courses (9 hours) which is required for all accounting and business students, all Management students must take B AD 344 – Human Resource Management (Management Core course). In addition, 12 semester hours of Management Elective courses are required, plus 9 semester hours of electives in ACCT, B AD or other approved courses are required. As such, there are 24 mandatory semester hours plus 9 mandatory elective hours that must be completed during the junior and senior years. Assuming 62 semester hours successfully completed during the freshman and sophomore years, this leaves a minimum of 29 semester hours to be completed to attain the required 124 semester hours needed for graduation. In selecting the 9 elective hours, care should be exercised to assure that students have sufficient courses at the 300-400 level to meet College requirements for graduation.

**Junior/Senior Years - BBA in Management – Prototypical Course Selection Template**

Course No.	Course Name	Credit Hours	1 <sup>st</sup> Sem. JR	2 <sup>nd</sup> Sem. JR	1 <sup>st</sup> Sem. SR	2 <sup>nd</sup> Sem. SR	Trans. In, Summer or Waived
ACCT 305	Business Law I (Dept. Core – Junior Year)	3					
B AD 320	Managerial Finance (Dept. Core – Junior Year)	3					
B AD 449	Business Policy (Dept. Core – Capstone Course – Senior Year)	3					
B AD 344	Human Resource Management (Management Core required course)	3					
ACCT 311	Managerial Cost Accounting (Management Elective)	3					
ECON 317	Collective Bargaining and Labor Problems (Management Elective)	4					
B AD 335	Sales Management (Management Elective)	3					
B AD 342	Information Technology and Project Management (Management Elective)	3					
B AD 343	Production and Operations Management (Management Elective)	3					
B AD 346	Social and Political Issues in Business (Management Elective)	3					
B AD 347	Management of Multinational Firms (Management Elective)	3					
B AD 348	Industrial/Organizational Psychology (Management Elective)	3					
B AD 443	Supply Chain Management (Management Elective)	3					
	Other Acceptable Course	3					
	Other Acceptable Course	4					
	<b>Total hours taken and passed must equal 33 or more</b>						

**Junior/Senior Years – BBA in Management – Prototypical Course Selection**

**Courses in Second Major; one or more Minors; Other Courses of Interest**

Course No. (Insert Below)	Course Name (Insert Below)	Credit Hours	1 <sup>st</sup> Sem. JR	2 <sup>nd</sup> Sem. JR	1 <sup>st</sup> Sem. SR	2 <sup>nd</sup> Sem. SR	Trans. In, Summer or Waived
		3					
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		3					
		4					
		4					
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		4					
	<b>Total hours taken and passed must equal 29 or more</b>						





**Department of Accountancy and Business Administration**

**4 Year Course Planning Guidelines - Advice of the Department – Bachelor of Arts in Business Administration - Junior/Senior Years**

This degree lends itself to students that double major.

It is critical that students complete the final courses of the Dept. Core and Dept. Cognates during their junior year. If students have taken the 200-level Dept. Core and the Dept. Cognate classes as recommended, all cognates should be finished and students should only be looking at Business Law (ACCT 305) and Managerial Finance (B AD 320) to complete the Dept. Core. Both of these classes should be completed as juniors, to position students to take Business Policy (B AD 449) as seniors. Failure to heed this advice puts students at risk for graduating with their class. Business Policy has as its prerequisite the completion of the entire Dept. Core of courses. As such, it is not permissible (indeed, it is taboo and forbidden) for any student to take Managerial Finance or Business Law concurrently with Business Policy. And August graduation is not possible, as Business Policy cannot be offered in either the May or summer terms (since it involves a team project and presentation of major magnitude).

Per the Adrian College Catalog, in addition to completion of the aforementioned Dept. Core courses (9 hours) which is required for all accounting and business students, the completion of 9 semester hours of electives in ACCT, B AD or other approved courses is required for this degree. As such, there are 18 hours that must be completed during the junior and senior years. Assuming 62 semester hours successfully completed during the freshman and sophomore years, this leaves a minimum of 44 semester hours to be completed to attain the required 124 semester hours needed for graduation. In addition, care should be exercised in the selection of courses to fill to assure that students have sufficient courses at the 300-400 level to meet College requirements for graduation.

**Junior/Senior Years – Bachelor of Arts in Business Administration – Prototypical Course Selection Template**

Course No.	Course Name	Credit Hours	1 <sup>st</sup> Sem. JR	2 <sup>nd</sup> Sem. JR	1 <sup>st</sup> Sem. SR	2 <sup>nd</sup> Sem. SR	Trans. In, Summer or Waived
ACCT 305	Business Law I (Dept. Core – Junior Year)	3					
B AD 320	Managerial Finance (Dept. Core – Junior Year)	3					
B AD 449	Business Policy (Dept. Core – Capstone Course – Senior Year)	3					
ACCT	(Elective)	3					
B AD	(Elective)	3					
B AD	(Elective)	3					
<b>Total hours taken and passed must equal 18 or more</b>							

**Junior/Senior Years – Bachelor of Arts in Business Administration – Prototypical Course Selection Courses in Second Major; one or more Minors; Other Courses of Interest**

Course No. (Insert Below)	Course Name (Insert Below)	Credit Hours	1 <sup>st</sup> Sem. JR	2 <sup>nd</sup> Sem. JR	1 <sup>st</sup> Sem. SR	2 <sup>nd</sup> Sem. SR	Trans. In, Summer or Waived
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		4					
<b>Total hours taken and passed must equal 44 or more</b>							



**Department of Accountancy and Business Administration**  
**4 Year Course Planning Guidelines - Advice of the Department**  
**Freshman/Sophomore Years – BA in International Business**

The Department views typical academic progress in two phases: Freshman/Sophomore years and Junior/Senior Years. Please note that student progress and course selection will vary, based upon their individual circumstances. Please also note that, if courses are judiciously selected, flexibility in switching areas of concentration within the Department is preserved. Students are cautioned about this fact and that they should take courses that are meaningful and significant to their area of professional career interest. Where possible, distributional courses should be selected that fill multiple requirements (such as a History or Religion class that also fills the Non-Western perspective) and should be in areas that interest the student, with the idea that these distributional courses serve to lead the student toward a minor or a second major.

For all areas of concentration in Business, the first four semesters should follow (in general terms) the following prototype, which focuses on (1) fulfilling the college wide basic educational proficiencies; (2) fulfilling the college wide distributional requirements; (3) completing International Business Major Cognates (Dept. Cognates), and; (4) completing principles-level course contained in the Business Major Core (Dept. Core). Principles of Management (B AD 241) and Principles of Marketing (B AD 230) are not recommended for first semester freshmen. It is critical that Principles of Accounting II (ACCT 204) be completed by the end of the sophomore year, because it is a pre-requisite for Managerial Finance (B AD 320), which students should take during the junior year.

Total credit hours listed on this template aggregate 64 hours. Not all students will be required to take all of these hours (language placement test results and math placement could free 8 to 11 credit hours for other studies). Completion of 62 of these hours would represent satisfactory progress toward graduation, and allow students to establish and complete a minor or a second major during their last two years.

Students should use (and retain!) this template to guide their course selection and planning process. As courses are actually scheduled and future courses are planned, the semester (Fall, Spring, May, Summer) and the year should be penciled in on the template. When courses are completed, the penciled entry should be converted to ink and made permanent. Student should also list the grades they earned for completed courses.

**Freshman/Sophomore Years - Bachelor of Arts in International Business – Prototypical Course Selection Template**

Course No.	Course Name	Credit Hours	1 <sup>st</sup> Sem. FR	2 <sup>nd</sup> Sem. FR	1 <sup>st</sup> Sem. SO	2 <sup>nd</sup> Sem. SO	Trans. In, Summer or Waived
CORE 101	Academic Foundations I (basic proficiency)	3					
CORE 103	Academic Foundations II (basic proficiency)	3					
ESPE 100	Principles of Fitness (basic proficiency)	2					
BIOL, CHEM, GEOL, PHYS	Any Natural or Physical Laboratory Science subject (including the lab) of interest to the student (distribution)	4					
PHIL, REL	Any Philosophy or Religion subject of interest to the student (distribution)	3					
ART, MUS	Any Art or Music subject of interest to the student (distribution)	3					
COMM, ENGL	Any Humanities subject of interest to the student (distribution)	4					
MLCF, MLCG, MLCJ, or MLCS	Any Modern Language I subject of interest to the student (basic proficiency – or testing out of requirement)	4					
MLCF, MLCG, MLCJ, or MLCS	Any Modern Language II subject of interest to the student (basic proficiency – or testing out of requirement)	4					
MATH 101	Intermediate Algebra (basic proficiency – or testing out of requirement)	4					
MATH 104 or 115	Finite Mathematics or Pre-Calculus Mathematics (International Business (IB) cognate core)	3					
MATH 204 or 314	Elementary Statistics or Theory of Mathematical Statistics (IB cognate core)	3					
CIS 140	Business Applications for Computers (IB cognate)	3					
ECON 201	Principles of Microeconomics (IB cognate core – completes Social Science distribution)	3					
ECON 202	Principles of Macroeconomics (IB cognate core – completes Social Science distribution)	3					
ACCT 203	Principles of Accounting I (IB core)	3					
ACCT 204	Principles of Accounting II (IB core)	3					
B AD 230	Principles of Marketing (IB core)	3					
B AD 241	Principles of Management (IB core)	3					
B AD 242	Business and Professional Communications (recommended - completes Sophomore level writing intensive requirement)	3					
ESS 104	Regional Geography (IB cognate core)	3					
	<b>Hours taken, passed, transferred in or otherwise given academic credit must equal at least 62 to represent normal academic progress to graduate in four years.</b>						

**Department of Accountancy and Business Administration**

**4 Year Course Planning Guidelines - Advice of the Department – BA in International Business Junior/Senior Years**

It is critical that students complete the final courses of the International Business (IB) Core and IB Cognates during their junior year. If students have taken the 200-level IB Core and the IB Cognate classes as recommended, all cognates should be finished and students should only be looking at Business Law (ACCT 305) and Managerial Finance (B AD 320) to complete the IB Core. Both of these classes should be completed as juniors, to position students to take Business Policy (B AD 449) as seniors. Failure to heed this advice puts students at risk for graduating with their class. Business Policy has as its prerequisite the completion of the entire Dept. Core of courses. As such, it is not permissible (indeed, it is taboo and forbidden) for any student to take Managerial Finance or Business Law concurrently with Business Policy. And August graduation is not possible, as Business Policy cannot be offered in either the May or summer terms (since it involves a team project and presentation of major magnitude).

Per the Adrian College Catalog, in addition to completion of the aforementioned IB Core courses (9 hours) which is required for all accounting and business students, 6 semester hours of IB Core courses are required, plus 8 semester hours of a 200 level foreign language set, and 8 hours of IB electives selected from approved courses in ECON, HIST or PSCI are required. As such, there are 23 mandatory semester hours plus 8 mandatory elective hours that must be completed during the junior and senior years. Assuming 62 semester hours successfully completed during the freshman and sophomore years, this leaves a minimum of 31 semester hours to be completed to attain the required 124 semester hours needed for graduation. In selecting the 8 elective hours, care should be exercised to assure that students have sufficient courses at the 300-400 level to meet College requirements for graduation.

**Junior/Senior Years – Bachelor of Arts in International Business – Prototypical Course Selection Template**

Course No.	Course Name	Credit Hours	1 <sup>st</sup> Sem. JR	2 <sup>nd</sup> Sem. JR	1 <sup>st</sup> Sem. SR	2 <sup>nd</sup> Sem. SR	Trans. In, Summer or Waived
ACCT 305	Business Law I (IB core – Junior Year)	3					
B AD 320	Managerial Finance (IB core – Junior Year)	3					
B AD 449	Business Policy (IB core – Capstone Course – Senior Year)	3					
B AD 337	International Marketing (IB core)	3					
B AD 347	Management of Multinational Firms (IB core)	3					
MLCF, MLCG, MLCS	French, German or Spanish III (IB cognate core)	4					
MLCF, MLCG, MLCS	French, German or Spanish IV (IB cognate core)	4					
ECON 319		3					
HIST 101, 102		4					
HIST 203, 213		4					
HIST 221, 239		4					
HIST 305, 320		4					
PSCI 315		4					
PSCI 328		4					
<b>Total hours taken and passed must equal 31 or more</b>							

**Junior/Senior Years – Bachelor of Arts in International Business – Prototypical Course Selection Courses in Second Major; one or more Minors; Other Courses of Interest**

Course No. (Insert Below)	Course Name (Insert Below)	Credit Hours	1 <sup>st</sup> Sem. JR	2 <sup>nd</sup> Sem. JR	1 <sup>st</sup> Sem. SR	2 <sup>nd</sup> Sem. SR	Trans. In, Summer or Waived
		3					
		3					
		3					
		3					
		3					
		3					
		3					
		3					
		3					
		4					
		4					
		4					
		4					
		4					
<b>Total hours taken and passed must equal 31 or more</b>							

In addition to the minimum requirements specified, international business majors are encouraged to take additional courses in one functional area of business (marketing, management or accounting) and to spend a summer or semester abroad in a foreign business internship or foreign language study program.

The International Business Major prepares future business persons and entrepreneurs for careers in international trade and business. The interdisciplinary program provides business training along with an understanding and appreciation of the cultural and environmental variables within which international business operates.





**Department of Accountancy and Business Administration**  
**Master of Science in Accounting - Advice of the Department**

The Master of Science in Accounting (MSA) is designed as a one year program for students holding acceptable undergraduate degrees in accounting from Adrian College or other accredited institution, and who plan to enter the accounting profession and become Certified Public Accountants, Certified Management Accountants and / or attain other professional certifications in accounting, and / or pursue Doctorates in Accounting. To accommodate non-traditional or other less-than-full-time students, graduate school policies permit additional time to complete graduate-level courses of study.

Admission to the MSA program is at the discretion of the Department of Accounting and Business Administration. All applications are individually considered. Applicants for this program must be of high academic standing. Minimum academic requirements are grade point averages of not less than 3.0 in undergraduate studies of accounting and not less than 3.0 overall. To be acceptable, undergraduate studies of accounting must show coursework equivalent to the Accounting Core courses required for the Adrian College BBA in Accounting, plus coursework equivalent to Accounting Systems and Controls (ACCT414) and Advanced Accounting (ACCT416) either as required or elective parts of applicants undergraduate programs. Acceptance to the MSA program may be contingent upon completion of needed courses, and enrollment in certain graduate courses may be permitted while these courses are being completed.

30 semester hours of course work as specified below and maintenance of a 3.0 grade point average are required to attain this degree.

Students should use (and retain!) this template to guide their course selection and planning process. As courses are actually scheduled and future courses are planned, the semester (Fall, Spring, May, Summer) and the year should be penciled in on the template. When courses are completed, the penciled entry should be converted to ink and made permanent. Student should also list the grades they earned for completed courses.

**Master of Science in Accounting – Course Selection Template**

Course No.	Course Name (Insert course names, numbers and credit hours below as needed)	Credit Hours	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	3 <sup>rd</sup> Semester	4 <sup>th</sup> Semester	5 <sup>th</sup> Semester
ACCT 510	Corporate Financial Reporting	3					
ACCT 511	Controllershship and Internal Auditing	3					
ACCT 512	Advanced Auditing	3					
ACCT 513	Advanced Corporate and Partnership Taxation	3					
ACCT 514	Advanced Accounting Information Systems	3					
ACCT 515	Financial Statement and Fraud Analysis	3					
ACCT 516	Current Topics and Accounting Theory	3					
ACCT 518	Accounting for Non Profit Entities	3					
ACCT 520	Advance Analytics	3					
ACCT 521	Leadership, Communication and Professional Ethics	3					
	<b>Hours taken must equal 30</b>	30					