



## College of Business Administration

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### O. Finley Graves, Dean

Cengiz Capan, Associate Dean for Operations  
 Randall S. Guttery, Associate Dean for Graduate Studies  
 Desirée Robison, Assistant Dean for Undergraduate Programs

### 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.

Advisors 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 advisors 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
- 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 — Risk Management and 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:

- 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 [777 South Harbour Island Blvd., Suite 750, Tampa, FL 33602; 813-769-6500] at both the undergraduate and graduate levels.*

## Degree Requirements and the University Core Curriculum

Occasionally a course required for a degree may also satisfy a requirement of the University Core Curriculum. In addition to taking the required course, a student may elect to take a different course from among those available to fulfill that core requirement; doing so, however, may add to the total number of hours required for the degree. Students who have questions regarding degree requirements and core requirements should consult an academic advisor.

### College of Business Administration Academic Standards

1. It is required that students entering the College of Business Administration, whether for a BBA or BS degree, have a grade point average of at least 2.7 on all courses completed at UNT. First term/semester transfer students must have a transfer grade point average of 2.7 in order to take professional field courses.
2. A grade of C or above must be earned in each professional field or supporting field course completed in residence or transferred to UNT.
3. Academic requirements for graduation with a BBA or BS from the College of Business Administration include:
  - a. a minimum of 2.7 grade point average in the professional and supporting field, with minimum grades of C required in each professional and supporting field course;
  - b. a minimum of 2.7 grade point average in all courses completed at UNT; and
  - c. a minimum of 2.7 grade point average in all work attempted, including transfer, correspondence, extension and residence work.

## Bachelor of Business Administration

The College of Business Administration offers a Bachelor of Business Administration degree with a professional field in general business.

### 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 120 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.

2. **Business Foundation Requirements:** See “Business Foundation Requirements” in this section of the catalog.

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 to a degree plan of all credits being transferred and/or awarded by placement or credit by examination must be determined in the dean’s office either 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**, 3–4 hours: 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; 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 toward 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 Business Certificate Program

Undergraduate students enrolled in the College of Business Administration may document their training in international business by obtaining a certificate in international business.

Students must complete 12 semester hours of organized business courses as specified in Part 1 below and must present evidence of proficiency in a foreign language as specified in Part 2.

**Part 1, International Core (12 hours):** Select four courses from the following list (minimum grade of C required in each course):

- ACCT 4420, International Accounting
- BLAW 4480, International Business Law
- BUSI 4700, Topics in Mexican Business Practices and Policies
- ECON 4850, International Trade
- FINA 4500, International Finance
- LSCM 4360, Global Alliances and International Supply Chain Management
- MGMT 4660, International Management Perspectives

- MKTG 4280, Global Marketing Issues and Practice  
**Note:** A course taken through a College of Business Administration–sponsored study abroad program may substitute for up to 3 hours of the international core.

Students may be able to satisfy the international core within the course requirements of a concentration by using these international core courses as electives, subject to approval by the academic advisor. Thus, international core courses completed for the certificate need not necessarily increase the total hours required for graduation.

#### **Part 2, Foreign Language Requirement:**

Students must present evidence of minimum proficiency in a foreign language. This requirement may be satisfied in either of these ways:

1. Completing formal foreign language study through the level of LANG 1020 or its equivalent.
2. Submitting evidence of foreign language proficiency through the level of LANG 1020. For example, students may document proficiency with results from a foreign language course above the level of LANG 1020 or with the College Level Examination Program (CLEP) subject examinations. These examinations are administered by the College Board.

### **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 four or more student assistants aids the full-time staff in installations, troubleshooting, web development, and working with faculty and

staff when problems or questions arise concerning software or hardware. More than 600 Pentium desktop systems in the Business Administration Building and Curry Hall are networked together with a multi-node, high-availability cluster using dual Xeon servers. Each node has at least 3 gigabytes of memory and a total of 675 gigabytes in a primary external storage area network (SAN) disk array with an additional 2 terabytes in a backup SAN. Each of the desktop systems is configured with 3.2 GHz CPU, 120 gigabyte hard drive, 1 gigabyte memory, 20.1-inch flat-panel LCD monitor, DVD-RW drive, USB 2.0 and Firewire connections, and gigabit-capable network interfaces.

The College of Business Administration provides half of the above systems in student labs that are open 100 hours per week and staffed by 38 student lab monitors. These labs are divided into two major areas. The General Access Labs consist of more than 90 computers in two rooms and are designed for the general business student who is required to use computers but may also be used by all UNT students. As an extension of the General Access Labs, eight public access kiosks are provided on the first floor of the Business Administration Building for walk-up e-mail access and general web browsing. The Business Labs consist of more than 180 computers in eight 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 38 systems and includes software to emulate a mainframe environment for appropriate courses. The Special Lab has 28 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; Visual Display; and Fundamentals of Information Technology Security. The Curry Hall Team Lab provides 20 team cubicles, each consisting of two computers and as many as six chairs, for team projects. There are also two hands-on classrooms in the Business Administration Building consisting of 24 and 48 student computers, instructors' systems and data projectors. The smaller classroom is reserved for graduate-level classes.

### **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.

This degree 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.

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 or ACCT 4420 or BLAW 4480

### Approved Supporting Courses, 12 Hours

Courses selected from College of Business Administration courses (prefixes ACCT, BCIS, BLAW, BUSI, DSCI, FINA, LSCM, MGMT, MKTG, REAL and RMIN) and subject to the following conditions:

1. no more than 3 hours of approved lower level business courses can be applied to the 12 hours and
2. 6 of the 12 hours must be taken at the 4000 level.

## 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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# Department of Accounting

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Business Administration Building, Room 215  
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Web site: [www.coba.unt.edu/acct](http://www.coba.unt.edu/acct)

### Paul Hutchison, Interim Chair

## Faculty

*Professors* Clay, T. Conover, Graves, Klammer, Mayper, Merino, Price, Raman. *Associate Professors* Curtis, Hutchison, Wilner. *Assistant Professors* Atwood, Plummer. *Instructional Assistant Professor* Elam. *Lecturers* Cutler, Zimmermann.

## Mission in Brief

The mission of the professional programs in accounting at the University of North Texas is to prepare a diverse student body for careers in industry, public accounting and the nonprofit sector, primarily in the North Texas region.

The mission of the doctoral program in accounting at the University of North Texas is to prepare students to conduct discipline-based research, to appreciate a variety of research methods and to engage in quality instructional activities.