College of Business Administration

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Introduction

The mission of the University of North Texas College of Business Administration is to create, extend and transfer knowledge through bachelor’s, master’s and doctoral education; research; service; and collaboration with the larger business community.

The vision of the University of North Texas, College of Business Administration is to be the leading comprehensive college of business administration in the North Texas region and to have a national and international reputation. We will produce graduates who have the capabilities, knowledge and character to succeed in their chosen fields in today’s technological and global business environment. We will support faculty who produce quality scholarly work that enhances the educational experience of our students and is of value to business. We will provide outreach services to alumni and other relevant stakeholders.

Academic Advising

Information concerning academic matters is available in the Academic Advising Office of the College of Business Administration. For undecided majors, freshmen, transfer students and those who have not completed the pre-business requirements, academic advising is available throughout the year in the Business Administration Building, Room 123.

Advisers in the Academic Advising Office help students select programs and courses, prepare degree plans, obtain advising clearance forms, change majors, and understand policies and procedures. They also apply transfer credit and monitor graduation requirements.

Undergraduate faculty advisers in the departments must be consulted concerning any changes in the professional or supporting fields requirements.

Programs of Study

Undergraduate

The college offers programs leading to the Bachelor of Business Administration (BBA) or Bachelor of Science (BS). A minimum of 50 percent of the business credit hours required for any undergraduate business degree must be completed at UNT. BBA and BS degree programs are offered through the following departments:

College of Business Administration

- BBA — General Business
- Education track (open to students seeking careers as teachers in the secondary school system)
- Business Administration track
Department of Accounting
- BS — Accounting (BS/MS — combined degree programs)
- BS — Accounting Control Systems

Department of Information Technology and Decision Sciences
- BBA — Decision Sciences
- BS — Business Computer Information Systems

Department of Finance, Insurance, Real Estate and Law
- BBA — Economics
- BBA — Finance
- BBA — Financial Services
- BBA — Insurance
- BBA — Real Estate

Department of Management
- BBA — Entrepreneurship
- BBA — Organizational Behavior and Human Resource Management
- BBA — Operations and Supply Chain Management

Department of Marketing and Logistics
- BBA — Marketing
- BS — Logistics and Supply Chain Management

Graduate
The college also offers graduate programs leading to the following degrees:
- Executive Master of Business Administration,
- Master of Business Administration,
- Master of Science, and
- Doctor of Philosophy.

Accreditation
The college is accredited by the AACSB International — The Association to Advance Collegiate Schools of Business [600 Emerson Road, Suite 300, St. Louis, MO 63141-6762; (314) 872-8481] at both the undergraduate and graduate levels.

Bachelor of Business Administration
The College of Business Administration offers a Bachelor of Business Administration degree with a professional field in general business. A student may choose one of two tracks.

General Degree Requirements
The following requirements must be satisfied for a Bachelor of Business Administration.
1. Hours Required and General/College Requirements: A minimum of 127 semester hours, of which 42 must be advanced, and fulfillment of degree requirements for the Bachelor of Business Administration degree as specified in the “General University Requirements” in the Academics section of this catalog and the College of Business Administration requirements.
3. Professional Field Requirements: See individual College of Business Administration departmental sections.
4. Supporting Field: See individual College of Business Administration departmental sections.
5. Electives: See individual College of Business Administration departmental sections. Only free electives may be taken under the pass/no pass option.
6. Other Requirements:

- A candidate for the degree must complete 33 hours of business administration courses in residence, of which 15 hours must be in the professional field of study.
- The College of Business Administration will not grant upper-division (3000-4000 level) degree credit for any transfer course taken at the lower division. Upper-division course work transferred from a regionally accredited four-year institution will be evaluated on an individual course basis to determine applicable degree credit.
- Registration for any junior- or senior-level course should be authorized by an advising clearance form or a formal degree plan.
- The applicability of each course transferred to a degree plan is determined in the dean's office prior to enrollment at UNT or during the first term/semester of residence.
- It is the student's responsibility to meet all course prerequisites listed in the current catalog prior to enrollment in any course.
- To graduate with a Bachelor of Business Administration degree, a 2.7 minimum GPA must be earned in:
  a. the professional field;
  b. all courses completed at UNT; and
  c. all work attempted, including all transfer, correspondence, extension and residence work.
- A grade of C or above must be earned on each business administration foundation course completed in residence or transferred to UNT.
- Individual departments may have higher graduation and/or entrance standards (see departmental sections of catalog).
- An application for a formal degree plan must be submitted after 60 hours of course work (including the pre-business requirements) have been completed.

Pre-Business Requirements

- University Core Curriculum Requirements: See "University Core Curriculum Requirements" in the Academics section of this catalog.
- Economics, 6 hours: ECON 1100 and 1110 (with a grade of C or higher).
- Mathematics: MATH 1190 or 1400 or 1710 (with a grade of C or higher).
- Communication, 3 hours: COMM 1010.
- Business Computer Information Systems, 3 hours: BCIS 2610* with a grade of C or higher.
- Accounting, 6 hours: ACCT 2010* and 2020 with a grade of C or higher.
- Data Description and Analysis, 3 hours: DSCI 2710 (with a grade of C or higher).
- Electives: hours required for electives may vary based on course placement or University Core Requirement course selection. Some professional field programs may designate specific courses in place of elective hours (see individual College of Business departmental sections). Students are responsible for completing the total minimum hours required for the degree.

*BCIS 2610, ACCT 2010, ACCT 2020 and DSCI 2710 are part of both the pre-business requirements and the business foundation requirements.

To be admitted to a Bachelor of Business Administration program and enrolled in upper-division courses, the student must have completed at least 45 hours of the pre-business program requirements, including ENGL 1310 and ENGL 1320 or 2700 (and the Student Use of English Examination if required); MATH 1190 or MATH 1400 or MATH 1710; ECON 1100-1110; and ACCT 2010-2020, DSCI 2710 and BCIS 2610; and have a minimum 2.7 overall UNT grade point average.

First-term/semester transfer students who have completed at least 45 hours of the pre-business program requirements, including the equivalent of ENGL 1310 and ENGL 1320 or 2700; MATH 1190, or MATH 1400 or MATH 1710; ECON 1100-1110; ACCT 2010-2020; DSCI 2710; and BCIS 2610, at another institution must have a minimum 2.7 overall GPA on all transfer work accepted by UNT to be admitted to a Bachelor of Business Administration program and enrolled in upper-division courses.

Business Foundation Requirements

In addition to BCIS 2610, ACCT 2010-2020 and DSCI 2710, each BBA degree plan requires the following 24 semester hours of basic foundation courses in business administration.

- Communicating in Business, 3 hours: MGMT 3330, MKTG 3010 or BCIS 3615
- Legal and Ethical Environment of Business, 3 hours: BLAW 3430
- Basic Information Systems, 3 hours: BCIS 3610
- Foundations of Marketing Practice, 3 hours: MKTG 3650
- Business Statistical Analysis Using Spreadsheets, 3 hours: DSCI 3710
- Finance, 3 hours: FINA 3770
- Organizational Behavior, 3 hours: MGMT 3720
- Business Policy, 3 hours: BUSI 4940

Note: BUSI 4940. (All business administration foundation courses must be completed with a grade of C or better prior to taking this course [see list above]; senior standing required; must be taken during the last term/semester of course work.)

Business Foundations Minor

The business foundations minor is designed to provide a foundation in business concepts, operations and practice. The program consists of six courses (18 hours) that may be taken by non-business students in good academic standing.
Students may select from one of two tracks within the minor, but may not combine courses across tracks.

**General Business Track**

This track is directed towards students who desire a broad grounding in the various business disciplines. Required courses include ACCT 2010, 2020; MKTG 3650; MGMT 3720 or 3820; FINA 3770; and three hours chosen from any 3000- or 4000-level business courses (subject to all course prerequisites).

**MBA Preparation Track**

This track is designed for students who are considering continuing their studies in an MBA program. The courses on the list will meet many of the leveling requirements required of non-business majors entering an MBA program. Required courses include ACCT 2010 and 2020, plus four courses chosen from the following: BCIS 3610, DSCI 3710, BLAW 3430, FINA 3770, MGMT 3830, MKTG 3650. BCIS 3610, DSCI 3710 and MGMT 3830 have prerequisites not included in the minor.

General prerequisites for both tracks: Completion of the university core mathematics and economics requirements. ACCT 2010 and 2020 are prerequisites for all upper-division (3000- and 4000-level) business courses. ECON 1110 is strongly recommended.

**Professional Fields for the BBA Degree**

The terms professional field (BBA degree programs) and major (BS degree programs) are used to designate the primary area of study.

For specific course and professional field/major requirements, see the respective departmental sections that follow.

**Bachelor of Science**

See individual departmental sections that follow.

**Course Listings**

Individual courses of instruction are subject to change or withdrawal at any time and may not be offered each term/semester or every year. Any course may be withdrawn from current offerings if the number of registrants is too small to justify conducting it.

Enrollment in advanced courses requires successful completion of the pre-business requirements.

**WARNING:** It is the student’s responsibility to meet all course prerequisites listed in the current catalog prior to enrollment in any course.

Graduate course descriptions are found in the **Graduate Catalog**.

Courses numbered 4900-4910 are offered under limited circumstances to advanced undergraduate students who are capable of developing a problem independently. These courses require approval by the department chair. A project is chosen by the student and instructor, developed through conferences and approved activities under the direction of the instructor, and may require a term paper. These courses are not open to graduate students.

Courses are offered on an availability basis as service courses to non-business majors who meet the individual course prerequisites.

All Courses of Instruction are located in one section at the back of this catalog.

**International Certificate Program**

Students seeking specialized knowledge and training in international business should contact the Academic Advising Office of the College of Business Administration (Room 123, Business Administration Building). The college awards a certificate in international business upon the successful completion of the 30-hour concentration in international studies.

The course work includes a 12-hour international business core, 9 hours of alternatives from a specialized group of world studies courses, 6 hours of foreign language and 3 hours of internship in an organization involved in international operations. With careful planning, some of these courses may be incorporated into the course work requirements for the BBA degree.

**Beta Gamma Sigma**

This national honorary society of business administration students was founded in 1913. The UNT chapter was established in 1962. The primary objective of Beta Gamma Sigma is to encourage and honor high academic achievement by students of business and management through chapters in all American Assembly of Collegiate Schools of Business accredited schools. Membership is a signal honor and is limited to outstanding students who show promise of success in the field of business and who rank in the upper 10 percent of their junior, senior or graduate class.

**College of Business Administration Information and Learning Technologies Center**

Cengiz Capan, Director

The Information and Learning Technologies Center of the College of Business Administration is housed in the Business Administration Building and comprises a full-time director, a computer systems manager, three computer support specialists, and an administrative services officer. A technical support team of three or more upper-division and graduate business students aids the full-time staff in installations, troubleshooting, and working with faculty and staff when problems or questions arise concerning software or hardware. More than 500 Pentium desktop systems in the Business Administration Building and Curry Hall are networked together.
with a four-node, high availability cluster under the Novell Netware 6.5 operating system using dual Xeon Compaq/HP servers, each with at least 3 gigabytes of memory and a total of 400 gigabytes in an external storage area network (SAN) disk array. Each of the desktop systems are configured as follows: 2 GHz CPU, 80 gigabyte hard drive, 512 megabyte memory, 17-inch flat panel LCD monitors, CD-RW drive, ZIP drive, and 100 megabit network interface cards.

The College of Business Administration provides more than half of the above systems in student labs that are open 100 hours per week and staffed by 50 student lab monitors. These labs are divided into two major areas. The General Access Labs consist of more than 90 computers in three rooms and are designed for the general business student who is required to use computers but may also be used by all UNT students. The Business Labs consist of more than 170 computers in seven rooms in three different areas of the Business Administration Building and Curry Hall. These labs are designed for and limited to students taking College of Business Administration courses. The primary Business Lab has 40 systems and includes software to emulate a mainframe environment for appropriate courses. The Special Lab has 18 systems and is designed exclusively for students taking senior- or graduate-level classes such as Introduction to Database Applications; Distributed Systems and Teleprocessing; Data Communications and Networking; Information Resource Management; Decision Support Systems; and Visual Display. The Curry Hall Team Lab provides 20 team cubicles for team projects. Each cubicle consists of two computers and as many as six chairs. There is also a hands-on classroom consisting of 48 student computers, an instructor’s system and data projector.

Professional Development Institute

Ken Robertson, President

Since 1973, the Professional Development Institute (PDI) has provided education, information and training. By attending PDI programs, more than 500,000 professionals, managers and salespeople have gained tools and ideas that increase individual and company performance. PDI works with a diverse network of leading experts from around the world to provide solution and results-oriented programs.

Working closely with experts in a variety of industries, PDI understands the critical issues and defines the educational needs of professionals within an organization. PDI works directly with clients to further specify and define the needs particular to the customer’s organization. Once needs have been determined, PDI develops and designs educational tools and training and works in conjunction with leading industry, academic and governmental experts globally to provide targeted results.

PDI assists employees in being more efficient and effective. Instructors and staff are in constant contact to ensure that programs address issues and help create solutions. Programs enable employees to immediately utilize the information and positively impact the bottom line. Instructors help participants recognize the issues, take effective action and create results.

General Business

The College of Business Administration offers a Bachelor of Business Administration degree with a professional field in general business. A student may choose one of two tracks.

One track has a required supporting field in education. This program is designed to prepare students for careers as teachers in the secondary school system. Students interested in this degree program should contact the associate dean for student affairs in the College of Business Administration.

A second track has a required supporting field in business administration. This degree is designed to prepare students for a variety of generalist positions in business and industry. Some flexibility is allowed to accommodate the student’s career objectives.

Education Track

In addition to the University Core Curriculum, Pre-business and Business Foundation requirements, students must complete the professional and supporting field courses listed below, plus any additional courses to meet the Texas State Certification Requirements.

Professional Field, 18 Hours

- MKTG 4600 or other approved MKTG course
- FINA 2770
- FINA 4400
- MGMT 3830
- MGMT 3850
- MGMT 4660 or MKTG 4280 or FINA 4500

Approved Supporting Courses, 18 Hours

- EDSE 3800, Legal, Organizational and Professional Issues in Teaching
- EDSE 3830, Teaching/Learning Process and Evaluation
- EDSE 4060, Content Area Reading in Secondary Schools
- EDSE 4070, Teaching Diverse Populations
- EDSE 4108 and EDSE 4118, Student Teaching in Secondary School
- EDSE 4840, Instructional Strategies and Classroom Management

Note: Degree program information and advising are provided by the Academic Advising Office in the College of Business Administration (Room 123, Business Administration Building). Admission to teacher education and certification information and advising
are provided by the Office of Student Services in the College of Education (Room 105, Matthews Hall). All supporting courses are taught in the College of Education.

**Business Administration Track**

In addition to the University Core Curriculum, Pre-Business and Business Foundation requirements, students must complete the following professional and supporting field courses. A grade of C or better must be earned in each professional field and supporting course completed in residence or transferred to UNT.

**Professional Field, 18 Hours**

- MGMT 3860
- MGMT 3880
- MKTG 4520
- FINA 4400
- MGMT 3850
- MGMT 4660 or MKTG 4280 or FINA 4500

**Approved Supporting Courses, 12 Hours**

Courses selected from the following suggested tracks, with no more than 9 hours from one track*. Courses in the tracks will be determined by the departments to accommodate the student’s career objectives.

- Accounting track
- Business Computer Information Systems track
- Business Law track
- Decision Sciences track
- Finance track
- Insurance track
- Logistics track
- Management track
- Marketing track
- Real Estate track

* Not all tracks/courses will be available at all locations.

**Business — Interdepartmental (BUSI)**

The area offers courses that support the College of Business Administration and is under the administration of the associate dean of the College of Business Administration.

**Courses of Instruction**

All Courses of Instruction are located in one section at the back of this catalog.

**Course and Subject Guide**

The “Course and Subject Guide,” found in the Courses of Instruction section of this book, serves as a table of contents and provides quick access to subject areas and prefixes.

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