

INDIANA UNIVERSITY SOUTHEAST

SCHOOL OF BUSINESS

POST-BACCALAUREATE CERTIFICATES

Approved: April 2008

To begin your studies...

- Students must have completed a bachelor's degree prior to enrolling in any post baccalaureate program.
- Schedule an advising appointment by calling the School of Business at 941-2362.

For students new to IUS...

- Send the completed the IUS Undergraduate application with the application fee to:

School of Business
Indiana University Southeast
4201 Grant Line Road
New Albany, Indiana 47150

OR

Apply online at www.ius.edu/Admissions

- Submit an official transcript from the institution that conferred the Bachelor's Degree.

For students with a degree from IUS... Policies regarding successful completion of the Certificate...

- 2.0 overall GPA required
- All courses must be taken at IUS
- Must earn at least a C- in all courses

Before beginning the last semester of course work, complete a certificate application in the School of Business, Hillside Hall, Room 214.

POST-BACCALAUREATE CERTIFICATE IN ACCOUNTING **Certified Public Accounting Preparation**

To earn the Post-Baccalaureate Certificate in Accounting in preparation to become a Certified Public Accountant, students must:

- 1) successfully complete all of the required courses with at least a C-, and*
- 2) successfully complete at least five of the required courses listed below at IUS after completion of an undergraduate degree.*

Coursework to prepare for Certificate in Accounting – CPA Track

Required Courses (21 credits):

Complete all of the following courses (18 credits):

BUS-A 337 Computer-Based Accounting Systems (3 credits) Prerequisites: A201, K201
BUS-A 311 Intermediate Accounting I (3 credits) Prerequisites: A202, P or C: A337
BUS-A 312 Intermediate Accounting II (3 credits) Prerequisite: A311
BUS-A 328 Taxation of Individuals (3 credits) Prerequisite: A201
BUS-A 424 Auditing (3 credits) Prerequisite or taking concurrently: A312
BUS-L 303 Commercial Law (3 credits) Prerequisite : L201

Complete one of the following courses (3 credits):

BUS-A 339 Advanced Taxation (3 credits) Prerequisite: A328
BUS-A 413 Governmental and Not-for-Profit Accounting (3 credits) Prerequisite: A311
BUS-A 422 Advanced Financial Reporting (3 credits) Prerequisite: A311

Note: Additional coursework in business and economics as well as other requirements exist in various states. Completion of the Post-baccalaureate certificate in accounting cannot be relied upon to ensure compliance with CPA regulations in all jurisdictions. Only the appropriate state board or other certifying body in each jurisdiction can provide you with the most current authoritative information regarding requirements in their state.

POST-BACCALAUREATE CERTIFICATE IN ACCOUNTING **Corporate Accounting Preparation**

To earn the Post-Baccalaureate Certificate in Accounting in preparation to enter corporate accounting, students must:

- 1) successfully complete all of the required courses with at least a C-, and*
- 2) successfully complete at least five of the required courses listed below at IUS after completion of an undergraduate degree.*

Coursework to prepare for Certificate in Accounting – Corporate Accounting Track

Required Courses (21 credits):

Complete all of the following courses (18 credits):

BUS-A 337 Computer-Based Accounting Systems (3 credits) Prerequisites: A201, K201
BUS-A 311 Intermediate Accounting I (3 credits) Prerequisites: A202, P or C: A337
BUS-A 312 Intermediate Accounting II (3 credits) Prerequisite: A311
BUS-A 325 Cost Accounting (3 credits) Prerequisites: A202
BUS-F 301 Financial Management (3 credits) Prerequisites: A201, A202, E100, C106
BUS-Z 302 Managing and Behavior in Organizations (3 credits) Prerequisites: S121, P101

Complete one of the following courses (3 credits):

BUS-A 328 Taxation of Individuals (3 credits) Prerequisite: A201
BUS-A 339 Advanced Taxation (3 credits) Prerequisite: A328
BUS-A 413 Governmental and Not-for-Profit Accounting (3 credits) Prerequisite: A311
BUS-A 422 Advanced Financial Reporting (3 credits) Prerequisite: A311
BUS-A 424 Auditing (3 credits) Prerequisite or taking concurrently: A312

Note: Additional coursework in business and economics may be useful in preparing for the CMA examination. Completion of the Post-baccalaureate certificate in accounting cannot be relied upon to ensure compliance with all CMA requirements. Only the Institute of Management Accountants' certifying body can provide you with the most current authoritative information regarding their requirements.

POST-BACCALAUREATE CERTIFICATE IN ECONOMICS

**NOTE: Previous equivalent coursework can fulfill some of the course requirements listed below.
To earn the Post-Baccalaureate Certificate in Economics,**

- 1) five of the courses listed below must be successfully completed (C- or better) *and***
- 2) at least four of the courses listed below must be successfully completed (C- or better) at IUS after undergraduate degree completion.**

ECON-E 321 Intermediate Microeconomic Theory P: E200
ECON-E 322 Intermediate Macroeconomic Theory P: E200
ECON-E 323 Urban Economics P: E200
ECON-E 333 International Economics P: E200
ECON-E 340 Labor Economics P: E200
ECON-E 350 Money and Banking P: E200
GEOG-G 438 Advanced Geographic Information Systems P: GEOG-G 338

POST-BACCALAUREATE CERTIFICATE IN FINANCE

**NOTE: Previous equivalent coursework can fulfill some of the course requirements listed below.
To earn the Post-Baccalaureate Certificate in Finance,**

- 1) five of the courses listed below must be successfully completed (C- or better) *and***
- 2) at least four of the courses listed below must be successfully completed (C- or better) at IUS after undergraduate degree completion.**

BUS-A 310 Mgmt Decisions and Financial Reporting P: A202, F301
OR **BUS-A 311 Intermediate Accounting I P: A202, P or C: A337
BUS-F 302 Financial Decision Making P: F301, E280
BUS-F 420 Investments P: F301, E200
BUS-F 446 Bank and Financial Intermediation P: F301
BUS-F 494 International Financial Management P: F301
ECON-E 350 Money and Banking P: E200

POST-BACCALAUREATE CERTIFICATE IN GENERAL BUSINESS

NOTE: Previous equivalent coursework can fulfill some of the course requirements listed below. To earn the Post-Baccalaureate Certificate in General Business,

- 3) **all of the required courses must be successfully completed (C- or better) and**
- 4) **at least six of the courses listed below (either required or recommended) must be successfully completed (C- or better) at IUS after undergraduate degree completion.**

Required courses (24 hours):

BUS-A 201 Introduction to Financial Accounting

BUS-A 202 Introduction to Managerial Accounting P: BUS-A 201

ECON-E 100 Current Economic Topics

ECON-E 200 Fundamentals of Economics P: ECON-E 100

ECON-E 280 Applied Statistics for Business I P: MATH-M 122, BUS-K 201 or equivalent Excel skills

BUS-F 301 Financial Management P: CSCI-C 106, BUS-A 202, ECON-E 100

BUS-M 301 Introduction to Marketing P: ECON-E 200

BUS-P 301 Operations Management P: ECON-E 280

Recommended Additional Course Options:*

BUS-K 201 Computer in Business P: CSCI-C 106

BUS-L 201 Legal Environment of Business

BUS-Z 302 Managing and Behavior in Organizations P: SPCH-S 121, PSY-P 101

BUS-K 321 Management Information Systems P: BUS-K 201, ECON-E 280

BUS-A 311 Intermediate Accounting I P: BUS-A 202

BUS-D 300 International Business P: ECON-E 200

BUS-P 330 Project Management P: BUS-P 301

BUS-W 301 Management and Organizational Theory

BUS-Z 440 Personnel-Human Resource Management P or C: BUS-Z 302

**Another 300-400 level BUS or ECON course may be used in place of a recommended course. Prior to enrolling, see a School of Business academic advisor about this substitution opportunity.*

POST-BACCALAUREATE CERTIFICATE IN HUMAN RESOURCES MANAGEMENT (HRM)

**NOTE: Previous equivalent coursework can fulfill some of the course requirements listed below.
To earn the Post-Baccalaureate Certificate in HRM,**

- 1) five of the courses listed below must be successfully completed (C- or better) *and***
- 2) at least four of the courses listed below must be successfully completed (C- or better) at IUS after undergraduate degree completion.**

BUS-W 301 Management and Organizational Theory
BUS-Z 440 Personnel-Human Resource Management P or C: Z302
BUS-Z 441 Wage and Salary Administration P: Z302, P or C: Z440
BUS-Z 443 Developing Employee Skills P: Z302, P or C: Z440
BUS-Z 444 Personnel Research and Measurement P: Z302, P or C: Z440
BUS-Z 445 Human Resource Selection P: Z302, P or C: Z440

POST-BACCALAUREATE CERTIFICATE IN INFORMATION AND OPERATIONS MANAGEMENT (IOM)

**NOTE: Previous equivalent coursework can fulfill some of the course requirements listed below.
To earn the Post-Baccalaureate Certificate in IOM,**

- 1) the five courses listed below must be successfully completed (C- or better) *and***
- 2) at least four of the courses listed below must be successfully completed (C- or better) at IUS after undergraduate degree completion.**

BUS-K 330 Contemporary Topics in Info Technology P: K321
BUS-K 335 Information Systems Analysis and Design P: K321
BUS-K 400 Information for Op Control and Data Mgmt P: K335
BUS-P 330 Project Management P: P301
BUS-P 430 Total Quality Management P: P301

POST-BACCALAUREATE CERTIFICATE IN INTERNATIONAL BUSINESS

**NOTE: Previous equivalent coursework can fulfill some of the course requirements listed below.
To earn the Post-Baccalaureate Certificate in International Business,**

- 1) the five courses listed below must be successfully completed (C- or better) *and***
- 2) at least four of the courses listed below must be successfully completed (C- or better) at IUS after undergraduate degree completion.**

BUS-D 300 International Business Administration P: E200

BUS-F 494 International Finance P: F301

ECON-E 333 International Economics P: E200

POLS-Y 376 International Political Economy R: Y109 (or Y107) and E200

One 300-400 level course from the chosen Region's list of courses in Group A, Group B or Group C of the International Studies Major (see Bulletin for lists).

POST-BACCALAUREATE CERTIFICATE IN MANAGEMENT

**NOTE: Previous equivalent coursework can fulfill some of the course requirements listed below.
To earn the Post-Baccalaureate Certificate in Management,**

- 1) five of the courses listed below must be successfully completed (C- or better) *and***
- 2) at least four of the courses listed below must be successfully completed (C- or better) at IUS after undergraduate degree completion.**

BUS-D 300 International Business P: E200

BUS-W 301 Management and Organizational Theory

BUS-W 311 Small Business Entrepreneurship P:A201, E100, P or C: M301 or M300

BUS-W 320 Leadership and Ethics

BUS-W 430 Organizations and Organizational Change P: Z302, W301

BUS-Z 440 Personnel-Human Resource Management P or C: Z302

POST-BACCALAUREATE CERTIFICATE IN MARKETING

**NOTE: Previous equivalent coursework can fulfill some of the course requirements listed below.
To earn the Post-Baccalaureate Certificate in Marketing,**

- 1) five of the courses listed below must be successfully completed (C- or better) *and***
- 2) at least four of the courses listed below must be successfully completed (C- or better) at IUS after undergraduate degree completion.**

BUS-D 300 International Business P: E200

BUS-M 303 Marketing Research P: M301 & E280

BUS-M 330 Personal Persuasion Strategies and Customer Relationship Management P: M301

BUS-M 405 Buyer Behavior P: M301

BUS-M 415 Advertising and Promotion Management P: M301

BUS-M 450 Marketing Strategy and Policy P: M303 & M405