

School of Business and Economics

Administrative Officers

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Overview

Instructional Programs

The majority of the school's resources are committed to instructional activities, and, of these, the bulk is devoted to the degree programs. But an adequate summary of the total work of the school must also give attention to the other forms of instruction, in which it engages, to activities that support the instructional enterprise, and to research and publication programs.

The School of Business and Economics at IU Northwest offers two degree programs. The undergraduate degree is the Bachelor of Science in Business, and the graduate degree is the Master of Business Administration (M.B.A.). The school also offers a Postbaccalaureate Certificate in Accounting and a Graduate Certificate in Management. Additionally, holders of a baccalaureate degree who want to gain expertise in a specific functional area of business may be able to enroll in course work that will allow them to do so.

Objectives

Indiana University's educational mission is to provide high-quality bachelor's and master's business and economics programs in major urban areas within the state. Established in 1966, the School of Business and Economics at IU Northwest endeavors to offer high levels of teaching, research, and services consistent with Indiana University's overall objectives.

The IU Northwest School of Business and Economics will (1) offer students a high-quality business program that meets the standards of professional accreditation; (2) offer students a well-balanced curriculum that requires students to use behavioral, functional, and technological tools to solve business problems; (3) develop student leadership and teamwork skills; (4) provide students with opportunities for relevant professional experience to meet the current challenges of business; (5) expand knowledge by producing quality business and economics research; and (6) provide professional service to alumni, businesses, and other employers in our seven-county area of Northwest Indiana.

Accreditation

In 2015, the School of Business and Economics received reaffirmation of accreditation by the Association to Advance Collegiate Schools of Business (AACSB

International), an organization promoting high standards in professional education for business. Accreditation is based upon the qualifications of the faculty; the success of the school in meeting its mission; and the assurance of student learning.

Accreditation by AACSB International is the most prestigious accreditation a business school may achieve, with only 5% of business schools world-wide who are accredited.

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Standards of Professional Conduct Shared Values

The School of Business and Economics functions as both a learning environment and an academic community with the central functions of learning, teaching, and scholarship characterized by reasoned discourse, intellectual honesty, and mutual respect. The School of Business and Economics also supports *The Shared Vision* of Indiana University Northwest.

- *All members* of the School of Business and Economics community – students, faculty, staff - are expected to be courteous to one another in all oral and written interactions and to be considerate in their treatment towards each other.
- *All members* of this community are expected to show tolerance and respect for diversity, as defined by *The Shared Vision*. This also includes the understanding that there may be viewpoints, ideas, and opinions that differ from theirs and it's acceptable to 'agree to disagree.'
- *All members* of this community will honor the confidentiality and privacy of others.
- *All members* of this community will respect University property, as well as the physical and intellectual property of all others, when engaged in university-related activities.
- *All members* of this community are expected to refrain from harming others.
- *All members* of this community, when representing the School of Business and Economics, will do so

in a positive manner with integrity, trustworthiness, honesty, and professional demeanor.

Governing Codes and Procedures

The rights, responsibilities, and conduct of students are defined and regulated by the *Indiana University Code of Student Rights, Responsibilities, and Conduct*.

The faculty in the School of Business and Economics follow specific guidelines set forth in the *Indiana University Academic Handbook*, specifically under the section entitled "Code of Academic Ethics."

The professional staff and the bi-weekly staff in the School of Business and Economics follow specific guidelines set forth in the *Indiana University Personnel Policies for Appointed Non-Union Support and Service Staff and Professional Staff*.

Contact Information

[School of Business and Economics](#)

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3400 Broadway
Gary, IN 46408
(219) 980-6552

[Contact the School of Business and Economics](#) at iunbiz@iun.edu for additional contact information.

Centers & Institutes

Assessment Center

Our award-winning [Assessment Center](#) in the School of Business and Economics offers a very exciting opportunity for our students and has two primary goals. First, we want to ensure that students who leave Indiana University Northwest are able to succeed in their chosen fields. We want them to be able to find employment and perform well in their jobs. Second, we want to ensure that our program is functioning effectively at the university level. We want to ensure that students are successful in school and that our courses are effective in correcting students' deficits. To achieve these goals we have chosen competencies that we have identified as being highly sought by employers as well as important to academic success, including critical thinking, teamwork, leadership, delegation, ethics, and conflict management.

Students will complete the Assessment Center (as a course requirement) in both their freshman and senior years, as we help students identify their developmental needs with respect to certain life skills that are helpful to students as they progress through college and enter the workforce. We place students into work related simulations that allow them to see what it is like to be in the workplace. Their performance is then evaluated by business leaders from the community.

This approach is going to benefit students in several ways. First, students will be introduced to key skills that employers look for in applicants. Second, students will be able to spend their time at Indiana University Northwest improving deficits identified in the Assessment Center. Students will prepare a development plan based on the feedback from the Assessment Center. The development plan will establish goals for improving deficits using

coursework and other Indiana University Northwest activities. Lastly, Indiana University Northwest will use the Assessment Center data to modify its curriculum to further benefit the students and better prepare them for the workplace.

Center for Economic Education

The school's award-winning Center for Economic Education has been Northwest Indiana's leader in economic education and financial literacy for more than 20 years. The center is nationally accredited by the National Council on Economic Education (NCEE) and at the state level by the Indiana Council for Economic Education (ICEE). Each summer the center offers graduate courses in economics for credit for elementary, middle school, and high school teachers. Additionally, noncredit workshops in economics and personal finance are offered to the educational community during the academic year.

The Center for Economic Education at IU Northwest is part of a network of 10 Centers for Economic Education in the state.

Center for Management Development

The [Center for Management Development](#) provides customized, executive development and consulting services to various organizations. We partner with the business, government, and not-for-profit communities to develop and promote effective organizations. The center is committed to providing dependable, high-quality, cost-effective services.

We draw upon the full resources of IU Northwest to meet the needs of a number of clients located throughout the United States. We provide four distinct kinds of services. The first includes a wide variety of training activities that fall within two broad categories: management development and workforce development. The second encompasses a number of consultation services. Some of these services are developmental in nature (e.g., total quality management, human resources, project management, etc.). Others consist of more discrete packages of services (e.g., quality assurance, performance monitoring, process control, survey work, focus groups, etc.). Our third broad category of activity includes facilitation and mediation services. Finally, the Center for Management Development contracts with firms to perform certain kinds of project work (e.g., the development of job descriptions and compensation systems, job search, etc.).

If you would like additional information, call the Center for Management Development at (219) 981-4257.

Small Business Institute

The [Small Business Institute](#) (SBI) is a program in the School of Business and Economics of IU Northwest. This program provides confidential, intensive, high-quality consulting services to small businesses in northwest Indiana. These services are provided by high-caliber seniors in the undergraduate business program of the university under the direct supervision of a faculty member. The seniors are formed into teams of three to five people and assigned to a small business for a semester. While assigned to the business, the team does an industry and competitive analysis for the firm,

a financial overview of the firm, and then tackles one or more problems specific to the firm.

IU Northwest is proud to be a member of this elite group of schools that have been carefully approved to manage an SBI program by the Small Business Institute Directors Association.

Distinctions & Opportunities

The School of Business and Economics identifies students graduating with the Bachelor of Science in Business with three levels of academic distinction: highest distinction, high distinction, and distinction. The minimum cumulative GPA to receive degrees with distinction are highest distinction, a minimum GPA of 3.85; high distinction, a minimum GPA of 3.70; Distinction, a minimum GPA of 3.55. No more than 10 percent of the students receiving the Bachelor of Science in Business in any academic year may receive a degree with distinction. Graduates receiving degrees with distinction have the appropriate level of distinction noted on their diplomas and in the Commencement program; these graduates may wear the cream and crimson fourragere at Commencement. Graduate students do not qualify for the various levels of distinction.

Guidance & Counseling Services

Students in the School of Business and Economics are responsible for planning their own programs and for meeting degree requirements. It is their responsibility to understand fully and to comply with all the provisions of this bulletin.

An important portion of total faculty time is devoted to assisting students in making proper program and career choices. Degree candidates will be assigned a faculty advisor in their field of major interest who will aid their program planning, follow their progress, and be available for general counseling. Students may, in addition, turn to a member of the faculty specializing in the curricular area in which they are taking course work or contemplating study.

The director and assistant director are available to meet any student, whether on a day or evening schedule. The office maintains a complete record of each student's accomplishments and progress to aid students in reaching their goals most effectively.

Student Organizations

The faculty of the School of Business and Economics recognizes that student organizations may contribute greatly to the total development of all students. A number of student organizations exist at IU Northwest, and it is recommended that each student take advantage of extracurricular activities and opportunities provided by those organizations. Some organizations are purpose oriented and attempt to develop and improve a student's understanding of the business environment. Other organizations are honorary.

Accounting and Business Student Organization (ABSO) Club

The [IU Northwest ABSO](#) maintains a close relationship with accounting and business students, alumni, faculty, and business professionals. Meetings include speakers

from prominent businesses and accounting firms. Membership is open to all students.

Beta Gamma Sigma

Membership in Beta Gamma Sigma is the highest recognition a business student can receive in a baccalaureate or postbaccalaureate (master's) program at a school accredited by AACSB International. To be eligible for membership, the academic ranking of those being considered must place them in the upper 10 percent of the junior or senior class; or the upper 20 percent of the graduating master's class.

Scholarships & Awards

Students in the School of Business and Economics are eligible for awards and scholarships including the following: Lloyd Buckwell Scholarship, Albert and Margaret Gallagher Scholarship, Strack Family Scholarship, Wanda Dudzik Scholarship, and School of Business and Economics Scholarship.

The Office of Financial Aid and Scholarships has more information about these [scholarships](#) and others on their website.

Undergraduate Programs

Undergraduate studies provide opportunities for breadth of education as well as for specialization. IU Northwest subscribes to the principle that a significant portion of a student's academic program should be in general education subjects. The general education aspects of the program are then complemented by study in the basic areas of business administration.

In addition, all undergraduate study programs include courses that ensure a basic understanding of management principles and practices in the dynamic economic, social, and political environment of today. Consideration is also given to basic trends or developments that are likely to shape the pattern of the world in the years ahead.

Degree Programs

Bachelor of Science in Business

The undergraduate program typically occupies the three final undergraduate years and leads to the Bachelor of Science in Business degree. This professional degree has extensive arts, science, and humanities content.

The Bachelor of Science in Business degree is awarded when a student has successfully completed (1) a core of general education courses, (2) a core of prescribed business courses, (3) a group of courses in a concentration, and (4) elective courses to meet distributional and total credit hour requirements. Courses are available to meet the general education core, the business core, elective requirements, and the requirements of two concentrations: accounting/financial information systems and business administration.

Bachelor of Arts in Economics

Consult the College of Arts and Sciences section of this bulletin for the degree requirements for a bachelor of arts in economics.

Consult with your economics faculty advisor for the degree requirements for the concentration in financial economics.

Minors

The School of Business and Economics offers any non-business undergraduate majors the opportunity to minor in business administration or accounting.

Policies & Procedures

Students admitted to IU Northwest who declare a business administration or accounting/financial information systems concentration will be admitted directly into the School of Business and Economics.

Enrollment Restriction

Students pursuing degrees in academic divisions other than Business and Economics are permitted to enroll in a maximum of 30 credit hours of business courses. All students are required to meet all prerequisites and must obtain school authorization to enroll in any junior- or senior- level business and economics course prior to registration.

Students who intend to transfer to Bloomington or other IU campuses and apply for admission to the undergraduate programs in business must understand that the admission requirements for business vary among the IU campuses. Students should consult the IU bulletin for the campus to which they seek admission for specific requirements of the business program.

Degree Applications

Candidates for the Bachelor of Science degree *must* file a degree application during registration the semester before they intend to graduate. This allows time for the student's academic record to be audited for degree certification. Without the audit, the student cannot be recommended for the conferral of the degree.

Credit Hours Requirement

The minimum number of credit hours required for the baccalaureate degree is 120 in courses meeting the various requirements stated in this bulletin. Of these, a minimum of 65 credit hours must be in business and economics courses, and at least 55 credit hours must be in courses other than business and economics. The School of Business and Economics requires that at least 50 percent of the business credit hours required for the degree be earned at IU Northwest or one of the Indiana University campuses.

No credit is given toward a degree in business for courses taken throughout the university with a prefix of 0, or for courses taken from the Division of General and Technical Studies, or for other non-college-level courses.

Senior Residence Requirement

The senior year (the last 30 credit hours of work) must be completed in residence on one of the Indiana University campuses offering a four-year program. Students will be certified for graduation by the campus at which they complete the last semester (12 credit hours or more). Registration for a minimum of two semesters in the School of Business and Economics is required.

Permission to take credit during the senior year at another institution or by correspondence study courses may be

procured to a maximum of 6 credits by petitioning the assistant director.

Junior College, Community College and Off-Campus Course Credits

Credits earned through junior and community colleges are limited to a maximum of 60 credit hours.

Some of the credits/courses from junior and community colleges may not apply to the Bachelor of Science in Business degree, although they might meet transfer guidelines via our campus Office of Admissions.

No junior or senior-level business or economics courses taken at a junior or community college will be accepted towards the Bachelor of Science in Business.

Off-Campus Course Credit

All off-campus coursework - whether online or face-to-face - must have prior approval from the assistant director in the School of Business and Economics before enrolling and before such credit could be accepted towards the Bachelor of Science in Business degree requirements.

Credit by Self-Acquired Competency

The School of Business and Economics does not award credit on the basis of self-acquired competency.

The school will not accept transfer of credit from other institutions for business courses if the credit was awarded on the basis of self-acquired competency.

For nonbusiness courses, the school will accept course-specific credit awarded on the basis of self-acquired competency by other baccalaureate-granting divisions/schools of Indiana University and by other institutions accredited by the North Central Association of Colleges or comparable regional associations.

The school will not accept general (non—course specific) self-acquired competency credit awarded by other divisions/schools of Indiana University or by other institutions.

Transfer Credit Policy

Courses that were taken at other institutions and that appear similar in either title or objectives to the 300- or 400-level (junior and senior) courses offered by the School of Business and Economics will be transferred as undistributed electives and will not be regarded as equivalent unless at least one of the following validation processes has been performed.

1. Completion of a course review with documented evaluation of the content, level, method of instruction, objectives, etc., used in the course(s) being validated. The evaluation must be performed by an appropriate member of the school's faculty; or
2. Successful completion of an examination based upon the material covered in that course offered by the school; or
3. Satisfactory completion and documentation of a subsequent course offered by the school, provided that a significant prerequisite relationship between the courses can be demonstrated.

Courses in advanced business subjects, not open to freshmen and sophomores, which have been taken at two-

year institutions in the freshman and sophomore years, will not be accepted as equivalents of the courses offered at Indiana University. Consult with the assistant to the director for appropriate validation processes. Only credits earned at Indiana University will count toward a student's grade point average.

School Grade Requirements

To be certified for graduation, a student must have a minimum average of C (2.0) in all course work, a minimum average of C (2.0) in all courses taken toward the degree, a minimum average of C (2.0) for all courses taken in the basic business and economics core, and a minimum average of C (2.0) in the area of concentration. A student must also have completed ENG-W 131 Elementary Composition and CSCI-A 106 Introduction to Computing with a minimum grade of C (2.0) in each course. Any course with a number beginning with a zero will not be counted toward graduation requirements.

Probation

Students are automatically placed on probation whenever their cumulative grade point averages are below 2.0.

Dismissal

In the School of Business and Economics, at the discretion of the Graduate-Undergraduate Committee, a student may be dismissed from the school if the student has consistently failed to make progress toward meeting general education, business core, or concentration requirements. Generally, a student on probation will be dismissed if the student is 15 credit points below a 2.0 grade point average, or, if in two consecutive subsequent enrollments the student fails to make a 2.0 in those two enrollments considered as a unit and adds 10 credit points to the deficiency record.

Furthermore, upon the recommendation of the Graduate-Undergraduate Committee and with the approval of the dean of the School of Business and Economics, any student whose work is unsatisfactory or whose conduct is unethical may be dismissed from the school.

Pass-Fail Option

Business students may elect to take one course each semester with a grade of P (Pass) or F (Fail), with a maximum of two such courses each school year, including summer sessions. The student must exercise the election of this option within the first three weeks of the semester. Limitations on use of the Pass/Fail policy are as follows. School of Business and Economics students may not take any business or economics course Pass/Fail. Also, the Pass/Fail option cannot be used for courses that satisfy the general education requirements (I—VIII), which include the 12 credit hours required for general education electives. The option can be used only for courses that are pure electives taken outside the School of Business and Economics. A grade of P is not counted in the cumulative grade point average, but a grade of F is included. A grade of P cannot subsequently be changed to a grade of A, B, C, or D.

Concentration Declaration

Students may declare a concentration before the beginning of a semester. Any student who has not selected a concentration will be classified as a business

administration major and will be expected to follow the program of that concentration.

Business and economics students may choose no more than two concentrations. They must meet all the requirements for both concentrations. Only one course may be used to satisfy the requirements for both concentrations.

Credit Deadline

All credit of candidates for degrees, except that for the work of the current semester, should be on record at least one month prior to the conferring of the degrees.

Requirements for a Second Bachelor's Degree

The School of Business and Economics offers to holders of a bachelor's degree in fields other than business a second bachelor's degree in business. The requirements are identical to the requirements for the bachelor's degree in business (see succeeding pages).

The candidate may, of course, be exempted from any of those requirements already fulfilled in acquiring the first bachelor's degree.

Normally, the holder of a bachelor's degree who wishes to pursue further education is encouraged to become qualified for admission to graduate study. In certain cases, however, a student may be admitted to candidacy for a second bachelor's degree. When such admission is granted, candidates must earn at least 30 additional credit hours in residence and meet the requirements of the School of Business and Economics and of the concentration in which they are candidates.

At least 50 percent of the business courses required for a business degree must be earned at Indiana University. Students who have been awarded the B.S. in Business degree at Indiana University may register as special students to meet the requirements of another concentration but cannot be certified for the degree a second time.

Statute of Limitations

Students who are candidates for the Bachelor of Science in Business degree have the right to complete degree requirements specified by the bulletin in effect at the time they matriculated at Indiana University, provided (1) that the necessary courses are available and (2) that no more than 10 calendar years have elapsed since matriculation.

In the event that courses are not available or more than 10 years have elapsed, students must apply to the school to update their programs to the bulletin currently in effect.

Bachelor of Science in Business Curriculum

Proper enrollment is the individual responsibility of each student. There are always level prerequisites, and there are frequently course prerequisites for the courses in all business programs. Improper enrollments may be cancelled by the School of Business and Economics at any time, and, if credit is earned in such an enrollment, the school may refuse to apply that credit to a degree program or may require enrollment in an additional course.

Course Requirements

Before there can be a proper enrollment in any course having prerequisites, *the prerequisites must be successfully completed*. Concurrent enrollment is not permissible unless specifically stated otherwise.

The undergraduate curriculum in the School of Business and Economics consists of four parts:

1. the general education core,
2. the basic business core,
3. the professional courses for a concentration, and
4. electives to meet distributional and total hours requirements.

Level Requirements

Courses numbered 200-299 are open only to students who have completed 24 or more hours of credit applicable toward a degree. Courses numbered 300-499 are open only to students who have completed 56 or more hours of credit applicable toward a degree.

General Education Core Requirements

(55 credit hours)

I. Communications (12 cr.)

ENG-W 131 Elementary Composition (3 cr.)
 ENG-W 231 Professional Writing Skills (3 cr.)
 SPCH-S 121 Public Speaking (3 cr.)

SPCH-S 223 Business and Professional Speaking (3 cr.)

II. Mathematics and Science (7-8 cr.)

MATH-M 118 Finite Mathematics (3 cr.)
 Natural science elective with lab (4-5 cr.)

III. Social/Behavioral Sciences (6 cr.)

PSY-P 102 Introductory Psychology II (3 cr.)
 SPCH-S 122 Interpersonal Communication (3 cr.)

IV. Computer Science (6 cr.)

CSCI-A 106 Introduction to Computing (3 cr.)
 CSCI-A 285 Advanced Microcomputer Applications (3 cr.)

V. Arts and Humanities (6 cr.)

PHIL-P 150 Elementary Logic (3 cr.)
 PHIL-P 306 Business Ethics (3 cr.)

VI. Career Planning (4 cr.)

BUS-X 220 Career Perspectives (2 cr.)
 BUS-X 255 Diversity and Inclusion in the Workplace (1 cr.)
 BUS-X 410 Business Career Planning and Placement (1 cr.)

VII. Cultural and Historical Studies (6 cr.)

ECON-E 111 Economic History (3 cr.)

Select one from the following:

Afro-American Studies (*excluding*: A343, A384, A488, A495)
 Anthropology (A104, P210)
 Canadian Studies (C101)
 Comparative Literature (C190, C253, C261, C340, C460)
 English (L364, L370, L382)

Fine Arts (A383)
 French (F100, F150, F200, F250)
 German (G100, G150, G200, G250)
 History (A314, A315, A317, A318, A382, H105, H106, H113, H114, H207, H220, H228, H232, H260)
 Italian (M100, M150, M200, M250)
 Latino Studies (C101, C151, C213, C290, C301, C351, C352, C446)
 Philosophy (P140, P201, P393)
 Spanish (S100, S150, S200, S250, S260, S284, S290)
 Women's and Gender Studies (W200, W201, W301, W401)

VIII. General Education Electives (8 cr.)

BUS-F 260: Personal Finance (3 cr.)

An additional 5 cr. hours in courses chosen from throughout the university but excluding the Division of General and Technical Studies courses and School of Business & Economics courses (with the exception of those listed below). Additionally, any courses considered remedial or developmental (such as those beginning with a O or X) will not be counted in this group or for any credit toward the business degree. Only a maximum of 3 credit hours may be taken in HPER (Physical Education - 1 cr. hr.) courses and counted in this group and applied toward the business degree requirements.

Allowable B&E courses for General Education:

BUS-A 206: Uses of Financial Accounting Data (3 cr.)
 BUS-F 261: Personal Investing (3 cr.)
 BUS-M 200: Marketing and Society (3 cr.)
 BUS-M 210: Social Media Marketing (3 cr.)

Basic Business and Economics Core Functional Skills

- BUS W100 Business Administration Introduction (3 cr.)
- ECON E103 Introduction to Microeconomics (3 cr.)
- ECON E104 Introduction to Macroeconomics (3 cr.)
- ECON E270 Introduction to Statistical Theory for Economics and Business (3 cr.)
- BUS A201 Introduction to Financial Accounting (3 cr.)
- BUS A202 Introduction to Managerial Accounting (3 cr.)
- BUS L201 Legal Environment of Business (3 cr.)
- BUS F301 Financial Management (3 cr.)
- BUS M301 Introduction to Marketing Management (3 cr.)
- BUS P301 Operations Management (3 cr.)
- BUS D301 International Business Environment (3 cr.)

Teamwork and Leadership

- BUS Z302 Managing and Behavior in Organization (3 cr.)
- BUS Z442 Leading and Motivating Individuals and Teams (3 cr.)
- BUS W402 Simulation of Business Enterprise (1 cr.)
- BUS J403 Management Capstone (4 cr.)

Technological Skills

- BUS K221 Introduction to Information Systems for Business (3 cr.)
- BUS K321 Management and Information Systems (3 cr.)

* Students who entered IU Northwest prior to 2016-2018 should refer to the bulletin of the year they entered the university for the graduation requirements applicable to them.

Curriculum Concentrations

The undergraduate curriculum in which complete four-year degree programs are offered at IU Northwest is outlined on the following pages and includes (1) business administration and (2) accounting/financial information systems.

Most courses in the School of Business and Economics award 3 credit hours. Full-time students typically enroll in five 3 credit courses per semester; part-time students enroll in two 3 credit courses per semester.

Business Administration

For students who wish to pursue a broad general program, the business administration curriculum provides a vehicle for organizing their studies. The integrating focus is the responsibility for administering the multiple operations of the business firm as a subsystem within a rapidly changing environmental system. Emphasis is on the processes involved in setting goals for corporate effort, coordinating and controlling multiple programs, and regulating human and material inputs and outputs with varied environments.

Objectives at the undergraduate level are to provide a broad liberal education as a base and to develop proficiency in understanding and solving interrelated business problems.

Course Requirements

Junior and Senior Years

Required courses are BUS Z440; BUS M450 and three additional 3 credit 300- or 400-level business and economics courses. These courses allow additional opportunities to gain specialized knowledge in such fields as accounting, economics, finance, management, or marketing. Students are encouraged to consult with faculty in these areas to best meet their professional and educational objectives.

MINORS

Students pursuing the Business Administration concentration have the option of earning one of the following business minors as a part of the concentration requirements:

Marketing Minor

Requirements: BUS Z440; BUS M450; two 3 credit 300-400 level-business courses in Marketing (such as BUS M303; BUS M401; or BUS M419); and one 3 credit 300-400 level-business or economics course.

Human Resources/Management Minor

Requirements: BUS Z440; BUS M450; two 3 credit 300-400 level business course in Human Resources/Management (such as BUS X405 – Special Topics in HR; BUS Z441; or BUS W480); and one 3 credit 300-400 level business or economics course.

Accounting/Financial Information Systems

The curriculum prepares students for positions as accountants, auditors, controllers, income tax accountants, financial statement analysts, cost accountants, budget officers, and governmental or institutional accountants. In addition, it equips the prospective business executive with a tool for intelligent analysis, prediction, decision making, and control.

Financial information systems graduates are encouraged to pursue professional certification as accountants in one or more of the several certification programs available. The CPA designation authorizing an accountant to practice public accounting is the oldest and most widely recognized. The State Board of Public Accountancy of each state administers the Uniform Certified Public Accounting examination. The CIA (Certified Internal Auditor), CMA (Certified Management Accountant), and CFM (Corporate Financial Management) examinations are administered by their respective professional societies. Further details may be obtained from the School.

At the present time, Indiana, as well as 39 other states, has enacted laws requiring 150 hours of college course work to sit for the CPA examination. Graduates of the financial information systems program can satisfy these requirements by taking additional undergraduate course work beyond their degree or by taking a combination of undergraduate and graduate work and obtaining their M.B.A.

Course Requirements

Junior and Senior Years

- BUS F494, BUS A311 and BUS F420
- One course from: BUS A312, BUS A325, BUS A328, or BUS A335
- One 3 credit 300- or 400-level accounting or finance course.

Minors in Business Areas

The School of Business and Economics offers the following minors for non—business undergraduate students.

Accounting Minor

This minor is for non-business majors. The requirements are BUS-A 201, BUS-A 202, BUS-A 311, BUS-A 312, BUS-A 325.

Business Administration Minor

This minor is for non-business majors. The requirements are BUS-A 201, BUS-A 202, BUS-L 201, BUS-F 260 or BUS-M 200, BUS-W 100 and BUS-Z 302.

The prerequisite and academic policies of the School of Business and Economics will be enforced. A student must have a C (2.0) cumulative grade point average in the courses required in any minor. Non—business students must notify the recorder for the division in which their

records are located, as well as the assistant director in the School of Business and Economics, that they are pursuing one of these business minors. Correspondence courses will not be accepted for credit toward any minor. Successful completion of a minor will be indicated on the student's official academic transcript. No more than half of the required courses for either minor may be transfer credit from another institution.

Master of Business Administration

Background

The School of Business and Economics initiated graduate education in business with the establishment of the M.S.B.A. degree in 1969 and succeeded it in 1988 with the M.B.A. The program is for individuals who are employed in positions of responsibility within the business community and who are pursuing a graduate education concurrently with their employment. To serve these students, all graduate courses are offered in the evening. From its inception, the program has enjoyed a broad base of support and participation from the Northwestern Indiana business community.

Purpose

The M.B.A. program focuses on teamwork and leadership and provides a professional education in business for students who possess the baccalaureate degree in any discipline. For most students, the M.B.A. is a terminal professional degree designed to enhance their performance in present and future managerial positions. Increasingly, individuals employed in non-business fields have used the M.B.A. program to broaden their academic training and enhance their prospects for a career in business.

Goals

The Faculty of the School of Business and Economics of Indiana University Northwest has identified the following Student Learning Goals to provide assurance that the graduate degree programs of the School provide an educational experience for our students consistent with our mission.

MBA students can:

- display effective teamwork skills.
- exhibit effective leadership skills with a focus on ethical and social responsibilities.
- employ key productivity and collaborative business software in the analysis of business decision situations.
- show expertise of the functional business disciplines.
- demonstrate the ability to think critically and analytically, and integrate knowledge from multiple disciplines to make effective business decisions.
- display knowledge of multicultural and diverse perspectives to make effective business decisions.
- demonstrate knowledge and understanding of ethical and social issues in making effective business decisions.

Graduate Admissions to the School of Business and Economics

Admission to the M.B.A. program is limited to students of demonstrated aptitude, ability, and scholarship. The decision is based upon a composite evaluation of the applicant's

- Undergraduate academic performance as measured by the cumulative grade point average; and
- Scores earned on the Graduate Management Admissions Test (GMAT).

Admission Test

All applicants to the M.B.A. program are required to submit their Graduate Management Admissions Test scores. This aptitude test, which does not unduly benefit individuals with previous business experience or training, is prepared by the Graduate Management Admission Council. The test is administered by Pearson throughout the United States. Students must take the GMAT at least one month before the application deadline for the semester of application. Information on the GMAT is contained in the application packet available from the Office of Graduate Studies in Business, Indiana University Northwest. This packet may be obtained by writing the address listed below or calling the indicated phone number.

[School of Business and Economics Graduate Programs](#)

IU Northwest
Dunes Medical / Professional Building, Room 1103
3400 Broadway
Gary, IN 46408
(219) 980-6635

[Contact the School of Business and Economics Graduate Programs](#) for additional contact information.

Application Deadline

Candidates may enter the program at the beginning of the fall, spring, or summer semesters. The application deadline is one month before classes start. A completed application and all supporting documents must be submitted to the Office of Graduate Studies in Business and Economics by the established deadline date. An official transcript from each college attended is required as part of the application. Applicants to the M.B.A. program who received their baccalaureate degree in from any IU campus must request an official copy of their undergraduate transcript from the Office of the Registrar, Indiana University Northwest, Gary, IN 46408.

Prerequisites

Prior to enrolling in graduate courses in the M.B.A. program, students should meet minimum proficiencies in math and computer skills. Students should have a minimum of a college-level finite mathematics class. The Indiana University course equivalent is MATH M118 Finite Mathematics. Students are also expected to be proficient in Microsoft Word, Excel, Access, and PowerPoint. Candidates who are deficient in any of these areas should speak with the director of Undergraduate and Graduate Programs to review the different options available to them to satisfy the prerequisites.

Students must complete all the foundation courses before taking core classes. Some core classes also have specific

course prerequisites. They will be stated in the schedule of classes.

Proper enrollment is the individual responsibility of each student. The School of Business and Economics may cancel improper enrollment at any time, and if credit is earned in such an enrollment, the school may refuse to apply that credit toward a degree or may require enrollment in an additional class.

Policies & Procedures

Students with exceptional circumstances in regard to the policies stated in this bulletin should contact the director for advising.

Course Load

Since most M.B.A. students are employed full time, they normally carry a course load of 6 to 9 credit hours (two to three courses) per semester.

Students should understand graduate courses require more time dedicated to study outside of the classroom. Students should expect to spend 12-15 hours in study outside of class for every three hours in class.

Time Allowed for Completion of Degree

A maximum of six years is allowed for completion of the program. The six-year period begins with the first semester of course work following the granting of admission status into the program. For those students entering with no undergraduate business training, the program can be completed in approximately three years. Students with an undergraduate degree in business may qualify to enter directly into the 36 credit hour M.B.A. core that can be finished on a part-time basis in 20-24 months.

Continuation in Good Standing

The 3.0 grade point average required for the awarding of the M.B.A. degree requires close monitoring of the graduate student's academic progress.

Students who are placed on probation will be permitted to enroll in an additional 6 credit hours (four courses). Students on probation must raise their GPA to a 3.0 within those six hours or they will be dismissed from the M.B.A. program.

Students who receive a grade of F will be automatically dismissed from the program. A student who receives three grades of C will be automatically dismissed from the program. If you receive a grade of C— or below, you must repeat the course. Both grades will be included in your GPA.

Dismissal

A student on probation will be dismissed if the student is below a 3.0 GPA after 12 credit hours of graduate coursework.

A grade of 'F' in any graduate course is ground for immediate dismissal from the MBA program.

Upon the recommendation of the Graduate/Undergraduate Committee and with the approval of the Dean of the School of Business & Economics, any student whose work is unsatisfactory or whose conduct is unethical may be dismissed from the School. This includes violations of the

School's Standard's of Professional Conduct contained within this bulletin.

Students should be familiar with the Indiana University Code of Student Rights, Responsibilities and Conduct, particularly in areas of academic misconduct. *Academic misconduct may involve human, hard-copy, or electronic resources.* Students should understand dismissal can occur if *any activity is deemed to undermine the academic integrity of the institution.*

Waivers

If a student has completed course work encompassing material included in the foundation of the program, certain waivers may be granted. Students are permitted waivers for foundation courses only. No waivers for core classes are permitted. *Students can be considered for waivers if they have taken equivalent undergraduate course work with a grade of B or better (B— does not count) from an AACSB Accredited school within the past five (5) years.* The student will be notified as to waivers granted when the application for admission is formally approved. Contact the Director for more information.

Non-Degree Status

Prospective students who may require foundation courses can begin the program as a non-degree student. Students with a non-degree status may only take up to 12 credit hours of M.B.A. foundation courses. M.B.A. Core courses are not open to non-degree students.

Students can be considered for foundation course waivers if they have taken equivalent undergraduate course work with a grade of B or better (B— does not count) within the past five years from an AACSB accredited business school. See the director for approval details.

Additionally, students who require all five M.B.A. foundation courses may complete the Graduate Certificate in Management and take all 15 credit hours of M.B.A. foundation course before the need to meet full admission requirements.

Students who do not require foundation courses must enter the program fully admitted.

Students Transferring from Another M.B.A. Program

An applicant who is admitted who has attended an M.B.A. program at another institution must take at minimum the 36 credit hour core of which no more than 6 credit hours can be transferred in. Their graduate and undergraduate coursework can be used to waive the foundation courses. Students can be considered for foundation course waivers if they have taken equivalent undergraduate course work with a grade of B or better (B— does not count) within the past five years from an AACSB accredited business school. See the director for approval details.

Transfer Credit

A total of 6 credit hours of graduate-level work may be transferred from other accredited institutions or other accredited programs at Indiana University. *All course work must be preapproved by the Graduate/Undergraduate Faculty Committee, and students must obtain a grade of B or better to qualify for transfer.* See the director of graduate studies for details.

Grade of Incomplete

A grade of Incomplete (I) may be given only when the work in the course is substantially completed and when the student's work is of passing quality. An Incomplete must be changed to a letter grade within one year from the date of its recording. The student must meet with the professor and complete all work required by him/her and submit it well in advance of the one-year deadline. Students who receive a grade of I are not to re-enroll in the same class.

Independent Study

Students are permitted to engage in up to 6 credit hours of approved Independent Study. These credits can be used to fulfill electives and may not be used to complete a required foundation or core class.

Students must submit the completed proposal form, approved by the sponsoring professor, to the director, by the date specified within the printed Schedule of Classes.

Withdrawals

Students are permitted to drop a class up to the Automatic Withdrawal deadline. *Students may not withdraw from a class after the automatic withdrawal deadline except under extreme circumstances.* If a student seeks to drop a class after the deadline, the student must submit a request explaining the extreme circumstances that support the withdrawal. A poor or failing grade is *not* a legitimate reason to request permission to withdraw after the deadline. The student request is submitted to the director, who will submit the request to the dean to approve or deny the request.

Students in the Weekend M.B.A. program are not subject to published withdrawal deadlines. Please contact the Director for more information.

Applying for Graduation

Students can pick up the application for graduation in the main office of the business school or ask to have one faxed to them. Students must submit applications the semester prior to finishing their degree requirements so that the graduate director has time to audit student files. The Office of the Registrar requires a tentative list of graduates at the beginning of each semester.

Students who wish to sit for the Indiana CPA exam must meet these requirements and may require additional courses. Consultation with the director is strongly advised to ensure meeting these requirements.

Degree Requirements

Each M.B.A. candidate is required to complete a *minimum* of 30 credit hours in the M.B.A. core. For students who have no waivers from the foundation courses, a total of 51 credit hours will be required for completion of the M.B.A. degree. A cumulative grade point average of 3.0 (4.0 = A) or higher in all work taken for graduate credit must be earned as a prerequisite for continuation in good standing and for graduation.

During the first semester of enrollment in the M.B.A. program, every student will be required to prepare and file a program of study with the director of graduate studies in business. The program will provide the candidate with

the opportunity to chart the time period during which the degree requirements will be met.

All students must complete a minimum of the 36 credit hours in the M.B.A. core, of which no more than 6 credit hours are transferred from another institution, and meet additional requirements as stated upon admission. Students must have at least a 3.0 cumulative GPA in all classes counted toward the M.B.A. degree. If a student repeated a course, both grades count in the degree GPA. Degree requirements must be completed within six years from the date of the first semester enrolled. Enrollment as a guest/non-degree/certificate student counts in the six years.

Students must file an application for graduation the semester before they expect to complete degree requirements. Failure to file this application will result in the student's name not appearing on the graduation list for the semester in which the course work is being completed.

Foundation Courses - 15 credit hours

BUNW A512 Statistical Tools for Management (3 cr.)
 BUNW A514 Economics for Managers (3 cr.)
 BUNW A513 Accounting for Decision Making (3 cr.)
 BUNW B511 Marketing Management (3 cr.)
 BUNW B512 Financial Management (3 cr.)

Total (15 cr.)

Core Courses - 36 credit hours

BUNW A516 Management Information Systems (3 cr.)
 BUNW A 523 Managing Accounting Information (3 cr.)
 BUNW B513 Operations Management (3 cr.)
 BUNW B514 Legal, Ethical and Social Environment of Business (3 cr.)
 BUNW B 515 Introduction to International Business (3 cr.)
 BUNW C512 Managing In a Team Based Organization (3 cr.)
 BUNW C515 Advanced Marketing Management (3 cr.)
 BUNW C517 Financial Management Analysis (3 cr.)
 BUNW G502 Managerial Economics (3 cr.)
 BUNW G514 Human Resource Management (3 cr.)
 BUNW Z506 Leadership
 BUNW D511 Strategic Management (3 cr.)

Total (36 cr.)

Total with no waivers (51 cr.)

Certificates

In 1974 the School of Business and Economics instituted a unique program for adults desiring to secure training for a career in the expanding field of accounting. The Post Baccalaureate Certificate in Accounting (PBCA) is geared for mature students whose positions or occupations lack opportunity or challenge or whose talents are being underutilized. The program is open to anyone holding a bachelor's degree from an accredited college or university. Students will receive instruction in the major areas of accounting and selected courses in the basic business core.

Indiana University Northwest's Graduate Certificate in Management (GCM) is a 15 credit hour program of study in management designed for individual who works full-time

but wants to enhance their current management skills or add a graduate certificate to an existing undergraduate degree. This 15 credit hour Certificate can be finished on a part-time basis in as little as 9-12 months. This program is intended for someone with an undergraduate degree in a field other than business who may not wish to pursue a full Masters degree just yet.

The complete range of counseling and placement services of the school is available to certificate students. (Consult the for details)

Postbaccalaureate Certificate in Accounting

The Postbaccalaureate Certificate in Accounting program is intended to provide students with concentrated training in accounting and closely related fields and is designed for those who want to develop proficiency in accounting, an area where there is likely to be an adequate market demand for the next several years.

The program is open to anyone who possesses a bachelor's degree in any field from an accredited college or university. The only requirements for entry are an application and official transcript for all undergraduate work must be submitted to the School of Business and Economics. The program is keyed to the needs of a broad spectrum of individuals who wish to move into a field that is both challenging and rewarding. The age range of the participants in the program is higher than that of typical students, running from the early twenties to forties. Enrollment may be either full time or part time. The length of time required to complete this program depends on undergraduate courses already completed. The full range of counseling and placement services of the school is available to certificate students.

[Student Consumer Information about this Program](#)

Admissions

Students must have a bachelor's degree in any field from an accredited college or university. An application and application fee plus an official transcript of all undergraduate work must be submitted to the director of the School of Business and Economics.

A complete review of undergraduate work will determine the student's plan of study.

Personal Computer Prerequisites

Students must demonstrate competency in the use of personal computers, particularly in spreadsheet use. Students who do not have these minimum skills will be required to take CSCI A106 Introduction to Computing.

Transfer Credits

Up to 6 credit hours can be granted for courses taken at other accredited colleges and universities, provided that the student submits evidence (for example, catalog descriptions of courses) that the courses are equivalent to those specified in the Postbaccalaureate Certificate in Accounting program. A student who has already successfully completed, whether as an undergraduate or graduate student, any course specified in the program can, at his or her option, repeat the course or take another approved course

The specific requirements are as follows.

Accounting (24 cr.)

- BUS A201 Introduction to Financial Accounting (3 cr.)
- BUS A202 Introduction to Managerial Accounting (3 cr.)
- BUS A311 Intermediate Accounting I (3 cr.)
- BUS A312 Intermediate Accounting II (3 cr.)
- BUS A325 Cost Accounting (3 cr.)
- BUS A328 Introduction to Taxation (3 cr.)
- BUS A424 Auditing (3 cr.)
- Additional accounting (3 cr.)

Total (24 cr.)

Basic Business and Economics Core (6 cr.)

- BUS F301 Financial Management (3 cr.)
- Select one of the following
 - BUS F420 Investments (3 cr.)
 - BUS F494 International Finance (3 cr.)

Total (6 cr.)

No more than 6 credit hours in business law and no more than 6 credit hours in computer science.

Students who wish to sit for the Indiana CPA exam must meet these requirements. Consultation with the director is strongly advised to ensure meeting these requirements.

Graduate Certificate in Management

This program is intended for someone with an undergraduate degree in a field other than business who may not wish to pursue a full Masters degree just yet. All five courses will apply towards the Masters in Business Administration (M.B.A.) if a student wishes to continue their studies.

[Student Consumer Information about this Program](#)

Admission

Students should submit a completed application, application fee and official transcripts showing their undergraduate degree.

Certificate students must meet the M.B.A. admissions requirements as stated in this bulletin if they wish to apply Certificate courses to their M.B.A. program.

For students who need computer training, we suggest you take advantage of the self-tutorials available online, on CD-ROM at our bookstore or enroll in several of the free computer training seminars offered on campus. New students will be advised of their options when they meet with the Graduate Director once they have been admitted.