

# THE McAFEE SCHOOL OF BUSINESS ADMINISTRATION

## Master of Business Administration

Available on the Jackson and Germantown Campuses

### Mission Statement

To provide a quality graduate education within a Christian context, to produce scholarly contributions to the business academic disciplines, and to develop graduates prepared to serve in the challenging global environment of today's organizations.

### The M.B.A. Academic Program

The Master of Business Administration (M.B.A.) degree provides advanced study for individuals interested in managing and leading organizations.

### Program Emphasis

There are 12 courses and an orientation program in the Union M.B.A. curriculum. The orientation program, comprised of three class meetings for one hour of credit, serves as an opportunity to review background information in the business disciplines.

The remaining 12 courses are 3 semester hours of graduate credit each. At the Program Director's discretion, one of these courses will be either MBA 615 or MBA 640. Courses are scheduled in a manner that allows the student to continue a career and an already busy schedule. The courses meet from 6 to 10 p.m. one evening a week. Only one course is taken at a time, and each cohort of students progresses through the program together. Courses are 8 weeks in duration. The entire 37-semester hour M.B.A. program is completed in 24 months.

The course load is divided into three terms of twelve hours per term, with the exception of Term 1 which includes the one hour Orientation program.

Two options are available for completion of the MBA, a thesis option and a non-thesis option. Students selecting the thesis option are required to apply for acceptance into the thesis program prior to completion of MBA 635. If accepted, the student would take the MBA 690, Thesis, at least 3 times in lieu of either MBA 640, 630 or 628. The specific course substitution is at the discretion of the MBA Director. Students accepted into MBA 690 are required to write a thesis during the Fourth through Sixth Terms of the program. Once accepted into the program, the student must enroll in MBA 690 continuously until the project is successfully completed.

The intensive study of cases is the focus of the Union M.B.A. Case study provides concrete organizational experiences for students to analyze. These real-life situations reinforce classroom discussions and interactive activities.

The strength of the Union M.B.A. is the qualified faculty that serve our student body. Union's business faculty combine practical work experience in management, consulting, and the professions with strong academic backgrounds. This dual emphasis on practicum and education provides a rich and relevant classroom experience for our M.B.A. students. Faculty pursue innovative teaching concepts while continuing to conduct and publish business-related research.

### Expected Outcomes

The program strives to develop the following knowledge and skills in each student:

1. Advanced knowledge in accounting, economics, finance, management, marketing, and quantitative methods;
2. Application of strategic management concepts within the functions of organizations;
3. Effective leadership and communication skills;
4. The capacity to make decisions leading to achievement of organizational objectives;
5. An understanding of the importance of Christian ethics and its application to organizational decision-making.

### Admission Information

#### Regular Admission Requirements

1. Official transcript(s) showing all course work, completion of baccalaureate degree(s), and all graduate credit previously attempted.
2. Completed application for the M.B.A. program, including payment of a \$25 application fee.
3. Submission of a score on the Graduate Management Admission Test (GMAT). The minimum acceptable GMAT score is 400. An applicant will be accepted as an M.B.A. student if his/her combined credentials (undergraduate grade point average <UGPA> and performance on the GMAT) measure at least 1200 points according to the following formula:  
$$(300 \times \text{UGPA}) + \text{GMAT Score}$$
4. Minimum two years' post-baccalaureate work experience. Students not meeting this requirement must have completed a group of undergraduate foundation courses. This list is available from the M.B.A. Director.
5. Immunization Record

#### Conditional Admission Requirements

Applicants who do not meet the regular admission requirements to the M.B.A. program may be admitted conditionally at the discretion of the M.B.A. Director and the Graduate Business Admissions Committee. Students who are conditionally admitted may obtain regular admission after Term I of graduate study have been completed with a minimum 3.0 grade point average, or when the specific cause for conditional admission is removed.

Conditional admission to the M.B.A. program will be granted based on the following criteria.

1. All admissions criteria are met with the exception of the submission of a GMAT score. A score must be submitted during the first four weeks of the M.B.A. program.
2. The student meets admission requirements but has

a low grade point average from previous academic work.

### **Transfer of Credit**

Graduate credit for courses earned at a regionally accredited college or university or at a recognized foreign college or university may be transferred to Union University if the courses are essentially the same courses as those required in the cohort program. Such transfer credit will not be allowed for courses used to satisfy another degree at another institution. The maximum number of semester hours that may be transferred to Union University and applied to the M.B.A. degree is nine.

No grade less than "B" may be transferred. Courses taken more than five years before beginning the M.B.A. program at Union University will be considered on an individual basis.

### **Graduation Requirements**

1. Completion of the thirty-seven hours of required course work.
2. A minimum grade point average of 3.0 for the required course of study.

### **The Cohort Approach and Calendar**

The Union M.B.A. provides a delivery system for graduate education that is unique. Groups of 15 to 30 students pursue each course together, meeting one night a week for eight weeks per course. This model emphasizes teamwork, cooperation, and the collaboration between students. Each cohort group is further subdivided into study groups of 4 to 6 students. Every attempt is made to structure study groups so that students' past experiences and business strengths are complementary. Lifelong friendships are developed under this format, and the learning that takes place in the classroom is supplemented in team exercises and projects. Study group meetings outside of class are at the discretion of group members.

Each cohort is presented with its unique calendar for the complete program. Current MBA calendars are available for both campuses at: <http://www.uu.edu/academic/graduate/mba/>

### **Financial Information**

There are three methods of payment for the program.

1. One-hundred percent of tuition expense for the entire program before the first night of class. Interest will be assessed on the unpaid balance at the rate of 1.5% per month.
2. The payment of tuition as billed monthly as a result of courses registered. Interest will be assessed on the unpaid balance at the rate of 1.5% per month.
3. FACTS payment plan. Please see details at [www.uu.edu/financial/info](http://www.uu.edu/financial/info)
4. Tuition reimbursement is offered by many employers. The University allows the completion of the current student schedule to meet eligibility requirements for payment. Prompt payment is requested to prevent interruption of registration.
- . Tuition is \$385 per semester credit hour.

The following are non-refundable fees:

Application Fee: \$25

Graduation Fee: \$25

### **Financial Aid**

Students enrolled in the M.B.A. Program may apply for the Federal Stafford Loan. A Union University Application for Financial Assistance and the Free Application for Federal Student Aid (FAFSA) form must be completed by each applicant. A Master Promissory Note must also be on file in the Financial Aid Office.

Union University is approved by the Department for Veterans Affairs to offer educational benefits to veterans, reservists, and dependents of veterans who qualify for Veterans Benefits. Any person who qualifies for VA Benefits should check with the Academic Center as soon as possible upon registration.

### **Course Descriptions: Master in Business Administration (MBA)**

#### **601 MBA Orientation (1)**

An orientation to the activities and experiences of graduate study in business at Union University, including adjustment to academic development and spiritual growth. This course, which provides an overview of basic undergraduate business concepts, is required of all entering MBA students.

#### **610 Managerial Economics (3)**

This course will build on a traditional basis of microeconomic theory through the case method and research projects. Case application will bring microeconomic analysis into the realm of managerial decision making.

#### **612 Analytical Managerial Accounting (3)**

Managerial accounting which focuses on historical and standard cost systems and cost analysis using various quantitative techniques.

#### **615 Organizational Theory (3)**

An examination of the impact of external environmental forces on the structure of an organization, the importance of organizational structure to the achievement of strategic and operational plans of management, and the various configurations available.

#### **620 Ethical Management (3)**

Ethical Management makes intensive use of the case method to probe ethical issues facing the modern business world. Various ethical decision-making models are discussed including Christian ethics.

#### **621 Business & The Legal Environment (3)**

The nature of law and the regulatory and nonregulatory environments in which businesses and managers operate. Consists of lecture and discussion of legal cases involving numerous topics of law, including constitutional, tort, intellectual property, contract, employment, antitrust, and corporate legal issues.

**625 Managerial Finance (3)**

Analysis of the capital structure, dividend policy, and working capital policy of the firm. Additional topics include: risk measurement, valuation, cost of capital, and analytical tools used for the acquisition and allocation of funds.

**626 Managerial Finance II (3)**

Corporate valuation, strategic financing decisions, tactical financing decisions, and special financing topics including short-term finance and working capital management. Additional topics include derivatives and risk management, bankruptcy, reorganization, liquidation, mergers, leveraged buyouts, divestitures and holding companies.

**628 Strategic Marketing (3)**

An analysis of the marketing of goods and services and the role of marketing in the economy. Marketing strategy explored through case studies and recent literature.

**630 Management Information Systems (3)**

This course is designed to provide an understanding of the field of information systems. Broad-based instruction in distributed databases, network architectures, telecommunications options, and hardware/software platforms. Applied knowledge to ensure that MIS goals and expenditures are consistent with and in support of the mission of the organization. Case studies are used extensively to learn about the current issues facing information management.

**635 Business Research Methods (3)**

This course will develop business analytical tools using mathematics, statistics and computer technology. These tools will then be applied to a variety of business problems emphasizing planning, collection and interpretation of data, and presentation of results.

**640 International Business (3)**

Designed to provide the tools necessary to evaluate international business opportunities from cultural, political, legal economic, financial, managerial and marketing perspectives.

**642 Business Policy & Strategic Management (3)**

Coverage of strategic management concepts and integration of material learned in the functional areas of business; use of case studies and field projects to provide a top management view of the business enterprise.

**648 Human Behavior in Organizations (3)**

Behavioral sciences applied to interpersonal relationships in organizations; concepts of human aspects of businesses as distinguished from economic and technical aspects. Focus is on the process of managing people.

**653 Production & Operations Management (3)**

Planning and control of operations in manufacturing and service organizations; examination of decision theory applications; emphasis on developing skills and techniques through case studies.

**690 Thesis (1 per enrollment, minimum 3 hours)**

Students will complete a research proposal for a significant research problem in business, including a review of literature related to the research problem. Students will gather and analyze research data and complete a written thesis. Students are required to maintain continuous enrollment until the thesis is successfully completed. The Thesis becomes an additional assessment tool for these students. Grading will be Pass/Fail for the first two enrollments. The third and following enrollments will be graded by letter grade.

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**579 External Domestic Study Programs (1-4) As Needed**

All courses and their application must be defined and approved prior to registering.

**580 Study Abroad Programs (1-4) As Needed**

All courses and their application must be defined prior to travel.

**585 Special Studies in Business (1-4)**

Group studies which do not appear in the department course offerings. Context will be determined by need.

**598 Seminar (1-4)**

A non-lecture research and discussion course. Context to be determined by need

**655 Independent Study (1-4)**

Individual research and study under the guidance of a graduate faculty member.