

# VII

## School of Business Administration

WILLIAM J. HOBEN, *Dean*

JOSEPH F. UPDYKE, *Assistant to the Dean*

The School of Business Administration operates in accord with the educational philosophy and purposes of the University. It believes that Christian principles of thought and action are essential to the complete formation of a business man. Through instruction and related activities it aims to develop in the student a moral excellence and firmness along with a degree of professional competence. It proposes to enhance the student's awareness of his obligation to himself, his family, society, and God — an awareness that is fundamental to his total development as a business man.

The School of Business Administration particularly seeks to develop that knowledge of business policies, problems and procedures which will enable the student to take a responsible place in the business and economic environment within which he must earn a livelihood.

In order to insure the breadth of background demanded of successful business and community leaders, the student must complete work in humanities and general studies as well as in professional business courses. This preparation is included in each of the programs offered.

### DEGREE REQUIREMENTS

The School of Business Administration confers the degree of Bachelor of Science in Business Administration upon satisfactory completion of the following prescribed requirements:

1. Each candidate must complete successfully the Freshman-Sophomore Business Administration program, which is designed to give the student a broad and liberal education in preparation for more specialized training in Business Administration and Economics.

2. Each candidate must earn a cumulative grade point average of at least 2.00 in:

- a) The core courses required of all students enrolled in the School of Business Administration;
- b) The major field of concentration elected by the student.
- c) The 126-9 credits required for degree.

3. Each candidate must complete a minimum of thirty-six credits in 300-400

level courses in the School of Business Administration consisting of the following:

- a) Eighteen credits in the core courses required of all students enrolled in the Upper Division in the School of Business Administration;
  - b) Fifteen credits (or more) in one of the Upper Division areas of concentration offered in the School of Business Administration.
4. Each candidate must earn twelve credits of electives in the upper division.

These electives may be taken outside the School of Business Administration.

The responsibility of meeting the degree requirements in Business Administration rests with the student and not with the faculty and staff of the School of Business Administration. The student should be thoroughly familiar with the course requirements and should keep his own record of courses completed and credit hours applicable to degree requirements.

### FRESHMAN-SOPHOMORE BUSINESS ADMINISTRATION PROGRAM

Dept.	No.	Course	1st Term <sup>1</sup>	2nd Term	3rd Term
<i>Freshman Year</i>					
BUS <sup>2</sup>	102	<i>American Business Environment</i>	3-0-3		
BUS	110-1	<i>Quantitative Analysis</i>	3-0-3	3-0-3	
ENG	101	<i>Language and Thought</i>	3-0-3		
ENG	106	<i>Language and Literature</i>		3-0-3	
HST <sup>3</sup>	—	<i>History Elective</i>		3-0-3	
EdP <sup>4</sup>	130-1	<i>Physical Education</i>	0-2-1	0-2-1	
PHL	106	<i>Basic Problems in Philosophy I</i>		3-0-3	
SPE	101	<i>Fundamentals of Effective Speaking</i>	3-0-3		
THL <sup>7</sup>	112	<i>Foundations in Theology</i>	3-0-3		
— <sup>5</sup>	—	<i>Natural Science Course</i>		3-1-4	
			16	17	
<i>Sophomore Year</i>					
BUS	210-1	<i>Quantitative Analysis</i>	3-0-3	3-0-3	
BUS	215	<i>Principles of Management</i>	3-0-3		
ACC	207-8	<i>Principles of Accounting</i>	3-0-3	3-0-3	
ECO	201-2	<i>Principles of Economics</i>	3-0-3	3-0-3	
EdP <sup>6</sup>	140W	<i>Personal and Community Health</i>	2-0-2		
PHL	206	<i>Basic Problems in Philosophy II</i>		3-0-3	
MKT	205	<i>Principles of Marketing</i>		3-0-3	
PSY	201	<i>Introduction to Psychology</i>	3-0-3		
			15(m)	15	
			17(w)		

### **Freshman-Sophomore Business Administration Program—Continued**

<sup>1</sup>Under "Term" 3-0-3 means 3 hrs. class, 0 hrs. laboratory, and 3 hrs. credit.

<sup>2</sup>Courses listed in *italics* may be taken in either the first or second term as directed by the program advisor.

<sup>3</sup>Elect one of the following history courses: Hst 120, 125, 130, 135.

<sup>4</sup>Women only.

<sup>5</sup>Choose one of these courses: Bio 114, Chm 110, Geo 109, Phy 105.

<sup>6</sup>Women only.

### **UPPER DIVISION**

Specialization in the School of Business Administration occurs in the Junior and Senior years.

It is possible to major in any one of the following areas: accounting, management, marketing, or economics.

Each curriculum is organized to include six to twelve credits of electives in the Junior and Senior years. Since the aim of the School of Business Administration is to provide breadth of education, these credits may be taken outside of the School of Business Administration. The electives may be concentrated in one area, or, if the student desires, they may be taken in more than one area.

### **ACCOUNTING**

The profession of accountancy concerns itself with recording, classifying, summarizing, and analyzing financial data. The professional accountant prepares the reports and statements which business management uses for control of operations, and which investors and credit grantors depend upon.

In addition to the three basic courses, required of all business administration students, the accounting major must earn credit for seven upper level accounting courses. Five of these are required of all accounting majors; the other two may be selected by the student from elective accounting courses.

Successful completion of the prescribed program may lead to a career in public accounting, to varied employment in business enterprises, or to service in federal, state, or local government.

**PROGRAM—B1: BACHELOR OF SCIENCE WITH A MAJOR IN  
ACCOUNTING<sup>1</sup>**

<i>Dept.</i>	<i>No.</i>	<i>Course</i>	<i>1st Term<sup>1</sup></i>	<i>2nd Term</i>	<i>3rd Term</i>
<i>Junior Year</i>					
ACC	303	Cost Accounting		3-0-3	
ACC	305-6	Intermediate Accounting	3-0-3	3-0-3	
BUS <sup>2</sup>	301	<i>Corporation Finance</i>		3-0-3	
BUS	303	<i>Business Law I</i>		3-0-3	
ECO	341	Macro Economic Analysis	3-0-3		
ENG	382	<i>Directed Readings</i>		2-0-2	
BUS	409	<i>Business Communications and Report Writing</i>	3-0-3		
ACC	340	<i>Fundamentals of Business Data Processing</i>	3-0-3		
THL <sup>3</sup>	—	Theology elective	3-0-3		
— <sup>4</sup>	—	Elective		3-0-3	
<hr/>				15	17
<i>Senior Year</i>					
ACC	407	Federal Income Tax Accounting	3-0-3		
ACC	401	Auditing Principles		3-0-3	
ACC <sup>5</sup>	—	Accounting electives	3-0-3	3-0-3	
—	—	Humanities Electives	3-0-3	3-0-3	
BUS	423	Business Policies and Management		3-0-3	
— <sup>4</sup>	—	Electives	6-0-6	6-0-6	
<hr/>				15	18

<sup>1</sup>Under "Term" 3-0-3 means 3 hrs. class, 0 hrs. laboratory, and 3 hrs. credit.

<sup>2</sup>Courses listed in italics may be taken in either the first or second term as directed by the program advisor.

<sup>3</sup>Non-Catholic students take philosophy elective.

<sup>4</sup>Choose general electives.

<sup>5</sup>Select accounting courses in consultation with program advisor.

## BUSINESS MANAGEMENT

The major of Business Management is designed, in conjunction with the business core requirements, to give the student the basic principles of the management area. In addition, through the proper selection of electives, the student may obtain a degree of specialization in either industrial management, or personnel management.

The following outline of courses constitutes the upper level work required for a Bachelor of Science with a major in Business Management.

**PROGRAM—B2: BACHELOR OF SCIENCE WITH A MAJOR IN  
BUSINESS MANAGEMENT<sup>1</sup>**

<i>Dept.</i>	<i>No.</i>	<i>Course</i>	<i>1st Term<sup>1</sup></i>	<i>2nd Term</i>	<i>3rd Term</i>
<i>Junior Year</i>					
BUS <sup>2</sup>	301	<i>Corporation Finance</i>	3-0-3		
BUS	303	<i>Business Law I</i>		3-0-3	
BUS	318	<i>Human Relations for Management</i>		3-0-3	
BUS	316	<i>Production Management</i>	3-0-3		
ENG	382	Directed Readings		2-0-2	
ACC	340	<i>Fundamentals of Business Data Processing</i>		3-0-3	
ECO	341	<i>Macro Economic Analysis</i>	3-0-3		
THL <sup>3</sup>	—	Theology elective		3-0-3	
— <sup>4</sup>	—	Elective	3-0-3	3-0-3	
— <sup>6</sup>	—	Humanities elective	3-0-3		
			15	17	
<i>Senior Year</i>					
Eco	340	<i>Micro Economic Analysis</i>	3-0-3		
BUS	409	<i>Bus. Communication and Rpt. Writing</i>		3-0-3	
BUS	423	<i>Business Policies and Management</i>		3-0-3	
BUS <sup>5</sup>	—	Business electives	6-0-6	3-0-3	
— <sup>4</sup>	—	Elective	6-0-6	6-0-6	
— <sup>6</sup>	—	Elective	3-0-3		
			18	15	

<sup>1</sup>Under "Term" 3-0-3 means 3 hrs. class, 0 hrs. laboratory, and 3 hrs. credit.

<sup>2</sup>Courses listed in italics may be taken in either the first or second term as directed by the program advisor.

<sup>3</sup>Non-Catholic students take philosophy elective.

<sup>4</sup>Choose general electives.

<sup>5</sup>Select three business courses in consultation with the program advisor.

<sup>6</sup>Choose humanities electives.

## MARKETING

The program in Marketing is designed to develop competence in students in all or some part of the marketing process. Although the student often enters with interest in a single phase of marketing such as: selling, advertising, pricing, product planning, physical distribution, purchasing, market research, wholesaling, or retail-

ing, the emphasis in the curriculum is on the marketing management concept. Thus, any specialized activity is studied as a part of a total marketing process which in turn must be integrated with the objectives of a business firm, the functioning of an economic system and the constraints of society.

The objective is to add limited specialization to a base made up of the general education required for graduation and a core of business administration courses required of all business students.

Within the marketing specialization the purpose is to:

1. Develop a *student* of marketing who has the tools and groundwork for continued study after graduation. Applications of the social sciences and quantitative techniques are stressed. Communications skills are emphasized. Understanding of institutions and nomenclature is essential.
2. Develop a *practitioner* of marketing with interests, attitudes, and sufficient understanding to be potentially productive at a responsible level of decision making.
3. Provide flexibility through choice of courses for marketing majors and provide some breadth of choice of marketing courses as electives for non-marketing majors both from within and without the School of Business Administration.

The Department of Marketing is represented through institutional or faculty memberships in the American Academy of Advertising, the American Collegiate Retailing Association, and the American Marketing Association. The courses and programs of the department are in accord with the recommendations of these professional groups.

Some of the options within the field of Marketing which have proved to be popular are:

#### *Advertising*

Students interested in advertising as a concentrated area of study take the following sequence of courses: Mkt 420 Marketing Communications, Mkt 421 Advertising, Mkt 430 Marketing Research.

A major in marketing requires three additional marketing courses selected in consultation with the chairman of the department.

#### *Marketing Research*

Students interested in marketing research as a concentrated area of study take the following sequence of courses: Mkt 315 Retail Merchandising, Mkt 405 Consumer Behavior, Mkt 430 Marketing Research.

A major in marketing requires three additional marketing courses selected in consultation with the chairman of the department.

#### *Marketing Management*

Students interested in marketing management as a concentrated area of study take the following sequence of courses: Mkt 315 Retail Merchandising, Mkt 335 Advanced Marketing, Mkt 430 Marketing Research.

A major in marketing requires three additional marketing courses selected in consultation with the chairman of the department.

#### *Retailing*

Students interested in retailing as a concentrated area of study take the following sequence of courses: Mkt 315 Retail Merchandising, Mkt 318 Retail Advertising and Sales Promotion, Mkt 417 Retail Buying and Merchandising.

A major in marketing requires three additional marketing courses selected in consultation with the chairman of the department.

#### *Salesmanship*

Students interested in salesmanship as a concentrated area of study take the following sequence of courses: Mkt 310 Salesmanship, Mkt 405 Consumer Behavior, Mkt 411 Sales Management.

A major in marketing requires three additional marketing courses selected in consultation with the chairman of the department.

### **PROGRAM—B3: BACHELOR OF SCIENCE WITH A MAJOR IN MARKETING**

<i>Dept.</i>	<i>No.</i>	<i>Course</i>	<i>1st Term</i> <sup>1</sup>	<i>2nd Term</i>	<i>3rd Term</i>
<i>Junior Year</i>					
BUS <sup>2</sup>	301	Corporation Finance		3-0-3	
BUS	303	Business Law I		3-0-3	
ACC	340	Fundamentals of Business			
		Data Processing	3-0-3		
ENG	382	Directed Readings	2-0-2		
MKT <sup>3</sup>	—	Marketing electives	6-0-6	3-0-3	
THL <sup>4</sup>	—	Theology elective		3-0-3	
—	—	Electives	3-0-3	3-0-3	
— <sup>5</sup>	—	Elective	3-0-3		
			<u>17</u>	<u>15</u>	

**PROGRAM—3B—Continued**

<i>Dept.</i>	<i>No.</i>	<i>Course</i>	<i>1st Term<sup>1</sup></i>	<i>2nd Term</i>	<i>3rd Term</i>
<i>Senior Year</i>					
Eco	341	<i>Macro Economic Analysis</i>	3-0-3		
BUS	409	<i>Business Communication and Report Writing</i>	3-0-3		
BUS	423	Business Policies and Management		3-0-3	
MKT <sup>3</sup>	—	Marketing electives	3-0-3	6-0-6	
—	—	Electives	6-0-6	6-0-6	
— <sup>5</sup>	—	Elective		3-0-3	
			15	18	

<sup>1</sup>Under "Term" 3-0-3 means 3 hrs. class, 0 hrs. laboratory, and 3 hrs. credit.

<sup>2</sup>Courses listed in italics may be taken in either the first or second term as directed by the program advisor.

<sup>3</sup>Select three marketing courses in consultation with the program advisor.

<sup>4</sup>Non-Catholic students take Phl elective.

<sup>5</sup>Take humanities elective.

**ECONOMICS**

The Department of Economics offers courses in the core business curriculum and in a major concentration. Economics 201 and 202 serve as the foundation for all upper level business subjects including those taken by economic majors. Within the core business curriculum, the Department of Economics offers Macro Economic Analysis (Eco 341) and Money, Banking, and Monetary Policy (Eco 342). In addition, Micro Economic Analysis (Eco 340) is required of all economics majors.

The major program in economics is designed for those students seeking careers as economists in education, government, or business, or who wish to prepare for other specialized areas such as banking, finance, investment security analysis, or labor relations. To accomplish this objective, the Department of Economics emphasizes in its instruction the development and functioning of the economics of the United States and other countries. The student thus is equipped with the tools for the systematic analysis of the economic problems of the individual firm, the industry, the nation, and the world within their social, political, and legal contexts.

For admission to the major, a student must have completed Economics 201 and 202. To complete the major, fifteen hours of economics courses, in addition to Economics 340, 341, and 342, are required of the Business Administration student. After consultation with the Chairman of the Department, the major may select these fifteen hours to fit his own special needs or interests.



Candidates for the Bachelor of Arts degree who desire to major in economics will follow the program of the College of Arts and Science.

**PROGRAM—B4: BACHELOR OF SCIENCE WITH A MAJOR IN ECONOMICS**

<i>Dept.</i>	<i>No.</i>	<i>Course</i>	<i>1st Term<sup>1</sup></i>	<i>2nd Term</i>	<i>3rd Term</i>
<i>Junior Year</i>					
BUS	301	Corporation Finance	3-0-3		
BUS	303	Business Law I		3-0-3	
ACC	340	Fundamentals of Business			
		Data Processing		3-0-3	
ECO	340	Micro Economic Analysis	3-0-3		
ECO	341	Macro Economic Analysis		3-0-3	
ECO	342	Money, Banking, and Monetary Policy		3-0-3	
ENG	382	Directed Readings III-IV	2-0-2		
THL <sup>2</sup>	—	Theology elective	3-0-3		
— <sup>3</sup>	—	Elective	3-0-3	3-0-3	
—	—	Humanities elective	3-0-3		
			17	15	
<i>Senior Year</i>					
BUS	409	Business Communication and Report			
		Writing		3-0-3	
BUS	423	Business Policies and Management		3-0-3	
Eco <sup>4</sup>	—	Economics electives	9-0-9	6-0-6	
—	—	General elective	3-0-3	3-0-3	
—	—	Humanities elective	3-0-3		
			15	15	

<sup>1</sup>Under "Term" 3-0-3 means 3 hrs. class, 0 hrs. laboratory, and 3 hrs. credit.

<sup>2</sup>Non-Catholic students take Phl elective.

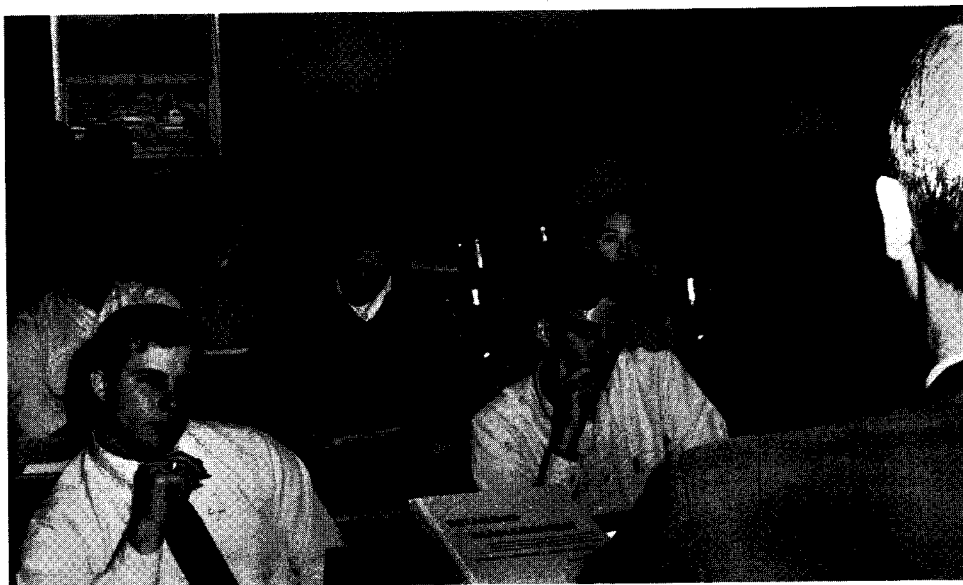
<sup>3</sup>Choose general electives.

<sup>4</sup>Choose electives in Economics. Consult program advisor.

**ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION**

The Associate Degree in the Business Administration program specializing in secretarial studies has been designed especially for those who plan to attend college for only two years.

University-trained secretaries with broad educational backgrounds are urgently needed in business. This cultural background, combined with competency in type-



writing, shorthand, accounting, business machines, and office procedures, will prepare graduates for responsible positions in commerce and industry.

### PROGRAM—B5: ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION

<i>Dept.</i>	<i>No.</i>	<i>Course</i>	<i>1st Term<sup>1</sup></i>	<i>2nd Term</i>	<i>3rd Term</i>
<i>Freshman Year</i>					
ECO	201	Principles of Economics	3-0-3		
EDP	130-1	Physical and Health Education	3-0-1	3-0-1	
ENG	101	English Composition	3-0-3		
PHL	106	Basic Problems in Philosophy I		3-0-3	
SEC	101 or	Fundamental Shorthand			
SEC <sup>3</sup>	101A	Refresher	5-0-3		
SEC	102	Intermediate Shorthand		5-0-3	
SEC	103 or	Fundamental Typing			
SEC <sup>3</sup>	103A	Refresher	5-0-3		
SEC	104	Intermediate Typing		5-0-3	
SEC	110	Secretarial Mathematics	3-0-3		
SPE	101	<i>Fundamentals of Effective Speaking</i>		3-0-3	
THL	112	Foundations in Theology		3-0-3	
			<hr/> 16	<hr/> 16	

*Sophomore Year*

SEC	201	Dictation and Transcription	5-0-3	
SEC	202	Advanced Dictation and Transcription		5-0-3
SEC	203	Advanced Typing	5-0-3	
SEC	204	Production Typing		5-0-3
SEC	205	Secretarial Practice	4-0-3	
SEC	206	Advanced Secretarial Practice		4-0-3
SEC	207	Business Machines	3-0-3	
SEC	208-9	Secretarial Accounting	3-0-3	3-0-3
SEC	210	Introduction to Business Data Processing		3-0-3
			<hr/> 15	<hr/> 15

<sup>1</sup>Under "Term," 3-0-3 means 3 hrs. class, 0 hrs. laboratory, and 3 hrs. credit.

<sup>2</sup>Courses listed in italics may be taken in either the first or second term as directed by the program advisor.

<sup>3</sup>Refresher courses for qualified students with prior training.

**EVENING PROGRAMS IN BUSINESS ADMINISTRATION**

The University of Dayton, through its Evening classes, offers an Associate Degree in Business Administration, specializing in Accounting, General Business Management, or Marketing. Further information about these programs can be obtained from the office of the Dean of Business Administration.

