

SCHOOL OF BUSINESS MANAGEMENT

GEORGE M. DUPUY, PHD, DEAN

UNDERGRADUATE PROFESSIONAL STUDIES DEGREE PROGRAMS

BARBARA FINN, PHD, DEPARTMENT CHAIR

ADMISSION REQUIREMENTS

Shorter College School of Business accepts students in the accelerated format for the Associate of Science, the Bachelor of Science in Business Administration, the Bachelor of Science in Management, the Master of Business Administration, and the Master of Arts with a major in Leadership programs on the basis of their qualifications. Decisions for admission are based on previous academic records, meaningful work experience and recommendations of individuals qualified to judge the student's potential in a college setting. Shorter College seeks students who are mature and highly motivated. The specific admission requirements for each degree are spelled out in the Admissions section of the Catalog.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION (BSBA)

PROGRAM GOALS

1. BSBA candidates will demonstrate basic knowledge of the core business disciplines of economics, accounting, business mathematics, finance, management, and marketing. (*Educational Principles I, III*)
2. BSBA candidates will demonstrate the ability to communicate effectively both orally and in writing. (*Educational Principles III, VIII*)
3. BSBA candidates will demonstrate the ability to effectively utilize computer hardware and software applications commonly used in business. (*Educational Principle III*)
4. BSBA candidates will demonstrate the ability to integrate and apply their acquired knowledge and skills to effectively analyze and resolve cross-functional business issues, including those issues created by the emergence of a multicultural, global economy. (*Educational Principles II, IV, V, VIII*)
5. BSBA candidates will exploit their own career experiences to enrich, for themselves and for their fellow students, the material covered in the business classroom. (*Educational Principles IV, VIII*)

- A minimum of 126 semester credits with a minimum cumulative (all attempted collegiate work) GPA of 2.0. All courses in the degree component also require a grade of "C" or better.
- At least 33 hours of courses taken in Shorter College Professional Studies.
- Successful completion of the 49 semester credit hours required in the BSBA degree program.
- All required general education courses.
- An applied research project that includes both a written and an oral report.
- Proficiency in Written Communication.
- Students must apply for graduation four months before completion of their degree program by completing and returning to the Registrar an "Intent to Graduate" Form.
- Students are required to have a graduation (degree) audit with the Registrar. An Audit Report will indicate any degree requirement deficiencies.
- Completion of a graduate survey.
- Payment of all tuition and fees, including library fines, educational resource fees and any other fines or fees collected by Shorter College.
- Approval by the faculty and Board of Trustees of Shorter College.

GRADUATION REQUIREMENTS

To earn a **Bachelor of Science in Business Administration** degree, students must have satisfactorily completed the following:

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION CURRICULUM

49 Semester Credit Hours

All courses in curriculum must be passed with a minimum grade of "C."

<u>Course Number</u>	<u>Course Title</u>	<u>Credits (semester hours)</u>
STDV 3000	Introduction to Professional Studies (<i>Passing grade required to continue in program</i>)	1
MGNT 3370	Professional Presentations	3
ENGL 3360	Professional Communication (<i>Grade of "C" or better required to continue in program</i>)	3

BUSA	3400	Principles of Marketing	3
ACCT	3000	Fundamentals of Financial Accounting	3
ACCT	3040	Managerial Accounting	3
BUSA	2040	Quantitative Reasoning	3
		<i>(Grade of "C" or better required to continue in program)</i>	
BUSA	3310	Management and Leadership	3
BUSA	3180	Fundamentals of Statistics	3
FINA	3200	Financial Management	3
ECON	3160	Economics for Managers	3
BUSA	1010	Educational Strategies	0
BUSA	4320	Production and Operations Management	3
MGNT	4500	International Business Management	3
BUSA	4350	Issues in Management Ethics	3
MGNT	4600	Strategic Management	3
BUSA	4700	Applied Research Project	6

All courses within this curriculum must be taken. If attendance is uninterrupted, this curriculum can be completed in approximately 22 months. Shorter College reserves the right to change the courses and to revise the course sequence.

BACHELOR OF SCIENCE IN MANAGEMENT (BSM)

PROGRAM GOALS

1. BSM candidates will demonstrate the ability to communicate effectively, both orally and in leadership and the ability to apply these theories to resolve problems that arise in business settings. *(Educational Principles IV, VIII)*
2. BSM candidates will demonstrate an understanding of the various sources and types of information that managers use within the organization. *(Educational Principles IV, VIII)*
3. BSM candidates will demonstrate an understanding of human behavior in organizations, including personality differences, motivation, and team building. *(Educational Principles IV, VII, VIII)*
4. BSM candidates will demonstrate the ability to critically analyze organizational situations and apply appropriate decision-making models. *(Educational Principles IV, VIII)*
5. BSM candidates will demonstrate knowledge of the modern theories of management and leadership and the ability to apply these theories to resolve problems that arise in business settings. *(Educational Principles IV, VIII)*

- A minimum of 126 semester credits with a minimum cumulative (all attempted collegiate work) GPA of 2.0. All courses in the degree component also require a grade of "C" or better.
- At least 33 hours of courses taken in Shorter College Professional Studies.
- Successful completion of the 46 semester credit hours required in the BSM degree program.
- All required general education courses.
- An applied research project that includes both a written and an oral report.
- Proficiency in Written Communication.
- Students must apply for graduation four months before completion of their degree program by completing and returning to the Registrar an "Intent to Graduate" Form.
- Students are required to have a graduation (degree) audit with the Registrar. An Audit Report will indicate any degree requirement deficiencies.
- Completion of a graduate survey.
- Payment of all tuition and fees, including library fines, educational resource fees and any other fines or fees collected by Shorter College.
- Approval by the faculty and Board of Trustees of Shorter College.

GRADUATION REQUIREMENTS

To earn a **Bachelor of Science in Management** degree, students must have satisfactorily completed the following:

BACHELOR OF SCIENCE IN MANAGEMENT CURRICULUM

46 Semester Credit Hours

All courses in curriculum must be passed with a minimum grade of "C."

<u>Course Number</u>	<u>Course Title</u>	<u>Credits (semester hours)</u>
STDV 3000	Introduction to Professional Studies <i>(Passing grade required to continue in program)</i>	1
MGNT 3370	Professional Presentations	3
ENGL 3360	Professional Communication <i>(Grade of "C" or better required to continue in program)</i>	3
MGNT 3420	Understanding the Organization and Processes	3
MGNT 3410	Understanding Markets and the Environment	3
MGNT 3430	Managing Information and Finance	3
MGNT 3440	Understanding Human Behavior in Business Environments	3
MGNT 3560	Managing in the Market Space	3
MGNT 4350	Issues in Management Ethics	3
BUSA 1010	Educational Strategies	0
MGNT 4360	Managing in a Small Business Environment	3
MGNT 4610	Change Strategies Management	3
PJMT 4010	Fundamentals of Project Management	3
MGNT 4500	International Management	3
MGNT 4640	Critical Analysis and Decision Making	3
MGNT 4800	Applied Management Project	6

All courses within this curriculum must be taken. If attendance is uninterrupted, this curriculum may be completed in approximately 20 months. Shorter College reserves the right to change the courses and to revise the course sequence.

THE APPLIED RESEARCH PROJECT

The BSBA, BSM and BSHS programs within the Shorter College Professional Studies include the requirement for individual student completion of an applied research project. It is an integrated project, which is related to his or her professional responsibilities. The solution of the problem will require the student to draw upon the

content subjects that were a part of the core program and demonstrates the ability to apply these concepts and skills. The faculty will evaluate the research project and oral defense.

GRADUATE PROFESSIONAL STUDIES DEGREE PROGRAMS-BUSINESS MANAGEMENT

STEPHEN P. KROSNER, PHD, DEPARTMENT CHAIR

The Master of Business Administration (MBA) and the Master of Arts (MA) degrees offered by the School of Business Management are designed to challenge and to reward the adult learner by combining theory and practical experience. The graduate programs target career and goal-oriented professionals who are seeking personal and professional growth. The graduate programs are non-traditional, computer-enhanced, accredited graduate degree programs designed with the working professional in mind.

The programs provide notebook computers, modems, software, and internet access to all students. The primary focus of the programs is on developing leaders for middle and upper-level management who can change and transform organizations to compete globally in the 21st century.

MASTER OF BUSINESS ADMINISTRATION (MBA)

PROGRAM GOALS

- MBA candidates will demonstrate, at the level expected of a highly educated business professional, knowledge of the core business disciplines of economics, accounting, business mathematics, finance, management, and marketing. *(Educational Principles IV, VIII)*
- MBA candidates will demonstrate, at the level of a highly educated business professional, the ability to communicate effectively both orally and in writing. *(Educational Principles III, IV, VIII)*
- MBA candidates will demonstrate, at the level expected of a highly educated business professional, the ability to effectively utilize computer hardware and software

applications commonly used in business. (*Educational Principles IV, VIII*)

4. MBA candidates will demonstrate, at the level of a highly educated business professional, the ability to integrate and apply their acquired knowledge and skills to effectively analyze and resolve cross-functional business issues, including those issues created by the emergence of a multicultural, global economy. (*Educational Principles I, III, IV, V, VIII*)
5. MBA candidates will exploit their own career experiences to enrich, for themselves and their fellow

students, the material covered in the business classroom. (*Educational Principles IV, V, VIII*)

6. MBA candidates will demonstrate an expert knowledge of the modern theories of management and leadership and the ability to apply these theories to resolve real human problems that arise in business settings. (*Educational Principles I, IV, VIII*)

Applicants whose native language is not English must provide evidence of proficiency in English by scoring a minimum of 79 on the iBT (formerly TOEFL) within the past two years.

GRADUATION REQUIREMENTS

To earn a **Master of Business Administration**, students must have satisfactorily completed the following:

- Completion of all course requirements as listed in the MBA degree program (listed below) within four years from the beginning of the program with a minimum grade point average of 3.0.
- Completion of a graduate end-of-program survey.
- Students must apply for graduation four months before completion of their degree program by completing and returning to the Registrar an “Intent to Graduate” Form.
- Students are required to have a graduation (degree) audit with the Registrar. An Audit Report will indicate any degree requirement deficiencies.
- Payment of all tuition and fees, including library fines, educational resource fees, and any other fines or fees collected by Shorter College.
- Approval by the faculty and Board of Trustees of Shorter College

MASTER OF BUSINESS ADMINISTRATION CURRICULUM

37 Semester Credit Hours

Each course is a required component of the program and must be taken in sequence and completed at Shorter College. All core courses must be completed prior to taking MNGT 6910 and MGNT 6920.

<u>Course Number</u>	<u>Course Title</u>	<u>Credit (semester hours)</u>
BUSA 5000	Introduction to Graduate Studies	1
MGNT 5015	Organizational Behavior	3
QMTD 5215	Business Research Methods	3
BUSA 6750	International Business Management	3
ACCT 5300	Managerial Accounting	3
BUSA 5150	Legal and Ethical Environment of Business	3
ECON 5500	Managerial Economics	3
MGNT 6500	Production and Operations Management	3
FINA 6700	Managerial Finance	3
MKTG 6600	Marketing Management	3
MGNT 6855	Advanced Management Topics	3
MGNT 6910	Policy and Strategy - Industry	3
MGNT 6920	Policy and Strategy – Company	3

All courses within this curriculum must be taken, and all courses must be taken in the prescribed sequence. Any exceptions must be approved by the graduate faculty. If attendance is uninterrupted, this curriculum can be completed in approximately 18 months. Shorter College reserves the right to change the courses and to revise the course sequence.

MASTER OF ARTS (MA) - MAJOR: LEADERSHIP

PROGRAM GOALS

1. MA candidates will demonstrate an appropriate level of knowledge about a wide variety of leadership issues. (*Educational Principles IV, VIII*)
2. MA candidates will demonstrate the ability to write and present both logically and persuasively. (*Educational Principles III, VIII*)
3. MA candidates will demonstrate the ability to apply modern leadership theory to effectively guide human effort in a changing environment. (*Educational Principles IV, V, VII, VIII*)
4. MA candidates will demonstrate their ability to work effectively with others in team settings. (*Educational Principles IV, V, VIII*)
5. MA candidates will demonstrate the ability to integrate and apply their acquired knowledge and skills to effectively research, analyze, and resolve practical management problems or opportunities. (*Educational Principles IV, VIII*)

Applicants whose native language is not English must provide evidence of proficiency in English by scoring a minimum of 79 on the iBT (formerly TOEFL) within the past two years.

GRADUATION REQUIREMENTS

To earn a **Master of Arts** degree, students must have satisfactorily completed the following:

- Completion of all course requirements as listed in the MA degree program (listed below) within four years from the beginning of the program with a minimum grade point average of 3.0.
- Completion of a graduate end-of-program survey.
- Students must apply for graduation four months before completion of their degree program by completing and returning to the Registrar an “Intent to Graduate” Form.
- Students are required to have a graduation (degree) audit with the Registrar. An Audit Report will indicate any degree requirement deficiencies.
- Payment of all tuition and fees, including library fines, educational resource fees, and any other fines or fees collected by Shorter College.
- Approval by the faculty and Board of Trustees of Shorter College

MASTER OF ARTS - MAJOR: LEADERSHIP

34 Semester Credit Hours

Each course is a required component of the program and must be taken in sequence and completed at Shorter College. All core courses must be completed prior to taking LDSP 6820 and LDSP 6830.

<u>Course Number</u>	<u>Course Title</u>	<u>Credit (semester hours)</u>
LDSP 5000	Introduction to Graduate Studies	1
LDSP 5010	Preparing for Professional Progress	3
LDSP 5250	Ethical Issues in Leadership	3
LDSP 5200	Leadership Theory and Practice	3
LDSP 5430	Organizational Behavior and Management	3
LDSP 6210	Organizational Systems & Structure	3
LDSP 5310	Organizational Information	3
LDSP 6220	Organizational Culture & Politics	3
LDSP 6110	Leadership in an International Marketplace	3
LDSP 6720	Developing Effective Decision Models	3
LDSP 6820	Defining the Capstone Experience	3
LDSP 6830	Planning the Capstone Experience	3

All courses within this curriculum must be taken, and all courses must be taken in the prescribed sequence. If attendance is uninterrupted, this curriculum can be completed in approximately 16 months. Shorter College reserves the right to change courses and to revise the course sequence.

SATISFACTORY ACADEMIC PROGRESS

GRADE POINT AVERAGE

Graduate students are expected to earn a GPA of at least 3.0 (on a 4.0 scale) in the graduate program. While graduate students may occasionally earn a grade lower than a B, this may not occur more than two times during the pursuit of a graduate program at Shorter College. The following probation and suspension procedures will apply to all Shorter College graduate students:

ACADEMIC WARNING

Any time graduate students receive a grade less than B, they will receive a letter of warning from Academic Services. Advisors will receive copies of all warning letters issued and will be required to contact the student to discuss any ramifications of the warning letter as well as the cause of the low grade. The second time a student earns a final course grade lower than a B in a graduate course, the student will be given a letter of warning stating that the next grade below B in any graduate course will result in academic suspension from the graduate program.

PROBATIONARY STATUS

Whenever a student's cumulative graduate GPA drops below 3.0, that student will be placed on academic probation and advised of the consequences of this action. Students will not be allowed to graduate while on probation. Probationary status may be removed by passing approved graduate courses with grades sufficient to raise the student's cumulative GPA to a minimum 3.0. Graduate students may petition to the Faculty Review Board for permission to

repeat a maximum of two graduate courses for credit if necessary to raise their GPA to 3.0 in order to graduate. Only courses in which the student previously earned a grade below B may be retaken for credit. All grades received for graduate work attempted at Shorter College will be used in determining the student's cumulative GPA.

ACADEMIC SUSPENSION

Any graduate student who earns three final course grades below B in graduate coursework will be dismissed from further graduate study at Shorter College and will not be eligible for readmission as a graduate student. The student may appeal this suspension by submitting a letter to the Faculty Review Board describing the circumstances which resulted in the suspension and stating a valid basis for the appeal.

TRANSFER CREDIT

On a case-by-case basis, Shorter College may accept courses for transfer credit within the graduate program. For courses to be acceptable for transfer credit, the course content must be deemed equivalent and compatible with the appropriate graduate curriculum, the student must have earned a B or better in the course, and the course must be from a regionally accredited institution of higher education. The appropriate Chair, Graduate Studies will evaluate the course content for all courses offered for transfer credit. If transfer courses meet these criteria, the Registrar is authorized to accept a maximum of two courses for transfer credit.