# Table of Contents

**6D.1 General Information** .......................................................................................................................... 1
- 6D.1.1 About the University .......................................................................................................................... 1
- 6D.1.2 University Mission ............................................................................................................................. 1
- 6D.1.3 The University Seal ............................................................................................................................ 2
- 6D.1.4 University Colors ............................................................................................................................... 2
- 6D.1.5 The Division of Extended Learning ................................................................................................. 2

**6D.2 General Policies** .................................................................................................................................. 3
- 6D.2.1 Adds/Drops/Withdrawals/Refunds ....................................................................................................... 3
- 6D.2.2 Course Schedule .................................................................................................................................. 3
- 6D.2.3 Modules .............................................................................................................................................. 3
- 6D.2.4 Identification Cards ............................................................................................................................. 3
- 6D.2.5 Parking ............................................................................................................................................... 4
- 6D.2.6 Library ............................................................................................................................................... 4
- 6D.2.7 Bookstore .......................................................................................................................................... 5
- 6D.2.8 Safety and Security ............................................................................................................................. 5
- 6D.2.9 Vending Machines .............................................................................................................................. 5
- 6D.2.10 Smoking ........................................................................................................................................ 5
- 6D.2.11 Harassment Policy .......................................................................................................................... 5
- 6D.2.12 Graduation ...................................................................................................................................... 6

**6D.3 Academic Policies** ............................................................................................................................. 6
- 6D.3.1 The Goals of the Graduate Program .................................................................................................... 6
- 6D.3.2 Admissions Requirements .................................................................................................................. 7
- 6D.3.3 Transfer of Graduate Credits ............................................................................................................. 8
- 6D.3.4 Grading Policy ................................................................................................................................... 8
- 6D.3.5 Academic Standing, Retention, and Dismissal ...................................................................................... 8
- 6D.3.6 Incomplete (I) Grades ........................................................................................................................ 9
- 6D.3.7 Grade Disputes ................................................................................................................................ 9
- 6D.3.8 Length of Time Permitted to Complete Coursework for Degree ....................................................... 9
- 6D.3.9 Class Attendance ................................................................................................................................ 9
- 6D.3.10 Statement of Academic Integrity ..................................................................................................... 9
- 6D.3.11 Disabilities Services for Students .................................................................................................... 10
- 6D.3.12 Degree Requirements ..................................................................................................................... 11

**6D.4 Course Catalog** ..................................................................................................................................... 11
Division of Extended Learning  
Graduate Student Handbook 

6D.1 General Information

6D.1.1 About the University

As a fully accredited, private, coeducational University, Holy Family University offers liberal arts and professional programs for more than 2,500 undergraduate and graduate students through day, evening and summer programs.

Founded by the Sisters of the Holy Family of Nazareth in 1954, the establishment of the university marked the culmination of an evolutionary cycle begun in 1934 with the opening of the Holy Family Teacher Training School. In 1961 Holy Family received full accreditation by the Middle States Association of Colleges and Schools, which status it continues to hold. In December 2002, Holy Family was granted university status by the Pennsylvania Department of Education.

The university now has three distinct locations: The Northeast Philadelphia campus, which occupies over forty-seven acres adjacent to the intersection of Grant and Frankford Avenues, and was originally part of the Torresdale-Andalusia land grant given to an ancestor of the Drexel-Biddle Family in the era of William Penn; a seventy-nine acre site in Newtown, Bucks County, purchased in 1995; and a four and a half acre site, housing a twenty seven thousand square foot building in Bensalem, Bucks County. This newest edition, at the intersection of Bristol Pike, Woodhaven Road and I-95, opened in August 2003 with the primary purpose of serving as the center for the adult accelerated degree programs offered through the Division of Extended Learning.

6D.1.2 University Mission

Holy Family University envisions learning as a dynamic and fruitful exchange between traditional sources of wisdom and contemporary developments in knowledge. Viewing education as a life-long process, the university encourages the development of each person’s talents and abilities through six core values:

FAMILY- Holy Family promotes an atmosphere of mutual concern and attention to the spiritual, intellectual, social, emotional, and physical needs of all those whom it serves.

RESPECT- The university seeks to instill appreciation of and respect for differences so that its graduates can function successfully in multicultural contexts.

INTEGRITY- Holy Family advocates free and conscientious pursuit of truth and the responsible use of knowledge.

SERVICE AND RESPONSIBILITY- Reflecting the university motto, Teneor Votis (“I am bound by my responsibilities”), educational experiences at Holy Family apply theory to practice and course content to serving human needs.

LEARNING- Holy Family promotes values-based education, creative scholarship, informed and imaginative use of research and technology, and practical learning opportunities.

VISION- Holy Family offers an education grounded in a Judeo-Christian worldview that serves as a foundation upon which to address contemporary problems and to build a vision for the future.
6D.1.3 **The University Seal**

At the center of the seal of Holy Family University is a shield over which hovers a dove, representing the Holy Spirit. On the shield are three discs with crosses which honor both the Trinity and the Lord Jesus. The tower stands for Mary, the mother of God, the Tower of David, the Woman clothed in Light. On another level, the tower accentuates the role of Holy Family University students and alumni as that of a tower of light and strength to others. The carpenter’s square in the form of a chevron behind the tower represents St. Joseph the Worker. Taken together, the chevron, the tower, and the three discs symbolize the Holy Family of Jesus, Mary and Joseph, the exemplar of all families.

6D.1.4 **University Colors**

The University colors are Copenhagen blue and white.

6D.1.5 **The Division of Extended Learning**

Division of Extended Learning at Holy Family University includes corporate training, non-credit programs, and the accelerated degree programs. Undergraduate accelerated business courses began in September, 2002, and promote the university mission through a unique delivery system designed for the working professional. In October 2003, approval was received to begin offering an accelerated Master of Business Administration.

The Holy Family University Accelerated Degree Programs believe that learning is different from imitating. Courses in these programs are not simply reproductions of existing pedagogical methods and practices, but sites of innovation and opportunity. The program architecture, including flexible scheduling and various course formats, allows the student to balance a return to school with existing responsibilities, while the educational philosophy acknowledges the adult students’ work and life experiences as contributions they bring to the classroom. It requires students to become actively engaged in the learning process through critical reflection, oral and written communication, and a rigorous curiosity.

The programs also see learning as a collaboration between the student and the university. Division of Extended Learning facilitators and staff remain committed to helping students achieve academic success, seeing theory into practice, and realizing education as a transformative practice. The policies and general information in this handbook are the foundation for this collaboration, serving as a guide and contract on the support systems, academic integrity, and specific opportunities and responsibilities within the Accelerated Degree Programs.

**Division of Extended Learning Mission Statement**

Consistent with the university mission to educate students to assume life-long responsibilities to God, society and self, the mission of the Division of Extended Learning is to offer rigorous academic opportunities which promote the integration of academic theory and practical application for non-traditional learners.
6D.2 General Policies

These policies are in effect as of May, 2011. All policies are subject to change.

6D.2.1 Adds/Drops/Withdrawals/Refunds
Registration for a course means that a student is financially and academically responsible for that course. If a student registers for a course in the same week the course begins, payment will be required upon registration. No student will be permitted to register for a class later than 48 hrs after the start of the class. All drop and withdrawal requests must be mailed or faxed to the Division of Extended Learning, dated and signed by the student by the appropriate deadline. If a student neither drops nor withdraws from a course, but simply does not attend, an F grade will be assigned. In this case, the student is responsible for the tuition for that course. The accelerated degree tuition refund policy is as follows:

- 100% Refund  No Grade Penalty  Any drop received prior to first class
- 80% Refund  No Grade Penalty  Any drop received within 48 hours after the first class
- 0% Refund  “W” Grade  Any withdrawal received after the 48-hour period and prior to the fourth class.  Students may only withdraw from a course prior to the fourth class meeting.

The official start time for online classes is 6:00 pm on the first Monday of each session. Drops for an online class must be received before 6:00 pm on the first Monday of each session to be eligible for 100% refund. In order to receive 80% refund, drops must be received before 6 pm on the first Wednesday of each session. After this time there is 0% refund.

6D.2.2 Course Schedule
To view the most updated course schedule, access the Holy Family University website at:
http://accelerated.holyfamily.edu/current_students/class-schedules/

6D.2.3 Modules
The accelerated programs at Holy Family University use a module for each course. Modules will be made available to students four weeks prior to the start of each class.

All students must obtain the course module in advance of each session start date, as the first assignment must be completed prior to the first class meeting. Information on textbooks or other course materials will be contained within the module.

6D.2.4 Identification Cards
Students are issued an official student identification card during their first week of class while attending Holy Family University. I.D. cards are necessary for the use of the library and sports facilities and must be visible while the student is on campus. There is no charge for the initial card; however, the cost for replacing the lost I.D. is $10.00, payable at the time of photographing.
6D.2.5 Parking
Students taking courses at the Woodhaven or Newtown may park in any legal, available space. Students visiting the Northeast campus should park in the Student Parking Lot located behind the Campus Center, off Stevenson Lane.

6D.2.6 Library
Holy Family University’s main library is located at the Northeast Philadelphia campus; the branch library, the Learning Resource Center (LCR), is at the Newtown campus. Both are full-service libraries offering professional librarian assistance, circulating and reference books, videos, Internet access, electronic databases, curriculum materials and children’s literature for Education students, and other research resources. Every student is encouraged to seek information and support from our librarians and other staff members.

The library web page at [http://www.holyfamily.edu/library/](http://www.holyfamily.edu/library/) offers access to the library’s “Family Cat” on-line catalog, information about library hours and policies, and links to several research databases available both on and off campus. Some of these databases, such as Academic Search, PsycArticles, and the Wilson Wed databases, provide access to the full text journal articles on many subjects.

All students must show a current University I.D. card to borrow materials. The Holy Family student I.D. also gives borrowing privileges at all seven libraries of the other SEPCHE institutions: Arcadia University, Cabrini University, Chestnut Hill University, Gwynedd-Mercy University, Immaculata University, Neumann University, and Rosemont College. In addition, with the University I.D. and a letter from the Holy Family University library, students can borrow materials from several other University libraries in the Philadelphia area that belong to the Tri-State University Library Cooperative (TCLC).

Books and some audiovisual materials circulate for three weeks; videos and kits circulate for one week. To renew materials, students may call the NEP library (215-637-5828) or Newtown LRC (215-504-2000 x 4010); materials do not have to be brought into the library for renewal. Fines are 10 cents per day overdue for books and $1 per day overdue for videos, audiovisual materials and kits. Reference books and periodicals do not circulate. Circulating items may be recalled at the discretion of the library staff.

Lost library materials should be reported at the circulation desk right away. Charges include the list price of an item, plus $25.00 for processing and any applicable overdue fines.

**Note:** The University registrar will not issue a student’s academic transcript until all borrowed materials are returned and all fines and charges are paid.

Audiovisual equipment for viewing videotapes and other audiovisual materials on reserve are available in the Audiovisual Preview Room on the second floor of the NEP library or in the designated carrels in the Newtown LRC. Audiovisual equipment is available during all open library hours.

The NEP Library and Newtown LRC loan materials back and forth on demand and can also contain materials from outside libraries. To request a circulating item or journal article from the other campus or from an outside library; fill out the Intercampus/Interlibrary Loan form and give it to the NEP Library or Newtown LRC staff. To have an article copied from a journal at one
campus and sent to the other, a fee of 10 cents per page is charged; requesting a book, video, or kit from the other campus is free. To obtain a book or journal article from an outside library, a fee of $1 per request is charged.

Photocopiers and laser printers are available at both libraries. Photocopies are 10 cents per page. Printouts are free. Articles also can be downloaded to a diskette or sent to an e-mail address. Diskettes are available at both libraries for $1 each. For library hours consult the information available at each campus.

6D.2.7 Bookstore
The Northeast campus bookstore, located on the first floor of the Campus Center, stocks textbooks, school supplies, and a large selection of Holy Family University gifts and clothing. The policy for purchasing books from the University Bookstore is as follows:

- Students may order online and receive free shipping (7 business days required)
- Online orders may designate pickup at Woodhaven or at NE campus
- Bookstore hours for fall are typically 9-5, Monday through Thursday, 9-4 on Friday

The bookstore does not offer a book buy-back option. Please call 215-632-8480 or email the bookstore at bookstore@holyfamily.edu for further assistance or information.

6D.2.8 Safety and Security
In accordance with both Federal and Pennsylvania legislation, Holy Family University provides a publication regarding safety and security policies and procedures on campus. This publication may be obtained from the office of the vice president for student services.

Holy Family also offers twenty-four hour security coverage. Security may be reached through use of the emergency telephones located in each academic building or in the parking lot.

6D.2.9 Vending Machines
Vending machines are located in the Woodhaven Commons area; Campus Center, the lower levels of Holy Family Hall and the Nurse Education Building at the Northeast campus; and in the Commons dining room at Newtown.

6D.2.10 Smoking
Holy Family University provides a smoke free environment for all students and employees. Smoking is permitted outside the buildings only.

6D.2.11 Harassment Policy
Holy Family University supports the policy against harassment, as defined in Section 703 of Title VII of the 1964 Civil Rights Act and Title IX of the education Amendments of 1976.

A full definition of the policy may be found in the undergraduate student handbook, pages 32 and 33, as well as policies and procedures for emergency handling of behavioral incidents.
In all such cases, the Division of Extended Learning will follow the procedures outlined in the undergraduate handbook.

**6D.2.12 Graduation**

In order to graduate from Holy Family University all business administration students in the Division of Extended Learning must complete 123 credits in total, with the proper course distribution for each concentration or degree. Nursing students in the Division of Extended Learning must complete 122 credits in total, with the proper distribution.

Degree candidates must make an appointment with an academic advisor in the Division of Extended Learning for an exit interview. Candidates should do this when they reach 90 credits and no later than December 1 for the May ceremony. All course work needs to be completed by the end of Spring for the May ceremony.

The Academic Affairs office will send out a graduation fact sheet with information specific to each graduation; however, students should keep in mind the following:

- While the number of tickets a student receives varies depending on the number of students graduating, students typically receive four tickets for the ceremony. Extra tickets are requested by writing to Academic Affairs by the appropriate deadline (this deadline will be posted on the graduation fact sheet). There are no guarantees for extra tickets. Students should consult the graduation fact sheet, the Holy Family website, or contact the Academic Affairs Office regarding how, when and where tickets can be picked up.

- Student attire is obtained from the University bookstore located in the Campus Center. For specific information on pick-up, delivery, and sizes, students should consult the graduation fact sheet, the Holy Family website, or contact the bookstore directly.

- Holy Family University provides each graduating student with one original diploma.

- All graduating students are charged the $125 graduation fee. These bills are sent directly from the Business Office.

**6D.3 Academic Policies**

**6D.3.1 The Goals of the Graduate Program**

The Graduate programs affirm the mission of the college. They further support the mission through their specific goals:

- To foster the development of professionals, scholars, and lifelong learners who can translate advanced study into effective problem solving skills;
- To facilitate the development of critical thinkers who can use their personal, professional, spiritual, and academic experiences in the analysis of current issues;
- To produce informed users of research capable of making significant contributions in their chosen fields; and
To support and encourage scholarship, intellectual inquiry, and professional responsibility that nurtures the growth and development of others.

Managerial competence and proficiency in a competitive environment is the goal of the educational efforts in the Division of Extended Learning at Holy Family University. The MBA program in particular integrates areas of expertise to produce leaders in the field of business, both profit and non-profit and to provide the opportunity for a transformative experience.

This goal incorporates the following outcomes:

1. **Skill with handling of numbers.** The graduate is comfortable with mathematical modeling, manipulation of financial data, and measurement and prediction techniques requiring numbers and quantitative abilities.

2. **Communication.** The graduate is adept at researching, organizing and presenting information in oral and/or written form that is clear, original and decisive. The graduate must be able to write and speak well to facilitate decision making.

3. **Knowledge of ethical/legal issues.** The graduate has a grasp of the ethical and legal issues. Sensitivity to gender, diversity and cultural issues is a must. Essential to the business enterprise is the integrity of the business person which facilitates relationships in environments based on trust.

4. **Global Perspective.** The graduate has a broad view which enables him/her to initiate and manage business beyond local borders. A transnational perspective is required.

5. **Creativity & Innovation.** The graduate is skilled in creative problem-solving so that she/he can deliver inventive business solutions and recommendations and can maintain an innovative environment which adds value to process, products and services.

### 6D.3.2 Admissions Requirements

- Bachelor’s degree from an accredited four-year institution
- Official transcripts from all institutions attended
- A statement of professional goals of at least 750 words
- Two professional recommendations
- A current resume
- Satisfactory GMAT score for students with an undergraduate GPA under 3.0 or with an undergraduate degree in a discipline other than business. Students with an unsatisfactory GMAT score may be required to take prerequisite business courses.
- A personal interview
- Completed application form and $50 nonrefundable application fee, made payable to ‘Holy Family University’

Students must show competency at the undergraduate level or through work experience in:

- Financial and Managerial Accounting
- Business/Corporate Finance
- Business Statistics
• Marketing

International applicants and applicants whose first language is other than English must submit scores of the Test of English as a Foreign Language (TOEFL). Minimum scores of 550 or a score of 213 on the new computer-based tests are required.

Applicants whose bachelor’s degree was obtained outside the United States, must submit all academic credentials to World Education Services (http://www.wes.org/) for a document-by-document review, which includes a course-by-course evaluation.

6D.3.3 Transfer of Graduate Credits

Upon application to a graduate program, a student may present an official transcript of graduate credits completed elsewhere within the last three years for transfer evaluation. Acceptance of such credits will depend upon whether or not the courses are directly related to the program, that the student has obtained a grade of B or better in the course(s), and whether or not the college giving credit for the course would consider the course as acceptable for application to their degree program. No transfer credit will be awarded for credits which have been previously counted toward completion of another graduate or undergraduate degree. Transfer of credits are not posted on a student’s record until the student successfully earns six graduate credits at Holy Family University and the official transcript documenting the completion of transfer credits has been received by the Director of Academic Services.

After admission, all courses taken at other institutions for transfer credit require prior approval from the Director of Academic Services. Maximum allowable transfer is six graduate credits.

6D.3.4 Grading Policy

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum - Maximum (Points)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
<td>4 points - superior performance</td>
</tr>
<tr>
<td>B+</td>
<td>90-93</td>
<td>3.5 points</td>
</tr>
<tr>
<td>B</td>
<td>86-89</td>
<td>3 points - satisfactory performance</td>
</tr>
<tr>
<td>C+</td>
<td>81-85</td>
<td>2.5 points - competence below that expected for graduate work</td>
</tr>
<tr>
<td>C</td>
<td>77-80</td>
<td>2 points - credit will not count towards graduation and the course must be repeated for credit.</td>
</tr>
<tr>
<td>F</td>
<td>Below 77</td>
<td>0 points - failure to demonstrate competence in the course (credit can be earned only by repeating the course – requires special permission from the instructor and the program coordinator)</td>
</tr>
<tr>
<td>I</td>
<td>Work not completed within the 8 week session with approval to complete later (see related policy on incomplete grades)</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>Temporary grade assigned when no grade submitted by course facilitator</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Authorized withdrawal from course</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Audit; carries no grade</td>
<td></td>
</tr>
</tbody>
</table>

6D.3.5 Academic Standing, Retention, and Dismissal

Grades represent student achievement as evaluated by the instructor. All students are expected to maintain a GPA of B (3.0) to remain in good academic standing. A student may graduate from a program with one grade of C+. A second grade of less than a B earned in any course must be
repeated the next time the course is offered. If a third grade less than a B is earned in any course, the student will be dismissed from a program.

6D.3.6 Incomplete (I) Grades
When the required work for a course is incomplete due to extraordinary circumstances, a grade of I may be determined by the course facilitator. The student must request, in writing, from the facilitator, that an I grade be assigned; a copy of this request should be sent to academic advising. If the course work is not completed within eight (8) weeks of the end of the session, the I grade will automatically become an F.

6D.3.7 Grade Disputes
Students may appeal grades given for written work only by requesting a re-grade of that work. Students wishing to appeal a grade may do so by contacting the Director of Academic Services in the Division of Extended Learning for the appropriate re-grade request forms within two weeks of receiving the final course grade.

The Director of Academic Services will select another facilitator in the same area of expertise to read and grade the written work. This grade will then be used to recalculate the final grade for the course. No changes will be made to grades related to the following: oral presentations, group projects, class absences, lateness or early departures, class participation and online discussion boards. These are the sole responsibility of the course facilitator.

After the written work has been read and graded by another facilitator, the comments and recommended grade change, if any, will be sent to the original course facilitator for his/her approval. Please note: only the original course facilitator may actually change a final course grade.

A student appealing a course grade must realize that the grade may go up, remain the same, or be lowered in this process. The grade resulting from the appeal process is final and binding; there is no further appeal.

6D.3.8 Length of Time Permitted to Complete Coursework for Degree
A maximum period of three years is allowed for degree completion. Students completing an optional concentration may take up to four years.

6D.3.9 Class Attendance
Students are expected to attend all scheduled class meetings. Facilitators have full authority and discretion to evaluate punctuality and attendance and reflect this in course grades. Students should be certain to understand the attendance policy for each course. Students should avoid scheduling courses if they know they will not be able to attend all course sessions. If absence or lateness is unavoidable, the student should contact the course facilitator in advance of the scheduled course meeting time and expect extra work. Typically students who miss two classes can earn a maximum grade of C+ for the course. Generally students can miss no more than 2 classes in any given eight week session.

6D.3.10 Statement of Academic Integrity
Holy Family University, true to its motto, tenor votes: I am bound by my responsibilities, educates men and women both intellectually and morally to assume their responsibilities toward
God, themselves, and society. The University expects from its students the highest standards of honor and integrity in meeting their academic responsibilities.

In addition, academic honesty is essential for effective evaluation of student scholarship and growth. Anything less than complete integrity undermines the basic educational process.

Hence, academic dishonesty in any form is regarded as a breach of honor and integrity, an evasion of personal responsibility, and an attempt to misrepresent progress. Violations of standards cannot be tolerated at Holy Family University and will result in sanctions, including possible dismissal from the University. Violations include, but are not limited to, copying tests, laboratory reports, etc., purchasing work to present as one’s own, obtaining tests or test questions illegally either verbally or otherwise, using notes during testing or collaborating with another to obtain test information.

Plagiarism is another form of cheating. This is defined as using in a written or oral assignment or project the ideas or words of another without acknowledging the source. When one repeats, without quotes, the ideas or words of an author, paraphrases an author’s ideas, or presents an author’s line of thought without acknowledging that author, the user is guilty of plagiarism, a serious breach of academic honesty.

Similarly, the use of computers to obtain and/or disseminate information for dishonest purposes, as well as misrepresentations concerning the source, development, or application of computer software, constitutes a serious violation of academic integrity.

Anyone who willfully assists another in the breach of integrity is held equally responsible and is subject to the same penalties.

The University ascribes to a policy of progressive disciplinary action in dealing with proven incidents of academic dishonesty. In accord with this policy sanctions may range failure of the course and ineligibility for all honors recognition (first incident) to dismissal from the University (second incident).

6D.3.11 Disabilities Services for Students
An office to facilitate reasonable accommodations for otherwise qualified students with documented disabilities is located in the counseling center in Room 222 in the Campus Center at the Northeast Philadelphia campus (215-637-7700, ext. 3232). Students with disabilities (physical, learning, psychological, ADHD, etc.) who intend to seek accommodations in accordance with the Americans with Disabilities Act of 1990 (ADA) and/or Section 504 of the Rehabilitation Act of 1973 should contact this office before the semester begins. New students should contact the disabilities office eight (8) weeks before the start of the semester to submit documentation for requested accommodations and to review needs; late requests may delay the provision of some accommodations. Verification guidelines for documentation are available through this office.
6D.3.12 Degree Requirements
The Master of Business Administration (MBA) program will prepare today’s managers to become tomorrow’s leaders. Our curriculum is designed to help those with a minimum of three years of managerial experience reach their highest potential in the corporate environment.

The MBA program consists of 10 three-credit courses, totaling 30 credits. Optional concentrations are offered requiring an additional nine credits. Courses are offered in eight-week sessions, and each course meets once a week for four hours throughout the session. The New Professionals MBA program includes 12 three-credit courses, totaling 36 credits.

Due to the accelerated format of this program, students should expect to spend a minimum of 20 hours outside of class preparing for each class meeting. In addition, students come to the first class having already prepared the first assignment.

6D.4 Course Catalog

ADM 520 Global Seminar (3)
This course will examine the conduct of business and organizational management in a country other than the United States. Includes one week in residence outside the U.S.; tours, interviews, corporate visits, and final project paper. Module available for specific trips. Location & Dates TBD.

BUS 599 Special Topics (3)

BUS 500 Environment of Business (3)
An examination of the philosophical, historical, social & moral underpinnings of typical business structures & their reason for existence.

BUS 501 Themes for Success in the Organization (3)
An examination of the management and leadership skills necessary to be successful in the business environment developing in the twenty-first century. Topics will include management, problem solving, communications, leadership, organizational development, control and an examination of some of the more critical functions of an enterprise.

FIN 501 Investment Banking (3)
The Course provides a comprehensive overview of major tasks in the field of investment banking and the trend towards one-stop shopping and globalization. Topics include emerging markets, money management, proprietary trading, repurchase transactions and operations. Also, the course describes a broad range of both investment banking activities and the strategic decision making process.

FIN 502 Mergers & Acquisitions (3)
The course examines various topics in Mergers & Acquisitions from a financial viewpoint. Basic theory and empirical findings form the base for discussing such issues as merger strategy; defense measures in merger; the valuation of firms as a whole under different management strategies; impact of financing considerations on various stakeholders.

FIN 503 Policy Making in Financial Institutions (3)
The course focuses on managing return and risk in contemporary financial institutions. A central theme is that risks faced by financial institutions and the methods and markets through which these risks are managed are similar whether an institution is chartered as an commercial bank, a savings bank, an investment bank or an insurance company.
HCA 511  Financial Aspects of Health Care Administration (3)
This course introduces students to financial issues faced by health care managers in a managed care environment. Topics include fundamentals of insurance, capitation rate development, risk analysis in managed care systems, cost accounting and management, financial statements and Medicare and Medicaid managed care. The course involves case analysis and team projects.

HCA 531  Ethical & Legal Issues in Health Care (3)
This course introduces students to health care related legal and ethical issues. Students will explore the relationship between law and ethics in the health care field, and debate and research related matters. Upon completion of the course students will be able to identify health care related legal and ethical issues, conduct basic legal research, and have a broad understanding of government regulations affecting health care.

HCA 551  Health Care Operations Management (3)
This course examines operational issues in health care management. Topics include systems analysis, quality improvement and reengineering, demand forecasting, facility location, design models, decision analysis techniques, inventory control models and statistical quality control. The goal is to instill an understanding of the language, applications and limitations of quantitative models with respect to decision making and problem solving in health service organizations.

HCA 561  Strategic Management & Planning for the Health Care Organization (3)
This course is intended to provide the students with a thorough understanding of the strategic management of the health care organization and to enable them to guide the planning process of the operation that reflects strategic thinking, innovation, and leadership. The course provides a structure to facilitate ongoing situation analysis, strategy formulation, and implementation, as the organization is ever-aware of the complexities of its external environment, and the necessity for effective management and renewal of its internal processes.

HRM 501 – Regulatory and Legal Issues in Human Resources (3)
This course will focus on a meaningful understanding of the laws and statutory requirements that apply to the employer-employee relationship. Students will also review the implications these laws have on organizations in terms of compliance, effective management practices and achieving strategic goals.

HRM 502 – Strategic Human Resources Management (3)
This course will examine key issues and trends in Strategic Human Resources Management with a focus on Human Resources planning, strategy formulation and implementation of initiatives that are aligned to the business results in an organization.

HRM 503 – Talent Management and Workforce Planning (3)
This course focuses on a strategic approach to sourcing, recruiting, selecting and retaining talent in an organization. Students will review various staffing strategies and workforce flow planning methods that are aligned to business goals. The use of the internet and technology in staffing and managing talent will also be explored.

MGT 500  Case Studies in Management (3)
An examination of contemporary theories and trends in business management using the latest in relevant case studies. Topics will vary to include current management situations.
MGT 511  Financial Decision Making (3)
An examination of the use of financial theories and techniques in making financial decisions under conditions of uncertainty.

MGT 521  Marketing Management (3)
An exploration, through case studies, of the application of marketing principles to the basic products and services decisions of a firm.

MGT 531  Ethical and Legal Environment of Business (3)
An examination of the social and governmental structure within which business operates. A focus on the effective and ethical strategies for addressing issues of public concern.

MGT 541  Leadership and Change Management (3)
The development of an understanding of the difference between management and leadership and the skills necessary for affecting organizational change in a complex organizational structure.

MGT 551  Operations Analysis (3)
A study of the internal processes of an organization, focusing on the analysis of effective methods of operation.

MGT 561  Innovation and Entrepreneurship (3)
The development of the necessary concepts needed by business leaders to help identify and manage research and development technology as a strategic competitive tool.

MGT 571  Managing Technology (3)
An understanding of the technology necessary to run complex organizations and the ability to communicate this knowledge to the technology professional and the non-professional, so as to insure smooth operation of the corporations in today’s highly technological world.

MGT 581  Strategies in a Global Environment (3)
A study of the influence of international economic, political, business, and financial factors on the long-range planning of a firm.

MGT 591  MBA Capstone (3)
A group or individualized research project, designed to integrate the knowledge learned throughout the program. This project will result in a written paper and oral presentation. Subject and format subject to change based on enrollment.