

# **John M. and Mary Jo Boler School of Business**

A Department of Business Administration was established in 1934 in the College of Arts and Sciences to provide professional training for students aspiring to positions of responsibility in the business world. This department was expanded in 1945 into the School of Business. In 1996, the School was named in honor of John M. and Mary Jo Boler.

Programs of concentration are offered in seven professional fields, leading to the degree of bachelor of science in business administration (B.S.B.A.) or bachelor of science in economics (B.S.E.). The Boler School of Business, through the Graduate School, also offers graduate programs leading to the master of business administration (M.B.A.) and master of science in accountancy (M.S.Ac.) degrees. These programs are fully described in the *Graduate School Bulletin*.

## **Mission and Core Values**

The Boler School of Business develops and inspires tomorrow's leaders through educational excellence in the Jesuit tradition.

The Boler School of Business carries out this mission by:

- Striving to foster the ongoing development of the highest standards of personal integrity among all members of its community.
- Promoting the achievement of educational excellence through a challenging course of studies.
- Emphasizing development and implementation of innovative techniques that keep it at the forefront of the dynamic business education environment.
- Nurturing the intellectual, personal, and moral development of each student and inspiring each to become a person for others.
- Committing to incorporate an international dimension into its teaching, research, and service programs.
- Encouraging all of its constituents to develop a sense of belonging and responsibility within the community, to respect and care for one another, and to take actions that they believe promote the common good.
- Believing that faculty scholarship is an essential part of the process that couples lifelong learning with teaching excellence.

More information regarding the Boler School's core values is available from the dean's office or on the Boler School's website at <http://bsob.jcu.edu>.

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### **Student Classifications**

The Boler School of Business offers full-time and part-time programs. Students are classified as degree-seeking or sequence students, depending on the program in which they are enrolled. Sequence students are classified as part-time.

### **Applying for Admission**

All potential students seeking undergraduate admission to the university apply through the Office of Admission.

Degree-seeking applicants must petition for admission to the Boler School after accumulating 45 semester hours of college credit. Applicants must have an average grade of C or higher for all course work completed at John Carroll University. In addition, applicants must have completed at least the following four courses from the Boler School of Business with an average grade of C or higher: AC 201, BI 106, EC 201, and EC 205. If the applicant transfers some or all of these courses to John Carroll from other institutions, then a minimum of a C average must be attained in at least 9 hours of course work completed in the Boler School of Business.

**Students enrolled in the College of Arts and Sciences** should complete a declaration of intent to major in business and submit it to the dean's office of the Boler School. Applications are handed out at a seminar conducted each spring by the staff of the Boler School. Such action must be taken in conjunction with the first counseling appointment of the second semester of the sophomore year. After reviewing credentials, the Boler School will advise students that they are (a) accepted, or (b) deferred, or (c) ineligible.

Students unable to satisfy requirements for admission as degree candidates, but exhibiting ability to do college work at the junior level, may accumulate no more than a total of 30 credits in courses offered by the Boler School prior to being admitted as degree candidates. However, no credit received may be counted toward a degree until all admission requirements have been fulfilled.

**Students transferring from other approved colleges and universities** must satisfy the general university regulations governing transfer students. All transfer applicants are accepted into the College of Arts and Sciences, and the assistant dean of the Boler School of Business will evaluate transfer credit before approving acceptance into the Boler School.

**Sequence applicants** in business (post-baccalaureate students seeking knowledge in specific fields) should apply to the Office of Part-Time Admission (397-4257) for direct acceptance to the Boler School. Applicants should:

1. Complete the application form and return it to the Office of Part-Time Admission.
2. File with the Office of Part-Time Admission official transcripts of previous high school and college work. College graduates need file only transcripts from the college which granted the most recent degree.

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3. After all credentials have been filed, meet with the assistant dean of the Boler School of Business for advising.

### **Majors and Degrees**

Degree programs of the Boler School of Business consist of the professional core, the major, and electives – together totaling approximately 50% of the hours required for graduation. The core courses provide a study of the environment of business, its major functional areas, and its commonly used techniques of analysis. The major consists of a minimum of seven courses. Electives are chosen to give either depth or extension to the major.

Majors may be secured in the following fields:

<b>Accountancy</b>	<b>Business Logistics</b>	<b>Management</b>
<b>Business</b>	<b>Economics</b>	<b>Marketing</b>
<b>Information Systems</b>	<b>Finance</b>	

Candidates for the degree of bachelor of science in business administration (B.S.B.A.) select accountancy, business information systems, business logistics, finance, management, or marketing, while candidates for the degree of bachelor of science in economics (B.S.E.) choose economics.

Optional minors are available through the College of Arts and Sciences (see page 71).

### **General Requirements for Degrees**

To be eligible for a degree, candidates must satisfy the following general requirements:

1. The completion of a minimum of 128 credit hours of acceptable college work.
2. The completion in residence of 30 hours of business courses at the 300 and 400 level.
3. The fulfillment of all course work (required courses, core courses, and electives) called for in the degree program. At least the last 30 hours must be completed in residence.
4. The attainment of an average grade of C (2.0) or higher in the courses completed in the major, courses completed in the Boler School of Business, and in all courses completed at the university, each group considered separately.
5. If required, the passing of a comprehensive examination testing the grasp of principles and relations and the ability to reach reasonable solutions to typical business and economic problems. If required by the department, the passing of a comprehensive examination in the major field. Such examination may be oral or written, or both.
6. The completion of all degree requirements within ten years of the date on which college work was begun.

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7. The filing of an application for the degree by the assigned day, for degrees to be awarded in May, in August, or in January.
8. The fulfillment of all financial obligations to John Carroll University.
9. The completion of the following business core courses: (100 & 200 level before 300 level)
  - a. Introduction to Computers and Software – BI 106
  - b. Accounting – AC 201-202 or AC 201-211 (AC 201-202 required for accountancy and finance majors)
  - c. Economics – EC 201-202
  - d. Business Statistics – EC 205-206
  - e. Business Communications – MN 202
  - f. Management Information Systems – BI 300
  - g. Organizational Behavior and Management – MN 325
  - h. Productions/Operations Management – BI 326
  - i. Business Finance – FN 312
  - j. Marketing – MK 301
  - k. The legal environment/business law requirement(s) differ by major. Please refer to the section on a particular department in this *Bulletin* for the exact requirements or options allowed for an academic major.
  - l. Strategic Management: MN 499 is required for all students seeking the B.S.B.A. degree and is to be taken in the senior year.
10. The completion of the University Liberal Arts Core Curriculum requirements (see the section of this *Bulletin* on Liberal Education at John Carroll University, pages 57-69). Boler School of Business students must complete the following courses:
  - a. EC 201-202 plus one other course in Division III (a total of 9 hours)
  - b. Division IV requirements must be met as follows:
    - i) PS 101
    - ii) MT 133-134 or 135 (MT 135-136 recommended)
    - iii) One course in laboratory science
  - c. PL 311 or PL 311H, Ethical Problems in Business, in Division V

The Boler School offers a minor in business and sequences in accountancy, human resources management, and marketing.

## **Minor in Business**

The minor in business is offered to those students who choose to major in a field of study within the College of Arts and Sciences but would like to receive a foundation in business. The minor in business consists of a total of 32 credit hours and the following courses:

BI	106	Introduction to Computers and Software	2 cr.
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AC	201-202 <b>or</b> 201-211	Accounting Principles	6 cr.
EC	201-202	Principles of Economics	6 cr.
EC	205 <b>or</b> MT 122	Statistics	3 cr.
MN	325	Organizational Behavior and Management	3 cr.
MK	301	Marketing Principles	3 cr.
Directed Elective			3 cr.

Choose one of the following:

EC 206	Statistics
BI 300	Management Information Systems
BI 326	Production/Operations Management
LG 328	Business Logistics

Electives 6 cr.

Upper-division courses in one of the majors in the Boler School with the exception of MN 499: Strategic Management.

**Please note the following:**

1. Students are encouraged to consider FN 312: Business Finance for one elective. For those who choose FN 312, the second elective may be in any of the majors, subject to the same restrictions as above.
2. Students not admitted to the Boler School of Business may not take more than ten Boler School courses. Therefore, students who choose a minor in business should **not** take MN 202: Business Communications.
3. Many business courses have prerequisites, which are strictly enforced. Therefore, additional course work may be required to complete this minor.
4. The College of Arts and Sciences requires business minors to take one course in mathematics, preferably MT 135.
5. Students wishing to minor in business are advised to declare this intention in the office of the College of Arts and Sciences at the beginning of their junior year.

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### **Sequences in the Boler School of Business**

Sequence programs are offered to post-baccalaureate students seeking knowledge in specific fields of study. Blanket approval has been accorded the following slates of basic and professional courses for the available sequence programs:

#### **Accountancy**

**Note:** Accountancy sequence students desiring professional certification must complete both the primary sequence as well as the additional coursework. Students should discuss the various options with a member of the Department of Accountancy.

##### **Primary Sequence**

BI 106	Introduction to Computers and Software	2 cr.
AC 201-202	Accounting Principles	6 cr.
AC 303-304	Intermediate Accounting	6 cr.
AC 312	Cost Analysis and Budgetary Control	3 cr.
AC 321	Federal Taxes	3 cr.
AC 341	Accounting Information Systems	3 cr.
AC 422	Federal Taxes II	3 cr.
AC 431	Auditing	3 cr.
AC 442	Government and Not-For-Profit	3 cr.
AC 481	Advanced Financial Accounting	3 cr.
MN 463-464	Business Law	6 cr.

##### **Electives**

##### **Select at least two of the following:**

AC 405	Seminar in Accounting	3 cr.
AC 422	Federal Taxes II	3 cr.
AC 481	Advanced Financial Accounting	3 cr.
AC 483	Seminar in Controllershship	3 cr.
AC 484	Financial Accounting Theory	3 cr.
AC 498	Independent Study	3 cr.

##### **Additional Coursework**

MN 202	Business Communications	3 cr.
MN 325	Organizational Behavior and Management	3 cr.
EC 205	Business Statistics	3 cr.
EC 201-202	Principles of Economics	6 cr.
FN 312	Business Finance	3 cr.
MK 301	Marketing Principles	3 cr.
PL 311	Business Ethics	3 cr.

#### **Marketing**

EC 201-202	Principles of Economics	6 cr.
MN 325	Organizational Behavior and Management	3 cr.

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MK 301	Marketing Principles	3 cr.
MK 302	Consumer Behavior	3 cr.
MK 341	Advertising	3 cr.
MK 495	Marketing Management	3 cr.
MK 433 or 438	Directed marketing elective	3 cr.

**Human Resources Management**

CO 305	Interviewing	3 cr.
EC 101 <b>or</b>	Introduction to Economic Problems and Policies <b>or</b>	
EC 201-202	Principles of Economics	3-6 cr.
EC 205 <b>or</b>		
MT 122	Statistics	3 cr.
MN 325 <b>or</b>	Organizational Behavior and Management <b>or</b>	
PS 359	Industrial and Organizational Psychology	3 cr.
MN 353	Labor Relations	3 cr.
MN 370	Staffing	3 cr.
MN 373	Training and Management Development	3 cr.
MN 376	Compensation Management	3 cr.