

# School of Business and Economics

## Administrative Officers

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## Overview

### Background

The Indiana University Northwest School of Business & Economics provides a premier business education to the Northwest Indiana community through AACSB International accredited undergraduate & graduate programs emphasizing our distinctive competencies in teamwork and leadership. This education integrates diversity, global business and the application of technology throughout the curriculum.

- We are a diverse body of faculty, staff and students and we support individual differences. We prepare our graduates for successful careers and to serve as responsible and socially conscious leaders.
- Our faculty are committed to student success, placing equal emphasis on teaching, research, and engagement. We conduct and share research that is basic, applied, or pedagogic, while focused on making societal impact.
- Our faculty and students enhance the quality of life of the region by engaging in mutually beneficial collaborations with community organizations to create a lasting societal impact by promoting economic and professional development, encouraging sustainable practices, and fostering social justice.

### Accreditation

The IU Northwest School of Business and Economics provides the highest quality business education to students in Northwest Indiana. The school is accredited by the Association to Advance Collegiate Schools of Business (AACSB International) which is the premier accreditation body for schools of 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. Only 15% of business schools domestically and less than 5% of business schools internationally earn this prestigious certification of quality. Because of its AACSB International accreditation, the School offers its high achieving students membership in Beta Gamma Sigma, the International Business Honor Society. The School earned Initial Accreditation in 2004 and has maintained accreditation since then.

## Instructional Programs

The School of Business and Economics at IU Northwest offers multiple undergraduate degree programs. These programs include the Bachelor of Science in Business (BSB) featuring four concentrations in Business Administration, Accounting, Financial Economics, and Digital Marketing and Graphic Design; the online Chancellors' Bachelor of Science in Business Administration (BSBA) with concentrations in Accounting, Finance, Economics, and Marketing, the online Chancellors' Bachelor of Science in Accounting (BSA), the Master of Business Administration (MBA), and the online Chancellors' Master of Science in Management (MSM) with tracks in General Management and Human Resources. The school also offers a Graduate Certificate in Management and a Postbaccalaureate Certificate in Accounting.

Course offerings are flexible, many are available in hybrid or online formats.

## Shared Values and Standards of Professional Conduct

The School of Business and Economics functions as both a learning environment and an academic community with the central functions of learning, teaching, community engagement, and scholarship characterized by reasoned discourse, intellectual honesty, authenticity, and mutual respect. The School of Business and Economics supports *The Shared Values* of Indiana University Northwest. To that end, we expect all members of the School, students, faculty and staff to:

- Behave courteously to one another in all oral and written interactions and to be considerate in their treatment towards each other.
- Show tolerance and respect for diversity in all its dimensions and promote an inclusive community in which all individuals are respected and supported. This includes the understanding that there may be viewpoints, ideas, and opinions that differ from theirs and it's acceptable to agree to disagree.
- Value growth and transformation, inspiration and achievement to ensure all students have the opportunity to reach their highest potential in an environment conducive to learning.
- Honor the confidentiality and privacy of others.
- Respect University property, as well as the physical and intellectual property of all others, when engaged in university-related activities.
- Refrain from harming others.
- Represent the School of Business and Economics 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*.

Faculty and professional staff in the School of Business and Economics follow all specific guidelines set forth in *Indiana University Policies on Conduct, Rights & Ethics*, including, but not limited to, *Academic Appointee Responsibilities and Conduct* (ACA 33).

## Contact Information

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(219) 980-6552

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

## Centers & Institutes

### Assessment Center

The School of Business and Economics is proud to offer our students the opportunity to participate in the Award-winning Assessment Center. The Center fulfills two primary objectives. The first objective is to assure that our students have gained the necessary core business knowledge, skills, and abilities to be successful in their chosen field. It also serves as a monitor to ensure that our curriculum is effective and relevant.

Secondly, the Center provides an opportunity for students to develop professional skills that are highly sought after by employers such as critical thinking, leadership, teamwork, and ethics. Students experience the Assessment Center as part of their coursework as freshmen and then again as seniors. They experience challenging work-related simulated problems that they must resolve. The performance of each student is evaluated by a team of professional evaluators and an individualized report is given to each one, highlighting strengths as well as opportunities for development. As students work through curriculum, there are several experiences embedded in the coursework that helps them improve their skills.

### Center for Economic Education and Research

The award-winning Center for Economic Education & Research has been Northwest Indiana's leader in economic education and financial literacy for more than 30 years. The center is accredited nationally by the Council for Economic Education (CEE) and at the state level by the Indiana Council for Economic Education (ICEE). The Center facilitates and supports activities that promote economic education, provide economic expertise and support, and encourage regional economic research

in Northwest Indiana. The mission of the Center for Economic Education & Research (CEER) is to:

- Provide educational programs and workshops that promote economic and financial literacy in affiliation with the Indiana Council for Economic Education and the National Council on Economic Education.
- Develop and maintain economic resources, provide economic expertise, and facilitate and support economic activities in the local community.
- Encourage student-faculty research and mutually-beneficial collaborations with local organizations and community members that support the campus' Teacher-Scholar ideal and prepares students to participate in the economic development of Northwest Indiana and beyond.

## Center for Professional Development

The [Center for Professional 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 Professional 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 Professional Development at (219) 981-4257.

### Small Business Academy

The Small Business Academy provides training in business concepts and management geared specifically to entrepreneurs and small business owners, as well as access to other helpful resources. The information is ideal for people interested in launching or expanding their own business. Call (219) 980-6910 for more information. Instructional videos can be found by accessing the YouTube Channel Small Business Academy @IU Northwest. In addition, the Red Hawk Entrepreneurship Center is a space within the School where students can access a variety of resources to help them start or grow their business.

### 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.

## Nelson Trading Floor

Our senior students have access to an actual investment fund that they manage. Utilizing the Trading Floor resources, they are able to gain analytical skills as well as business acumen. During this semester long course, they research the performance of a variety of companies, and present to the Advisory Board, their recommendations for investment. The actual stocks are purchased and earnings over and above the baseline are transferred to a scholarship fund at the end of each academic year.

## 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 cord 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 faculty time is devoted to assisting students in making proper program and career choices. Degree candidates will be assigned a professional 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 professional staff 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.

## 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; George Uzelac Scholarship; Larry Nelson Business Scholarship; Orescanin Memorial Scholarship; Cuthbert Scott III Scholarship; Lynch, Reilly and Rutledge Scholarship; Singer Memorial Scholarship; Shirley Whitesell Scholarship; Ziza 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.

## STARS Peer Mentoring Program

Our STARS (Students Together Achieving & Reaching Success) Peer Mentoring Program currently serves first-year, first-generation students (Mentees) by providing them with purposeful connections, motivational encouragement, academic support and resources, and a comfortable environment for them to ask questions, seek guidance, and share their successes. The Program also welcomes any beginning undergraduate student who reaches out for such assistance and peer support because he or she may have little to no support resources (or peer relationships) either on or off campus. Additionally, the STARS Peer Mentoring Experience Program enhances the communication, leadership and managerial skills of the continuing (upper level) business students who serve as the Mentors in the program, selected because of either high academic caliber or demonstration of resiliency by overcoming previous obstacles. Students interested in the STARS Program, should contact the Director of Student Success & Career Development for more details.

## Student Organizations

The faculty of the School of Business and Economics recognize the importance of participation in extracurricular activities to academic success. To that end, a number or student organization exist at IU Northwest, and several are within the School of Business and Economics. It is recommended that students take advantage of the opportunities available in order to deepen their knowledge in a particular subspecialty, develop a professional network, enhance teamwork and leadership skills, or strengthen career opportunities.

### Student Chapter of the Institute of Management Accountants

Our student chapter of IMA® (Institute of Management Accountants) facilitates connections between business and accounting students and alumni, faculty, and professionals in the field. The IMA is the worldwide association of accountants and financial professionals in business. The focus is on working professionals and students who want financial careers. Benefits include promoting CMA and CSCA certified professionals, education promoting digital badges, continuing education, exploring advances in the financial field, student edge programs, leadership opportunities, networking, and job internships.

### American Marketing Association (AMA) Student Chapter

The mission of the IU Northwest AMA chapter is to provide students with valuable professional development opportunities to connect with knowledgeable businesspersons and resources in the field of marketing as well as gain experience in business operations, leadership and teamwork, and business communications in the hopes of laying the track for a promising career trajectory. We value honesty, work, ethics, ambitions, professionalism, and care of community. Membership is open to all.

### **Society for Human Resources Management (SHRM) Student Chapter**

The mission of the SHRM chapter is to provide students with the opportunity to gain knowledge and insight into the effective management of human capital in the field of Human Resource Management through affiliation with the Northwest Indiana SHRM and the SHRM organization. Membership is open to all.

### **Beta Gamma Sigma (BGS)**

Membership in Beta Gamma Sigma is the highest recognition a business student can receive in a baccalaureate or graduate program at a school accredited by AACSB. To be eligible for membership, undergraduate students must have an academic ranking placing them in the upper 10 percent of the junior or senior class. Graduate students must be placed within the upper 20 percent of the graduating class.

### **Dean's Leadership Council**

The Dean's Leadership Council consists of members who have been inducted into Beta Gamma Sigma as well as those who hold leadership positions in School organizations who are interested in further developing their leadership capability. The group meets monthly with the Dean to further explore topics related to leadership, serve as sounding board for various initiatives as well as each other, represent the student body to various groups such as advisory boards, and provide input into program improvement.

### **Red Hawk Enterprise**

The RedHawk Enterprise is a student-run retail outlet that sells snacks and drinks from around the world. It is a project of the RedHawk Entrepreneurial Club and students are responsible for all aspects of the business from analyzing product mix, pricing and marketing to inventory control, e-commerce, accounting, and staffing. All store profits go to a scholarship fund for business students.

### **African American Community Advancement Program (AACAP)**

This organization was designed to focus on the African American community of students, professionals, alumni, and community leaders interested in business, entrepreneurship, and/or economic development with support and promotion of personal success and advancement, as well as engagement with the Northwest Indiana business community and beyond. With mentoring as an anchor, it will include traditional and non-traditional approaches to supporting students and engaging the community.

### **Latinx Community Advancement Program (LaCAP)**

LaCAP unites, supports, and guides Latinx students and the surrounding community, to navigate their educational journey and to develop professionally based on shared cultural values. The group aims to provide a space for all students and community members with a shared interest in all things business. This helps one succeed professionally through relevant speaker-series, workshops, social, and networking events in a manner

that nurtures culture and to facilitate connections between students, faculty, programs, and resources, creating awareness of advocates for success.

### **Women in Business (WIB)**

The Women in Business club works to provide the opportunities and resources for students to network and learn about navigating professionalism as women in the workforce. The purpose of the club is to provide a platform for young professional interested in business for fostering personal and professional development, promoting leadership and entrepreneurship, creating a supportive network of like-minded individuals, and contributing to the community through philanthropic activities. Membership is open to all students enrolled at Indiana University Northwest, regardless of major.

## **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, with distinctive focus on leadership and teamwork. 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. The School of Business and Economics offers three undergraduate program options.

### **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. The Bachelor of Science in Business degree is awarded when a student has successfully completed (1) general education courses to meet campus general education requirements, (2) business foundations courses, (3) business core courses, (4) courses in a concentration, and (5) additional elective courses to meet total credit hour requirements.

Within the Bachelor of Science in Business program, concentrations are offered in Business Administration, Accounting, Financial Economics, or Digital Marketing and Graphic Design. The concentration of Business Administration also allows further minors in Human Resources and Marketing.

### **Chancellor's B.S. in Business Administration (Online)**

*The Chancellors' Bachelor of Science in Business Administration is offered 100% online collaboratively by the IU East, IU Kokomo, IU Northwest, IU South Bend, and IU Southeast campuses. Degree requirements are fulfilled by taking online classes across these campuses.*

Business administrators handle a company's operational, organizational, and managerial responsibilities, requiring skills in a range of areas. This program may be of special interest to working adults with some college credit, seeking to advance their business career. According to the 2015 National Association of Colleges and Employers Job



Outlook Survey, over 80 percent of responding employers plan to hire a graduate with a business-related degree.

Within the Chancellors' Bachelor of Science in Business Administration program, concentrations are offered in Accounting, Finance, Economics, and Marketing.

## **B.S. in Accounting (Online)**

*The Chancellors' Bachelor of Science in Accounting is offered 100% online collaboratively by the IU East, IU Kokomo, IU Northwest, IU South Bend, and IU Southeast campuses. Degree requirements are fulfilled by taking online classes across these campuses. Degree requirements are fulfilled by taking online classes across these campuses.*

This program prepares you to tackle accounting problems using quantitative and qualitative methods. Students will study technology and analytics methods in the accounting field. Learn, not only how to perform accounting tasks, but how to provide data-driven solutions, foster effective analytical and critical-thinking skills, and practice sound ethics and logic in accounting and business situations. Students will apply concepts in the major functional areas of accounting, including cost accounting, financial accounting, auditing and systems, and taxation.

## **Minors**

The School of Business and Economics offers minors in Business Economics, Human Resources, and Marketing. Non-business undergraduate majors may also pursue minors in business administration or accounting.

## **Policies & Procedures**

Students admitted to IU Northwest who declare a concentration in one of the programs offered by the School of Business and Economics will be admitted directly.

## **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 if necessary to enroll in all 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 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 this 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 credit hours in courses

meeting the various requirements stated in this bulletin. 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 through 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.

## **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**

Any coursework which occurs off-campus from an IU campus - whether online or face-to-face - must have prior approval from the Director of Student Success in the School of Business and Economics before enrolling and before such credit could be accepted towards 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 Higher Learning Commission 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 director or advisor 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 of a C (2.0) in every BUS and ECON course required for the program and concentration. A student must also have completed ENG-W 131 Elementary Composition with a minimum grade of C (2.0). Any course with a number beginning with a zero will not be counted toward graduation requirements.

### Interpretations of Undergraduate Course Letter Grades

The following interpretations are provided as guidelines for instructors when assigning letter grades for courses in the School of Business and Economics. These interpretations focus on performance as demonstrated through coursework.

**A+/A/A-**: The student has demonstrated exceptional understanding through coursework and is strongly encouraged to continue in this subject or related subject areas.

**B+/B/B-**: The student has demonstrated a strong level of understanding through coursework and is sufficiently prepared to proceed in this subject area.

**C+/C**: The student has demonstrated a minimally sufficient level of understanding through coursework to proceed in this subject area.

**C-/D+/D/D-**: The student has demonstrated a marginal level of understanding through coursework that is not sufficient to satisfy the program requirements.

**F**: The student has not demonstrated an acceptable level of understanding through coursework for the course to satisfy the program 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 unethical, or whose conduct does not adhere to the professional standards 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. The option can be used only for courses that are 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. Students in the Bachelor of Science in Business program who have not selected a concentration will be automatically classified as having a concentration in Business Administration and will be expected to follow the course requirements of that concentration.

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.

## Level Requirements

Courses numbered 200-299 are generally open only to students who have completed 24 or more hours of credit

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

## 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, (2) that no more than 10 calendar year have elapsed since matriculation, and (3) the student has been consistently enrolled in courses with no enrollment gap of more than one academic year.

If these requirements are not met, students must apply to the school to update their programs to the bulletin currently in effect.

## Course Prerequisites and Concurrent Enrollment

Proper enrollment is the individual responsibility of each student. Many courses have level and or course prerequisites. 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. 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.

## Bachelor of Science in Business Curriculum

## Program Learning Outcomes

The following describes the learning outcomes for the Bachelor of Science in Business program:

1. **Teamwork & Leadership:** Our students serve as effective members and leaders of teams, supporting successful completion of problem-solving and decision-making tasks.
2. **Technology:** Our students use appropriate technology and information systems to organize data and analyze information to solve business problems.
3. **Business Discipline Knowledge:** Our students demonstrate functional knowledge of key business disciplines.
4. **Professional Communication:** Our students communicate effectively and professionally using multiple mediums of communication (written, verbal, visual, interpersonal).
5. **Analytical Reasoning:** Students analyze situations in a deliberate manner and consider diverse and ethical leadership perspectives.

## Course Requirements

The curriculum for the undergraduate Bachelor of Science in Business program consists of five parts:

1. General Education courses (30-34 cr.),
2. Business Foundations courses (33 cr.)
3. Business Core courses (35 cr.)
4. Concentration courses (18 cr.)
5. Additional courses to meet total hours requirements (as needed to total 120 cr.).

## 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

(Varies, typically 30-34 credit hours)

Indiana University Northwest requires all students to complete campus general education curriculum. This typically requires 30-34 credit hours but depends on the coursework taken. General education requirements can be found here: <https://northwest.iu.edu/general-education/>.

Coursework required as part of the program curriculum may be used to satisfy campus General Education Requirements. The following courses are required for the program and will fulfill a portion of the General Education Requirements:

- Mathematical Reasoning (advanced): ECON-E 270
- Social and Behavioral Sciences: ECON-E 201 and ECON-E 202
- Cultural and Historical Studies: ECON-E 111

Students are strongly encouraged to work with their advisor and refer to their program plan of study to ensure the campus General Education requirements are met. The School of Business and Economics also strongly

encourages students to complete campus general education requirements using coursework in a wide variety of course areas, with at least one course in Psychology and/or Sociology if possible.

## Business Foundations Courses

(33 credit hours)

The following courses are required as Business Foundations:

- BUS-W 100 Business Administration Intro (3 cr.)
- ECON-E 111 U.S. Economic History (3 cr.)
- BUS-F 260 Personal Finance (3 cr.)
- ECON-E 201 Introduction to Microeconomics (3 cr.)
- ECON-E 202 Introduction to Macroeconomics (3 cr.)
- ECON-E 270 Introduction to Statistical Theory in Economics and Business (3 cr.)
- BUS-A 201 Introduction to Financial Accounting (3 cr.)
- BUS-A 202 Introduction to Managerial Accounting (3 cr.)
- BUS-K 221 Introduction to Information Systems for Business (3 cr.)
- BUS-L 201 Legal Environment of Business (3 cr.)
- BUS-X 255 Classroom to Career (variable topic) (3 cr.)

## Business Core

(35 credit hours)

The following courses are required as Business Core:

### 1. Business Core Functional Skills:

- BUS-F 301 Financial Management (3 cr.)
- BUS-M 301 Marketing Management (3 cr.)
- BUS-P 301 Operations Management (3 cr.)
- BUS-D 301 International Business Environment (3 cr.)

### 2. Teamwork and Team Leadership Skills:

- BUS-Z 302 Managing and Behavior in Organizations (3 cr.)
- BUS-Z 442 Leading and Motivating Individuals and Teams (3 cr.)

### 3. Information Systems, Analytics and Decision Modeling

- BUS-K 321 Management of Information Technology (3 cr.)
- BUS-K 353 Business Analytics & Modeling (3 cr.)

### 4. Business Ethics, Diversity, Critical Thinking and Career Skills

- BUS-W 320 Leadership and Ethics (3 cr.)
- BUS-X 410 Career Planning (1 cr.)
- BUS-Z 440 Personnel - Human Resource Management (3 cr.)

### 5. Capstone

- BUS-J 403 Management Capstone (4 cr.)

## CURRICULUM CONCENTRATIONS

(18 credit hours)

Students are required to complete a concentration as part of the Bachelor of Science in Business program. These

concentrations include: (1) Business Administration, (2) Accounting, (3) Financial Economics, or (4) Digital Marketing and Graphic Design.

### Business Administration Concentration

For students who wish to pursue a broad general program, the business administration curriculum provides a vehicle for organizing their studies. The focus is to understand the administration and operation of the firm as a subsystem within a rapidly changing environmental system.

#### Course Requirements

The following courses are required to complete the Business Administration concentration:

- Six 3-credit 300- or 400-level business (BUS) and/or economics (ECON) 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 additional option of earning one of two minors. Courses required as part of the foundations, core or concentration may not count towards a minor. Coursework to complete a minor may count towards electives within a concentration. A minimum of C (2.0) is required in all coursework for the minor. The available minors in the Business Administration are:

**Marketing Minor** - Requirements: three 3-credit 300-400 level-business courses in Marketing (BUS-M).

**Human Resources/Management Minor** - Requirements: three 3-credit 300-400 level business course in Human Resources/Management.

### Accounting Concentration

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.

#### Course Requirements

The following courses are required to complete the Accounting concentration:

- BUS-A 311 Intermediate Accounting I
- BUS-A 312 Intermediate Accounting II
- BUS-A 328 Introduction to Taxation
- Three 3-credit 300- or 400-level accounting electives.

If intending to complete the CPA exam, BUS-A 424 is strongly recommended as an elective.

### Financial Economics Concentration

This concentration provides students an opportunity to study economics more deeply while broadly preparing them for the context and practice of business. Many



economics students go on to do additional work at the graduate level.

### Course Requirements

The following courses are required to complete the Financial Economics concentration:

- ECON-E 321 Intermediate Microeconomics (or equivalent)
- ECON-E 322 Intermediate Macroeconomics (or equivalent)
- BUS-F 420 Equity and Fixed Income Investment
- BUS-F 494 International Finance
- Two 300-400 level ECON-E or BUS-F elective (6 credit hours)

### Digital Marketing and Graphic Design Concentration

This concentration features interdisciplinary curriculum with courses in both Marketing and Graphic Design. This concentration equips students with knowledge in digital marketing outlets, research techniques that inform decisions about digital marketing channels and visual presentations of marketing messages, and the marketing strategy process.

### Course Requirements

The following courses are required to complete the Digital Marketing and Graphic Design concentration:

- BUS-M 303 Marketing Research (3 cr.)
- BUS-M 432 Digital Marketing (3 cr.)
- BUS-M 450 Marketing Strategy (3 cr.)
- FINA-S 351\* Typography (3 cr.)
- FINA-S 352 Production for Graphic Design (3 cr.)
- One 3-credit 300- or 400-level business (BUS) and/or economics (ECON) course or graphic design (FINA-S) course.

Students interested in a further background in Marketing are encouraged to take their elective in topics such as Social Media Marketing or Consumer Behavior (BUS-M 405). Students interested in a further background in Graphic Design are encouraged to take their elective in Graphic Design (such as FINA-S 353).

\* FINA-S 351 requires FINA-S 250: Introduction to Design Practice (3 cr.) as a prerequisite. Students interested in this concentration are strongly encouraged to complete FINA-S 250 early and as part of their general education requirements.

### Additional Courses to Meet Total Hours Requirement

(As needed to total 120 credit hours)

After all other curriculum requirements are met, students may take additional open electives, if necessary, to reach the campus requirement of 120 total credit hours.

### Transfer Single Articulation Pathways (TSAP) in Business Administration - B.S.

A student who completes an eligible Associate of Arts (A.A.) or Associate of Science (A.S.) degree at Ivy Tech Community College or Vincennes University may be put on a Single Articulation Pathway to a Bachelor of Science

(B.S.) program at IU Northwest, without a loss of credit hours. For more information on the available Transfer Single Articulation Pathways in Business Administration please contact the office of Admissions.

## Chancellor's Bachelor of Science in Business Administration (Online)

The Chancellors' Bachelor of Science in Business Administration is offered 100% online collaboratively by the IU East, IU Kokomo, IU Northwest, IU South Bend, and IU Southeast campuses. Degree requirements are fulfilled by taking online classes across these campuses. The program offers optional concentrations in Accounting, Economics, Finance, and Marketing.

### Program Learning Outcomes

The following describes the learning outcomes for the Chancellor's Bachelor of Science in Business Administration program:

1. Recognize and apply functional area concepts and theories appropriately.
2. Analyze information using technological resources appropriate for various business scenarios.
3. Provide creative recommendations and solutions to solve business problems.
4. Apply ethical principles and practices to business situations.
5. Work effectively with team members.
6. Communicate effectively.

### Course Requirements

The curriculum for the undergraduate Chancellors' Bachelor of Science in Business Administration program consists of four parts:

1. General education courses (30-42 cr.)
2. Business foundations courses (27 cr.)
3. Business core courses (34 cr.)
4. Concentration courses (18 cr., optional)
5. General elective courses (as needed to total 120 cr.)

### General Education Core Requirements

(Varies, typically 30-34 credit hours)

Indiana University Northwest requires all students to complete campus general education curriculum. This typically requires 30-42 credit hours but depends on the coursework taken. General education requirements can be found here: <https://www.northwest.iu.edu/general-education/>.

Coursework required as part of the program curriculum may be used to satisfy campus General Education Requirements. The following courses are required for the program and will fulfill a portion of the General Education Requirements:

- Mathematical Reasoning (advanced): ECON-E 270
- Social and Behavioral Sciences: ECON-E 201 and ECON-E 202

Students are strongly encouraged to work with their advisor and refer to their program plan of study to ensure the campus General Education requirements are met. The School of Business and Economics also strongly encourages students to complete campus general

education requirements using coursework in a wide variety of course areas, with at least one course in Psychology and/or Sociology if possible.

### **Business Administration Foundations Courses** (27 credit hours)

The following courses are required as Business Foundations:

- BUS-B 190 or BUS-W 100 Business Administration Introduction (3 cr.)
- ECON-E 201 or ECON-E 103 Introduction to Microeconomics (3 cr.)
- ECON-E 202 or ECON-E 104 Introduction to Macroeconomics (3 cr.)
- BUS-A 201 Introduction to Financial Accounting (3 cr.)
- BUS-A 202 Introduction to Managerial Accounting (3 cr.)
- BUS-K 201 The Computer in Business (3 cr.)
- BUS-L 201 Legal Environment of Business or BUS-L 203 Business Law I (3 cr.)
- ECON-E 270 Introduction to Statistical Theory for Economics and Business (3 cr.)
- One of the following (3 cr.):
  - ENG-W 231 Professional Writing Skills
  - ENG-W 232 Introduction to Business Writing
  - ENG-W 234 Technical Report Writing
  - SPCH-S 223 Business and Professional Speaking

### **Math Requirement (3 cr.)**

- MATH-M 118 Finite Mathematics

### **Business Administration Core Courses** (36 credit hours)

The following courses are required as Business Core:

- BUS-M 301 Introduction to Marketing Management (3 )
- BUS-F 301 Financial Management (3 )
- BUS-P 301 Operations Management (3 cr.)
- BUS-D 300 International Business Environment or BUS-D 301 The International Business Environment (3 cr.)
- BUS-K 321 Management and Information Systems/Technology
- One of the following (3 cr.):
  - BUS-K 302 Introduction to Management Science
  - BUS-K 312 Decision Modeling
  - BUS-K 353 Business Analytics and Modelling
- BUS-W 311 New Venture Creation/Small Business Entrepreneurship or BUS-W 406 Venture Growth Management (3 cr.)
- BUS-Z 302 Managing and Behavior in Organization (3 cr.)
- BUS-Z 440 Personnel: Human Resources Management (3 cr.)
- One of the following (3 cr.):
  - BUS-B 399 Business and Society
  - BUS-J 404 Business and Society

- BUS-W 320 Leadership and Ethics in Business
- BUS-X 410 Career Perspectives (2 cr.)
- BUS-J 401 Administrative Policy or BUS-J 403 Management Capstone (4 cr.)

### **Business Administration Concentrations** **Additional Electives to Meet Total Hours Requirement** (As needed to total 120 credit hours)

After all other curriculum requirements are met, students may take additional open electives, if necessary, to reach the campus requirement of 120 total credit hours.

### **Business Administration Concentrations**

(18 credit hours, optional)

Students completing the Chancellors' Bachelor of Science in Business Administration program have the option of completing a concentration in one of four areas.

#### **Accounting Concentration**

The following courses are required to complete the Accounting concentration:

- BUS-A 311 Intermediate Accounting I
- BUS-A 312 Intermediate Accounting II
- BUS-A 337/A411 Accounting Information Systems
- BUS A328 Introduction to Taxation
- Complete two of the following courses:
  - BUS-A 325 Cost Accounting
  - BUS-A 335 Accounting for Government and Not-for-Profit Entities
  - BUS-A 338 Accounting Data Analytics
  - BUS-A 402 Accounting Ethics
  - BUS-A 414 Financial Statement Analysis
  - BUS-A 422 Advanced Financial Accounting
  - BUS-A 424 Auditing and Assurance Services
  - BUS-A 425 Contemporary Accounting Theory
  - BUS A 437 Advanced managerial accounting
  - BUS-A 339 Advanced Taxation
  - Other 300-400 level BUS-A courses.

#### **Economics Concentration**

The following courses are required to complete the Economics concentration:

- ECON-E 321 Intermediate Microeconomic Theory
- ECON-E 322 Intermediate Macroeconomic Theory
- Complete four of the following courses:
  - ECON-E 304 Survey of Labor Economics
  - ECON-E 306 Undergraduate Seminar in Economics
  - ECON-E 308 Survey of Public Finance
  - ECON-E 323 Urban Economics
  - ECON-E 337 Economic Development
  - ECON-E 338 Business and Economics Applications of GIS
  - BUS-F 345, ECON-E 350, or ECON-E 305 Money and Banking
  - ECON-E 351 Law and Economics
  - ECON-E 363 Environmental and Natural Resource Economics

- ECON-E 371 Introduction to Applied Econometrics
- ECON-E 430/E333 International Economics
- Other 300-400 level ECON-E courses.

### Finance Concentration

The following courses are required to complete the Finance concentration:

- BUS-F 302 Financial Decision Making
- BUS-F 345/ECON E350 Money, Banking, and Capital Markets
- BUS-F 420 Equity and Fixed Income Investments
- BUS-F 494 International Finance
- Complete two of the following courses:
  - BUS-F 365 Personal Financial Planning
  - BUS-F410 Financial Institutions and Markets
  - BUS-F 414/A414 Financial Statement Analysis
  - BUS-F 423 Topics in Investment
  - BUS-F 444 Applications in Financial Management
  - BUS-F 446 Bank and Financial Intermediation
  - BUS-F 451 Financial Modeling
  - Other 300-400 level BUS-F courses

### Marketing Concentration

The following courses are required to complete the Finance concentration:

- BUS-M 303: Marketing Research
- BUS-M 405: Consumer Behavior
- BUS-M 415: Advertising and Integrated Marketing Communications
- BUS-M 450: Marketing Strategy
- Complete two of the following courses:
  - BUS-M 325: Selling
  - BUS-M 330: Consultative Selling
  - BUS-M 346: Analysis of Marketing Data
  - BUS-M 380: Market Analytics
  - BUS-M 401: International Marketing
  - BUS-M 419: Retail strategy
  - BUS-M 426: Sales Management
  - BUS-M 432/M435/M460: Digital Marketing
  - BUS-M 455: Customer Relationship Management
  - BUS-M 490: Social Media Marketing
  - BUS-M 421: Negotiation
  - Other 300-400 level BUS-M courses

## Chancellor's Bachelor of Science in Accounting (Online)

The Chancellors' Bachelor of Science in Accounting is offered 100% online collaboratively by the IU East, IU Kokomo, IU Northwest, IU South Bend, and IU Southeast campuses. Degree requirements are fulfilled by taking online classes across these campuses.

The following describes the learning outcomes for the Chancellor's Bachelor of Science in Accounting program:

1. Apply appropriate concepts, theories, and tools to scenarios in the major functional areas of accounting.
2. Provide data-driven recommendations using appropriate techniques.
3. Perform accounting tasks using appropriate technology, software, and/or analytic methods.
4. Apply sound ethical reasoning in accounting and business situations.
5. Apply current accounting regulations to business scenarios.
6. Effectively communicate to a variety of audiences.

### Course Requirements

The curriculum for the undergraduate Chancellors' Bachelor of Science in Business Administration program consists of four parts:

1. General education courses (varies)
2. Business foundations courses (24 credit hours)
3. Business core courses (21 credit hours)
4. Accounting core courses (18 credit hours)
5. Accounting elective courses (9 credit hours)
6. General elective courses (as needed to total 120 credit hours)

### General Education Core Courses

(Varies, typically 30-34 credit hours)

Indiana University Northwest requires all students to complete campus general education curriculum. This typically requires 30-34 credit hours but depends on the coursework taken. General education requirements can be found here: <https://www.northwest.iu.edu/general-education/>.

Coursework required as part of the program curriculum may be used to satisfy campus General Education Requirements. The following courses are required for the program and will fulfill a portion of the General Education Requirements:

- Mathematical Reasoning (advanced): ECON-E 270
- Social and Behavioral Sciences: ECON-E 201 and ECON-E 202

Students are strongly encouraged to work with their advisor and refer to their program plan of study to ensure the campus General Education requirements are met. The School of Business and Economics also strongly encourages students to complete campus general education requirements using coursework in a wide variety of course areas, with at least one course in Psychology and/or Sociology if possible.

### Business Foundations Courses

(27 credit hours)

The following courses are required as Business Foundations:

- BUS-W 100 Business Administration Introduction (3 cr.)
- BUS-A 201 Introduction to Financial Accounting (3 cr.)
- BUS-A 202 Introduction to Managerial Accounting (3 cr.)
- ECON-E 201 or ECON-E 103 Introduction to Microeconomics (3 cr.)

- ECON-E 202 or ECON-E 104 Introduction to Macroeconomics (3 cr.)
- ECON-E 270 Introduction to Statistical Theory for Economics and Business (3 cr.)
- BUS-K 201 The Computer in Business (3 cr.)
- BUS-L 201 or BUS-L 203 Legal Environment of Business (3 cr.)
- One of the following (3 cr.):
  - ENG-W 231 Professional Writing Skills
  - ENG-W 232 Introduction to Business Writing
  - BUS-X 204 Business Communications
  - SPCH-S 223 Business and Professional Communication

### Business Core Courses

(18 credit hours)

The following courses are required as Business Core:

- BUS-F 301 Financial Management (3 )
- BUS-K 321 Management and Information Systems (3 cr.)
- BUS-K 353 Business Analytics and Modelling (3 cr.)
- BUS-M 301 Introduction to Marketing Management (3 )
- BUS-P 301 Operations Management (3 cr.)
- One of the following (3 cr.)
  - BUS-D 300 International Business (3 cr.)
  - BUS-D 301 International Business Environment
  - BUS-Z 301 Organizational Behavior & Leadership
  - BUS-Z 302 Managing and Behavior in Organizations

### Accounting Core Courses

(18 credit hours)

The following courses are required as Accounting Core:

- BUS-A 311 Intermediate Accounting I (3 cr.)
- BUS-A 312 Intermediate Accounting II (3 cr.)
- BUS-A 325 Cost Accounting (3 cr.)
- BUS-A 328 Introduction to Taxation (3 cr.)
- BUS-A 337 or BUS-A 411 Accounting Information Systems (3 cr.)
- BUS-A 424 Auditing & Assurance Services (3 cr.)

### Accounting Elective Courses

(9 credit hours)

Choose three of the following courses:

- BUS-A 335 Accounting for Government and Not-for-Profit Entities (3 cr.)
- BUS-A 338 Accounting Analytics (3 cr.)
- BUS-A 339 Advanced Income Taxation (3 cr.)
- BUS-A 414 Financial Statement Analysis (3 cr.)
- BUS-A 422 Advanced Financial Accounting (3 cr.)
- BUS-A 437 Advanced Management Accounting (3 cr.)

### Electives to Meet Total Hours Requirement

(As needed to total 120 credit hours)

After all other curriculum requirements are met, students may take additional open electives, if necessary, to reach the campus requirement of 120 total credit hours.

For students interested in pursuing a career in accounting, this degree will fulfill the course requirements to sit for the Uniform Certified Public Accounting (CPA) Exam as well as the Certified Management Accounting (CMA) Exam, but it will **not** satisfy the 150-credit hour requirement set by most states, including Indiana and Ohio. In most cases, students who complete the 120-credit hour IU collaborative BS in Accounting will need to complete an additional 30 credit hours of applicable coursework to meet national and state minimums. These credits are most often completed as a part of a graduate study in MS Accounting, MBA, and related degree programs.

## Business Minors for Non-Business Majors

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-K 221, BUS-L 201 or ECON-E200, 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 Director of Student Success 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 designed 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 in a hybrid format. In addition, a Saturday, cohort-based program is also available (the Accelerated Weekend MBA). 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 executive 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 have 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
- 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
- show expertise in functional business
- demonstrate the ability to think critically, analytically, and to integrate knowledge from multiple disciplines to make effective business decisions.
- display knowledge of multicultural and diverse perspectives to make effective business
- demonstrate knowledge and understanding of ethical and social issues in making effective business

### Learning Outcomes

1. Teamwork and Collaboration: Participate as positive and productive members of a team that functions effectively in projects, problem-solving and decision-making situations.
2. Leadership and Strategic Thinking: Function as effective leaders capable of making ethical and strategic decisions to benefit the organization and society.
3. Management Specific Knowledge and Skills: Apply fundamental business concepts to analyze problems and construct and implement effective solutions in the business environment.

## 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
- Letter of Recommendation(s)
- Personal Statement; and

- Resume/CV

Applicants who have graduated with a business degree from one of the IU campuses may be eligible for direct admission. Please contact the program director for more information.

### Admission Test

Admission tests, such as the GMAT/GRE, are not required for admission to graduate programs in the School of Business and Economics. An applicant may choose to submit admission tests as additional evidence if desired, however, these tests are not necessary as part of the admission process.

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 *Weeknight MBA* program at the beginning or middle point of the fall and spring semesters, or the beginning of the Summer I and Summer II sessions. Candidates may enter the *Accelerated Weekend MBA* program during the beginning of the fall semester only. The application deadline for either MBA option 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.

## Prerequisites

Prior to enrolling in graduate courses in the M.B.A., students should have a minimum of a college-level finite mathematics class, and proficiencies in computer operations and systems. The Indiana University course equivalent is *MATH M118 Finite Mathematics*. Students are also expected to be proficient in Microsoft Word, Excel, Access, and PowerPoint. Students will be required to take an excel assessment prior to the beginning of their first enrolled semester. Any deficiencies will require self-paced tutorials, Excel prep courses, tutoring, and other options available to them to satisfy the prerequisites.

Candidates who are deficient in any of these areas should speak with the director of Graduate Programs to review the different options available to them to satisfy the prerequisites.

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 3 to 6 credit hours (one to two 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 or can be permitted on a case-by-case situation. 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 directly enter the 30-credit hour M.B.A. core program that can be completed in one year of full-time study or within 20-24 months on a part-time basis.

### Continuation in Good Standing

The 3.0 grade point average required for the awarding of the MBA degree requires close monitoring of the graduate student's academic progress. If a student receives a C- or below he/she must repeat the course. Both grades will be included in the GPA. Students whose GPA has dipped below 3.0 are placed on probation and will be permitted to enroll in an additional 6 credit hours (two courses).

### Dismissal

A student will be dismissed from the program for any of the following reasons:

- Failure to raise GPA to a 3.0 within 6 credit hours of subsequent coursework
- Maintaining a cumulative GPA below 3.0 after 12 credit hours of work
- Receiving of three grades of C
- Receiving of a grade of F in any graduate course results in immediate dismissal
- Failure to abide by the School of Business and Economics' Standards of Professional Conduct

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 Standards 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 the following courses only:

- BUNW-A 513 Accounting for Decision Making and/or
- BUNW-A 514 Economics for Managers.

No waivers for other core classes are permitted. Students can be considered for waivers if they have taken specific 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.

Additionally, students who must take all five of the M.B.A. foundational courses essentially have completed the Graduate Certificate in Management. Successful completion of all five courses with a 3.2 GPA will meet the requirements of admission into the core MBA program.

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

### Students Transferring from Another M.B.A. Program

A student who is admitted who has attended an M.B.A. program at another institution must take at minimum the 30 credit hour core of which no more than 6 credit hours can be transferred in. Their graduate and undergraduate coursework may be used to waive the two eligible foundation courses. Students can be considered for eligible foundation course waivers if they have taken specific 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. These are subject to final approval by the Graduate Committee and may require review of additional materials.

### 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 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 will be able to apply for graduation through the IU Northwest School of Business and Economics website. 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 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.*

## Degree Requirements

The Master of Business Administration degree requires a minimum of 30 credit hours. For students who have no course waivers, a total of 36 credit hours will be required for completion of the degree. No more than 6 credit hours may be transferred from another institution. A cumulative grade point average of 3.0 or higher in all coursework taken for graduate credit must be earned as a prerequisite for continuation in good standing and for graduation.

If a student repeats a course, the more recent grade counts 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.

The following coursework is required for the program:

### I. Teamwork and Collaboration

BUNW-C 512 Managing in a Team Based Organization (3 cr.)

### II. Understanding Markets and Analytics

BUNW-A 512 Statistical Tools for Management (3 cr.)

BUNW-A 514 Economics for Managers (3 cr.)

### III. Managing Operations and Technology Resources

BUNW-A 516 Management Information Systems (3 cr.)

BUNW-B 513 Operations Management (3 cr.)

### IV. Managing Customers and Human Resources

BUNW-B 511 Marketing Management (3 cr.)

BUNW-G 514 Human Resource Management (3 cr.)

### V. Managing Financial Resources

BUNW-A 513 Accounting for Decision Making (3 cr.)

BUNW-B 512 Financial Management (3 cr.)

### VI. Managing in a Legal and Global Environment

BUNW-B 514 Legal, Ethical and Social Environment of Business (3 cr.)

BUNW-B 515 Introduction to International Business (3 cr.)

### VII. Leadership and Strategic Thinking

BUNW-D 511 Strategic Management (3 cr.)

**Total with waivers (30 cr.) Total with no waivers (36 cr.)**

## Chancellor's Master of Science in Management (Online)

The Chancellors' Master of Science in Management is offered 100% online collaboratively by the IU East, IU Kokomo, IU Northwest, and IU Southeast campuses. Degree requirements are fulfilled by taking online classes across these campuses.

The Chancellors' Master of Science in Management program focuses on the skills required to be a successful manager or leader of an organization in areas such as non-profit, government, healthcare, or for-profit enterprise by building skills in communication, team building, conflict resolution, and negotiation. There are no quantitative courses in this program. Rather, you study leadership, teams, change management, and ethics; and you gain next-level skills in critical thinking and performance improvement.

Tracks in General Management and Human Resources provide more specialized skill-building and professional development. Foundational courses focus on topics such as leadership, managing teams, business communication, conflict management, business ethics and change management. Students without an undergraduate business degree can earn an M.S. in Management degree in just one year if classes are taken full-time. Students wishing to attend part-time can complete the program in two years or less.

In addition, to better serve the needs of working adults, courses are offered online in an asynchronous format. Graduates from the Master of Science in Management program will be prepared to take on leadership opportunities within their current organization or pivot to a new career.

## Program Learning Outcomes

1. Knowledge Management: Students will demonstrate knowledge of fundamental concepts and principles of organizational behavior, management, and ethics.

- a. Students will develop knowledge of terminology, theories, and principles of management.
- b. Students will develop knowledge of terminology, theories, and principles of organizational behavior.
- c. Students will develop knowledge of terminology, theories, and principles of ethics.

2. Leadership: Students will demonstrate knowledge of leadership theory and practice that prepares them to lead effectively.

- a. Students will develop knowledge of theories and principles of organizational leadership.
  - b. Students will apply leadership skills to advance personal, organizational and/or community goals.
  - c. Students will develop the ability to persuade others, build consensus, gain cooperation from others to obtain information, and accomplish goals.
  - d. Students will apply principles, procedures, and policies related to project management.
3. Ability to Think Critically: Students use problem solving methodologies to evaluate given information and use critical thinking skills to arrive at appropriate recommendations.

- a. Students will identify, analyze, and solve problems by applying relevant management theories to generate solutions, alternatives, and recommendations.
  - b. Students will formulate strategic objectives and priorities to implement plans consistent with the long-term interest of the organization.
4. Communication: Students will demonstrate knowledge of fundamental concepts and skills of organizational communication.

- a. Students use effective oral communication skills.
- b. Students will display effective interpersonal skills.
- c. Students will write in a clear, concise, organized, and convincing manner for the intended audience.

## Program Learning Outcomes

The following describes the learning outcomes for the Chancellor's Master of Science in Management program:

1. Recognize fundamental concepts of management.
2. Apply principles of management and management techniques in different organizational settings.
3. Apply principles, procedures, and policies related to strategic organizational development.
4. Apply appropriate leadership principles and techniques.
5. Apply appropriate communication techniques with various stakeholders.
6. Apply ethical principles and reasoning in business decision-making.
7. Work effectively with team members from diverse backgrounds.

## Course Requirements

The curriculum for the Chancellors' Master of Science in Management program consists of 30 credit hours of coursework in two parts:

1. Core courses (18 credit hours)

### 2. Track courses (12 credit hours)

\*Students from non-business undergraduate backgrounds will need to complete an additional course, BUSE-A 500 Speaking the Language of Business, as one of the electives.

## Core Courses

6 courses (18 credit hours)

(Those with non-business undergraduate backgrounds should begin with BUSE-A500: Speaking the Language of Business; this course will count toward elective credit)

- Complete one of the following courses in Leadership (3 cr.):
  - BUSE-A 508 Organizational Behavior and Leadership
  - BUNW-Z 506 Leadership
  - BUEA-M 550 Leadership and Motivation
  - BUKO-J 552 Principles of Leadership and Ethics
- Complete one of the following courses in Ethics (3 cr.):
  - BUNW-B 514 Legal, Ethical and Social Environment of Business
  - BUSE-B 510 Managerial Ethics
  - BUEA-M 557 Contemporary Managerial Ethical Issue
- BUSE-B 511 Business Communications (3 cr.)
- Complete one of the following courses in Change Management (3 cr.):
  - BUSE-E 548 Organizational Change Management
  - BUEA-M 551 Organizational Learning and Change Management
  - BUKO-M 542 Organizational Theory and Development
- Complete one of the following courses in Managing Teams (3 cr.):
  - BUSE-Z 506 Managing the Team-Based Organization
  - BUNW-C 512 Managing in a Team Based Organization
- BUSE-E 552 Negotiation (3 credits)

## Track Courses

(12 cr.)

Students must complete coursework to satisfy one of the following tracks.

### General Management Track

- Complete one of the following International Business courses (3 cr.):
  - BUEA-M559 Global Leadership
  - BUNW-B515 Introduction to International Business
  - BUKO-K554 Leadership in a Global Context
- Complete one of the following Operations/Project Management courses (3 cr.)
  - BUEA-563 Operations and Supply Chain Management



- BUNW-B513 Operations and Supply Chain
- BUSE-B517 Operations and Supply Chain Management
- Complete one of the following Strategy courses (3 cr.)
  - BUEA-M560 Strategic Management
  - BUKO-J560 Global Strategic Management
- Complete one of the following Analytics/IS courses (3 cr.)
  - BUSE-A509 Management Information Systems OR
  - BUKO-K542 Business Analytics
- Complete one of the following Human Resources courses (3 cr.)
  - BUSE-E554 Human Resource Management
  - BUEA-M558 Human Resource Management
  - BUNW-G514 Human Resource Management
  - BUKO-Z542 Strategic Human Resource Management
- Complete one of the following Marketing courses (3 cr.)
  - BUEA-M554 Marketing Management
  - BUNW-B511 Marketing Management
  - BUSE-C521 Marketing Management
  - BUKO-M559 Advanced Marketing Management
- Economics (3 credits)
  - BUNW-A 514 Economics for Managers
- \*Students from non-business undergraduate backgrounds must complete BUSE-A500 Speaking the Language of Business, as one of the electives.

#### Human Resources Track

- Complete one of the following Human Resource Management courses (3 cr.):
  - BUSE-E554 Human Resource Management
  - BUEA-M558 Human Resource Management
  - BUNW-G514 Human Resource Management
  - BUKO-Z542 Strategic Human Resource Management
- Complete three of the following electives (9 cr.):
  - BUKO-C570 or BUSE-E574 Strategic Staffing
  - BUKO-L506 Employment Problems and the Law
  - BUSE-E549 Industrial (Labor) Relations
  - BUSE-E558 Total Compensation
  - BUSE-E585 Training and Development
  - BUSE-E559 Performance Management
- \*Students from non-business undergraduate backgrounds must complete BUSE-A500 Speaking the Language of Business as one of the electives.

## Chancellor's Master of Science in Strategic Finance (ONLINE)

The Chancellors' Master of Science in Strategic Finance (M.S.S.F.) is designed to advance the careers of financial professionals in the private sector and public accounting. The M.S.S.F.

develops knowledge, skills, and abilities in cost management, financial management, business analysis and valuation, financial statement analysis as well as decision modeling and simulation.

Additional topics covered include fraud in financial management and advanced corporate financial strategy. Elective courses focus on enhancing the financial professional's abilities in specific areas, such as investment management, international financial management and taxation and auditing.

The Chancellors' Master of Science in Strategic Finance has three tracks that a student can select from: Investments, Managerial Finance or Accounting.

#### Program Learning Outcomes

1. Students will evaluate accounting and finance concepts and principles.
2. Students will effectively apply and integrate accounting and finance concepts and tools for analysis and decision-making.
3. Students will interpret and respond to financial and accounting information.
4. Students will develop ethical strategies to address issues faced by financial and accounting professionals.

## Program Learning Outcomes

The following describes the learning outcomes for the Chancellor's Master of Science in Strategic Finance program:

1. Students will evaluate accounting and finance concepts and principles.
2. Students will effectively apply and integrate accounting and finance concepts and tools for analysis and decision-making.
3. Students will interpret and respond to financial and accounting information.
4. Students will develop ethical strategies to address issues faced by financial and accounting professionals

## Course Requirements

To earn the MS in Strategic Finance, students must complete 30 credit hours of coursework as follows:

**Core Courses:** Eight courses (24 credit hours)

- BUSE-E 594 Business Analysis & Valuation
- BUSE-E 577 Financial Statement Analysis
- BUSE-A 507 Modeling & Simulation
- BUSE-E 589 Intermediate Accounting I or BUKO-A 511 Financial Accounting Theory and Practice I
- BUSE-C 522/BUEA-F 510/BUNW-C517 Financial Management
- BUSE-E 595 Advanced Corporate Finance or BUSB-F 542 Strategic Financial Management
- Complete one of the following courses:
  - BUSE-A 505 Strategic Cost Management
  - BUNW-A 513 Accounting for Decision Makers

- BUSB-F 503 Decision-Making Tools in Accounting
- BUKO-D 542 Advanced Managerial Accounting
- BUSB-C502 The Legal & Ethical Environment of Business or BUSE-E 597 Fraud Issues in Business

#### **Track Courses:** Two courses (6 credit hours)

Complete one of the following track options:

##### Investment Track

- BUSE-E 557/BUKO-C 555/BUSB-F 514/BUNW-F 524 Investment Management
- One of the following:
  - BUSE-E 567 Portfolio Management & Investment Analysis
  - BUSB-F 517 Financial Markets and Institutions
  - BUNW-F 517 Speculative Markets and Investment Strategy

##### Accounting Track

- BUSE-G 533 Auditing or BUKO-A 534 Auditing Theory and Practice
- BUSE-H 546 Advanced Corporate Taxation or BUKO-A 528 Introduction to Taxation

##### Managerial Finance Track - choose two from the following list:

- International Finance; one of the following:
  - BUSE-E 568/BUKA-F 511 International Financial Management
  - BUKO-F 571 International Corporate Finance
  - BUSB-F 530 International Finance
- Markets and Investments; one of the following:
  - BUSE-E 567 Portfolio Management and Investment Analysis
  - BUSB-F 517 Financial Markets and Institutions
  - BUNW-F 517 Speculative Markets and Investment Strategy

##### Investment Management: one of the following:

- BUSE-E 557/BUNW-F 524/BUSB-F 514 Investment Management
- BUKO-C 555 Investments

## **Certificates**

### **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. 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.

### **Admissions**

Students should submit a completed application, application fee, and official transcripts showing their undergraduate degree. For students who may need a refresher in computer technology or programs such as Microsoft Excel, we suggest that they take advantage of the self-tutorials online. New students will be advised of their options once admitted.

### **Prerequisites**

Prior to enrolling in courses in the M.B.A. Certificate in Management or Accounting programs, 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.

### **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.

### **Course Requirements**

(30 cr.)

- BUS-A 201 Introduction to Financial Accounting (3 cr.)
- BUS-A 202 Introduction to Managerial Accounting (3 cr.)
- BUS-A 311 Intermediate Accounting I (3 cr.)
- BUS-A 312 Intermediate Accounting II (3 cr.)
- BUS-A 325 Cost Accounting (3 cr.)
- BUS-A 328 Introduction to Taxation (3 cr.)
- BUS-A 424 Auditing (3 cr.)
- Additional accounting elective (3 cr.)
- BUS-F 301 Financial Management (3 cr.)
- Select one of the following
  - BUS-F 420 Investments (3 cr.)

- BUS-F 494 International Finance (3 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. Additional coursework may be needed. Consultation with the director is strongly advised to ensure meeting these requirements.

## **Graduate Certificate in Management**

The Graduate Certificate in Management (GCM) is a 15-credit hour program of study in management designed for individuals who work full-time but want 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. The five courses that make up the certificate are the five foundation courses in the MBA and will apply towards the MBA should a student wish to continue their studies. This program is intended for someone with an undergraduate degree in a field other than business who may not wish to pursue a Master's degree just yet.

### **Admission**

Students should submit a completed application, application fee, and official transcripts showing their undergraduate degree. For students who may need a refresher in computer technology or programs such as Microsoft Excel, we suggest that they take advantage of the self-tutorials online. New students will be advised of their options once admitted.

### **Course Requirements**

(15 cr.)

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