

College of Business and Public Administration

The College of Business and Public Administration prepares men and women for leadership positions in the private, public as well as non-profit sectors. The College has six academic departments: Accounting, Criminal Justice, Economics & Finance, Management, Marketing and Public Administration; and offers undergraduate degree programs in Accounting, Criminal Justice, Economics, Finance, Management, Marketing and Public Administration. The faculty, staff and students all participate in creating a supportive academic environment.

Dean, Alfred Ngome Ntoko, Ph.D.

Assistant to the Dean, Mr. Steve Vence

W-402B, (908) 737-4120

ACADEMIC DEGREES, PROGRAMS

B.S. in Accounting

B.A. in Criminal Justice

B.A. in Economics

Business Economics Option

Teacher Certification Option

B.S. in Finance

B.S. in Management Science

General Business Option

International Business Option

Management Option

Quantitative Methods Option

B.S. in Marketing

B.A. in Public Administration

JOINT OR COMBINED PROGRAM

B.A./M.P.A. Public Administration

B.S./M.S. Accounting

DEPARTMENTS, FACULTY

Accounting

Bornstein, Capone (Chairperson), Carlsen, Comerford, Fraser, Okcabol, Schader, Stewart, Wailoo

Criminal Justice

Garcia, Lateano (Chairperson), Linn, McManimon

Economics and Finance

Anderson, Carreno, Condon, Griffith, Kempey (Chairperson), Kim, Saffer, Skoorka, Tully, Yamoah

Management

Abraham (Chairperson), Coughlin, Fenster, Fulop, Gursoy, Hiraoka, McGill, Melworm, Rhee, Torres-Baumgarten

Marketing

Ahlawat, Helliwell, Lemel (Chairperson), Vaccaro, Yucetepe

Public Administration

Ault, Donovan, Erickson, Farahi, Laudicina, Laury (Chairperson), Lederman, Moore, Sharp

Accounting

Chairperson: Dr. James J. Capone, Jr.
W-203, (908) 737-4100

Accounting is the study of how an organization records financial transactions and analyzes and communicates the results of such transactions. It studies the standard accounting financial statements and seeks to analyze the entity's operating results and discusses ways in which various users can utilize accounting information. The program looks to both the business and not-for-profit sectors of the community. If you are interested in the financial aspects of business, you may wish to consider financial accounting as your major. Our four-year BS in Accounting program will prepare you for entry-level positions in accounting. To qualify to sit for the Uniform CPA examination, completion of the MS in Accounting is required.

Admissions Requirements

Conditions for acceptance into the B.S. in Accounting Program are as follows:

- 1) A G.P.A. of 2.50
- 2) Grade of B or better in both ACCT 2200 Principles of Accounting I and ACCT 2210 Principles of Accounting II, respectively.

GENERAL EDUCATION 52-60

FOUNDATIONS² 13-16

GE 1000	Transition to Kean	1
ENG 1030	College Composition	3
MATH 1000	Algebra for College Students	3
COMM 1402	Speech Communication as Critical Citizenship	3
GE 2021	Research and Technology	3

DISCIPLINARY/INTERDISCIPLINARY DISTRIBUTION

Humanities	9
*ENG 2403 World Literature	3
AND (Select two courses from different areas:)	
Fine Arts or Art History	3
Philosophy or Religion	3
Foreign Languages	3
Music or Theatre	3
Interdisciplinary	3
Social Sciences	9
*HIST 1000 Civil Society in America	3
AND (Select TWO courses from different areas:)	
Psychology	3
Political Science	3
Sociology or Anthropology	3
Interdisciplinary	3

Science & Mathematics 10-11

*CPS 1031 Introduction to Computers 3
AND (Select Two of the following sciences; one must be a lab science:)

Biology	3, 4
Chemistry or Physics	3, 4
Astronomy, Earth Science, Geology or Meteorology	3, 4
Interdisciplinary	3, 4

Health/Physical Education 2-3

ID 1225	Critical Issues in Contemporary Health	3
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OR

Physical Education	2
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CONCENTRATION 6

ECO 1020	Principles of Economics I	3
ECO 1021	Principles of Economics II	3

ADDITIONAL REQUIREMENTS⁴ 3-6

CPS 1032	Microcomputer Applications	3
MATH 1054	Pre-Calculus (recommended)	3

MAJOR REQUIREMENTS⁵ 57-60

Required Courses 48

MGS 2110	Quantitative Methods in Management Science	3
MGS 2120	Business Statistics	3
ACCT 2200	Principles of Accounting I	3
ACCT 2210	Principles of Accounting II	3
ACCT 2232	Computerized Accounting Systems and Procedures	3
ACCT 3210	Intermediate Accounting I	3
ACCT 3220	Intermediate Accounting II	3
ACCT 3230	Federal Income Taxes I	3
ACCT 3231	Federal Income Taxes II	3
ACCT 3240	Cost Accounting	3
ACCT 4210	Advanced Accounting	3
FIN 3310	Management of Corporate Finance I	3
MGS 3051	Business Law I	3
MGS 3052	Business Law II	3
ENG 3090	Business Professional and Technical Writing	3
FIN 3311	Management of Corporate Finance II	3

OR

ECO 3300	Money and Banking	3
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MAJOR ELECTIVES⁶ 6-9

(Select three courses from ACCT, FIN, MGS, and MKT; if Pre-Calculus has been taken under "Additional Requirements" select two courses)

MAJOR/GE CAPSTONE COURSE 3

ACCT 4990	Auditing Financial Statements	3
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FREE ELECTIVES:⁷ 7-12

(50% of free electives must be taken at the 3000-4000 level)

¹ Required of all Freshmen and Transfers with fewer than 10 credits.

² See prerequisites and equivalencies

*Required Distribution Course

³ Additional 3-credit course paired with Reading may be required by placement testing.

⁴ Precalculus or higher math is recommended, not required.

⁵ All major courses, including the Capstone, require a grade of C or better

⁶ Choose from 3000 + courses in ACCT, FIN, MGS, ECO, or MKT, except for MGS 2110 (Quantitative Methods).

⁷ These courses should be taken in areas other than ACCT, FIN, MGS or MGS

Students interested in pursuing the Master of Science degree in Accounting should contact the Graduate Admissions office for entrance requirements.

COURSE SEQUENCING

FRESHMAN YEAR

Fall Semester Yr-1

GE 1000	Transition to Kean*	1
ENG 1030	College Composition	3
CPS 1031	Introduction to Computers	3
MATH 1000	Algebra for College Students	3
ENG 2403	World Literature	3
Humanities***		3

TOTAL UNITS 16

Spring Semester Yr-1

COMM 1402	Speech Communication as Critical Citizenship	3
ID 1225	Critical Issues in Contemporary Health **	3
CPS 1032	Microcomputer Applications	3
Humanities***		3
ECO 1020	Principles of Economics I	3
MATH 1054	Pre-Calculus* *** OR Major elective	3

TOTAL UNITS 18

*Required of all Freshmen and Transfers with fewer than 10 credits.

**1) or ID 1010 or All PED Sports except PED 1500 All 1000 & 2000 PED Dance

*** AH 1700/01 FA 1000/2300/2950 REL 1700/2700/2702 Foreign Language Music 1000/1050/2200/2201/2202 THE 1100/1200/3710/3720 ID 1300/3230

**** Pre Calculus is recommended not required. See comment on Major Elective below

SOPHOMORE YEAR

Fall Semester Yr-2

ACCT 2200	Principles of Accounting I	3
ECO 1021	Principles of Economics II	3
MGS 2110	Quantitative Methods in Management Science	3
SOCIAL SCIENCES *		3
SCIENCE (WITH LAB)**		4

TOTAL UNITS 16

Spring Semester Yr-2

ACCT 2210	Principles of Accounting II	3
GE 2021	Research and Technology	3
MGS 2120	Business Statistics	3
SOCIAL SCIENCES *		3
SCIENCE (W/O LAB)***		3

TOTAL UNITS 15

*PSY 1000/1005 PS 1010, PS 2100, PS 2400 or PS 2300 SOC 1000/1001/2050/2100 /2300/2500/ ID 2415

** ASTR 1100/BIO 1000/2402/CHEM 1010/1030/1083/1084/FEOL 1200/METR 1300

*** BIO 1200/CHE, 1200/ES 1000/ID 1400

JUNIOR YEAR

Fall Semester Yr-3

ACCT 2232	Computerized Accounting Systems and Procedures	3
ACCT 3210	Intermediate Accounting I	3
FIN 3310	Management of Corporate Finance I	3
MGS 3051	Business Law I	3
FREE ELECTIVE **		3

TOTAL UNITS 15

** Any course other than ACCT, ECO, FIN, MKT, MGS except MGS 2110 (Quantitative Methods) and must be at 50 % must be at 3000/4000 level

Spring Semester Yr-3

ACCT 3220	Intermediate Accounting II	3
ENG 3090	Business and Professional Writing	3
FIN 3311	Management of Corporate Finance II	

OR

ECO 3300	Money and Banking	3
MGS 3052	Business Law II	3
HIST 1000	Civil Society in America	3

TOTAL UNITS 15

SENIOR YEAR

Fall Semester Yr-4

ACCT 3230	Federal Income Taxes I	3
ACCT 3240	Cost Accounting	3
ACCT 4210	Advanced Accounting	3
MAJOR ELECTIVE *		3
MAJOR ELECTIVE *		3

TOTAL UNITS 15

Spring Semester Yr-4

ACCT 3231	Federal Income Taxes II	3
ACCT 4990	Auditing Financial Statements	3
MAJOR ELECTIVE *		3
FREE ELECTIVE **		3
FREE ELECTIVE **		2

TOTAL UNITS 14

*ACCT, ECO, FIN, MGS, MKT (including MGS 3070 & 3071 Real Estate Transactions I and II) Delete one Major elective if MATH 1054 Pre Calculus is taken

** Any course other than ACCT, ECO, FIN, MKT, MGS except MGS 2110 (Quantitative Methods) and must be at 50 % must be at 3000/4000 level

TOTAL REQUIRED FOR GRADUATION 124

GENERAL EDUCATION INFORMATION AND REQUIREMENTS

Testing and Placement

Incoming freshmen and transfer students may be placed in specific GE Foundations, Developmental or ESL courses as a result of testing prior to registration. Students may be exempt from testing due to SAT scores or prior college work.

Prerequisites And Equivalencies For GE Foundations Courses

ENG 1030

Prereq: Placement testing
Equiv: ENG 1031/32; 1033/34; 1430; ENG 1020; 1400

MATH 1000

Prereq: Placement testing
Equiv: MATH 1001/02; 1003/04; 1051

COMM 1402

Prereq: CS 0411 or 0412 if required by placement testing
ENG 1031/32; 1033/34
May be taken concurrently with ENG 1030
Equiv: COMM 1400

GE 2021-2024 Research and Technology offered as college-based course

GE 2021 College of BPA

GE 2022 College of ED

GE 2023 College of AHSS

GE 2024 College of NAHS

Prereq: ENG 1030 or equivalent
MATH 1000 or equivalent
Equiv: GE 2020

Course Paired with Reading

Must be taken concurrently with CS 0412 if required by placement testing.

GE Distribution Courses

All courses taken under the General Education Disciplinary/Interdisciplinary Distribution requirements must be selected from the Approved General Education

Distribution Course List, printed in Registration Bulletin. These courses are designated as GEHU, GESS, GESM, GEHPE or GECP.

- GEHU Humanities
- GESS Social Sciences
- GESM Science and Mathematics
- GEHPE Health and Physical Education
- GECP Approved GE Concentration Pairs: Special Disciplinary Pairs and Pairs Across Disciplines

Required GE Distribution Courses

ENG 2403 is a required Humanities Distribution course with an emphasis on diversity.

HIST 1000 is a required Social Sciences Distribution course with an emphasis on diversity.

MATH 1010, 1016, 1054, CPS 1031, 1032 or 1231 may be used to satisfy the Science and Mathematics Distribution requirement.

Foreign Language Credit

The three credits for a foreign language that may satisfy the GE Disciplinary/ Interdisciplinary Distribution Requirement is awarded only upon successful completion of two semesters of study at the introductory or intermediate level.

GE Concentration Sequences

A concentration is a two-course sequence in the Liberal Arts and Sciences, outside the major, which builds upon an introductory GE Distribution course. Three different options for satisfying the concentration exist:

- 1) Two courses in the same discipline at the two thousand level or above;
- 2) Two courses from different disciplines at the two thousand level or above that cover a similar topic or theme (students taking this second option must obtain approval from the GE office prior to registration);
- 3) A preapproved pair of courses at the 1000 level or above that is published in the University Bulletin under GECP Distribution courses.

Major/GE Capstone Course

A Capstone course is a major course that satisfies three credits of GE requirements.

Each major guide sheet will count three credits for the Capstone as either GE credits or major credits, but not both.

UNIVERSITY REQUIREMENT

Writing-Emphasis Requirement

All students are required to complete one "Writing-Emphasis" course. The "W-E" course must be within the major portion of your program. Consult your major advisor.

THE COMBINED B.S./M.S. DEGREE IN ACCOUNTING PROGRAM

Coordinator: Dr. Eric Carlsen
W-203, (908) 737-4104

The Combined Bachelor of Science/Master of Science Accounting Degree Program will be discontinued. Those students seeking a career in Public Accounting and eligibility to take the Uniform Certified Public Accounting Examination, in accordance with the requirements mandated by the New Jersey Board of Accountancy should consider the M.S. in Accounting Program. Dr. Carlsen is the Coordinator for the M.S. in Accounting Program.

ACCOUNTING COURSES

ACCT 2200 Principles of Accounting I (3)

This course is an introduction to accounting concepts and principles used in the preparation of financial reports of proprietorships, partnerships and corporations, including the techniques of debit and credit, trial balances, adjustments and statements.

Prerequisite: MATH 1000

ACCT 2205 Principles of Managerial Accounting (3)

This course introduces accounting theory and practice for managers in the private sector, namely cost measurement and control, cost-volume-profit analysis, budgeting, and short-term business decision-making. This course is intended for students majoring in Management Science. It is not acceptable for credit for Accounting majors.

Prerequisite: ACCT 2200.

ACCT 2210 Principles of Accounting II (3)

This course continues the topics of instruction introduced in Acct 2200.

Prerequisites: ACCT 2200.

ACCT 2232 Computerized Accounting Systems and Procedures (3)

This course applies computerized methods to the design and operation of accounting systems, in addition to using the computer to assist with accounting computations, primarily through the use of electronic spreadsheets and commercial accounting programs. The course also instructs the student on other computerized aspects of accounting and related business procedures.

Prerequisite: ACCT 2210/CPS 1032.

ACCT 3210 Intermediate Accounting I(3)

This course involves the detailed analysis of various balance sheets and income statement accounts, enhancing the study of financial statements for internal management purposes as well as a reporting tool. The course also will address alternative concepts that may be advanced by professional organizations and societies.

Prerequisites: ACCT 2210.

ACCT 3220 Intermediate Accounting II (3)

This course continues the topics of instruction introduced in Acct 3210.

Prerequisite: ACCT 3210.

ACCT 3230 Federal Income Taxes I (3)

The student is introduced to the basic tax law regarding individual income tax issues. The student is also introduced into the mechanics of the preparation of income tax returns.

Prerequisite: ACCT 2210.

ACCT 3231 Federal Income Taxes II (3)

This course is a continuation of Acct 3230. This course will also introduce issues related to capital transactions, corporations, and partnerships.

Prerequisite: ACCT 3230

ACCT 3240 Cost Accounting (3)

This course involves the study of management accounting systems and the controllership function, as performed by the typical corporate controller in his role as a key member of the management group in a private business corporation.

Prerequisite: ACCT 3210.

ACCT 3261 Computer Augmented Accounting (3)

This course covers methods of accomplishing various accounting functions by use of the computer, such as the computation of payroll withholding, inventory analysis, the recording of financial transactions, and the like.

Prerequisite: ACCT 3210.

ACCT 3280 Government and Fund Accounting (3)

This course concentrates on fund accounting for government, schools, hospitals and other not-for-profit organizations. The course also covers the analysis of these financial statements.

Prerequisite: ACCT 3210.

ACCT 4210 Advanced Accounting (3)

The student is exposed to the practical accounting applications related to such topics as partnerships, joint ventures, estates and trusts, consignments, installment sales, businesses in financial distress, agency and branch accounting, consolidations, and foreign exchange reporting issues.

Prerequisite: ACCT 3220.

ACCT 4225 Accounting Theory (3)

This course reviews various accounting postulates, principles, rules and procedures underlying the broad area of financial reporting. The student will study and critically analyze current accounting and reporting accounting issues and problems.

Prerequisite: ACCT 3220.

ACCT 4240 Auditing II (3)

This course continues the coursework started in Acct 4990 and takes the topics to advanced levels. The course may also dedicate significant time to case studies. This course is specifically designed for students interested in a career in Public Accounting.

Prerequisite: ACCT 4990.

ACCT 4270 International Accounting (3)

This course introduces the principles of international accounting and the various issues surrounding these principles. The course will emphasize the differences between national accounting practices, methods of international currency translations, and other techniques used in comparing accounting data from different countries.

Prerequisites: ACCT 2200, FIN 3310.

ACCT 4803-4806 Cooperative Education: Accounting (3-6)

The student will work off-campus with a company on a project supervised by an accounting faculty member. The project will emphasize the practical applications of accounting procedures and principles, in addition to corporate and individual tax preparation situations. Students may take a maximum of six (6) credits in coop education in their major.

Prerequisites: Juniors and seniors majoring in Accounting subject to approval by the faculty coordinator.

ACCT 4990 Auditing Financial Statements (3)

Auditing is a fundamental discipline in Accounting and the foundation for the Certified Public Accounting designation. This course will serve to integrate the knowledge students gain in prior accounting and business-related courses such that they can apply this knowledge to understand the discipline and objectives of auditing and how the business and regulatory environment have lead to the development of auditing standards.

Prerequisite: ACCT 3220