



## **Dillard College of Business Administration**

### **Syllabus:**

Foundations for the MBA  
BUAD 5006 Section X10  
Fall 2024

### **Contact Information:**

Lead Instructor: Catherine Gaharan  
Office: Dillard Building 210  
Office Hours: Monday and Wednesday 9:30 a.m. until 11:00 a.m.  
Tuesday 9:30 a.m. until 12:30 p.m., and by appointment  
(You are welcome to stop by at any time).  
Email: [catherine.gaharan@msutexas.edu](mailto:catherine.gaharan@msutexas.edu)

### **Supporting Instructors:**

If you have questions on the modules' materials, please contact the corresponding instructor:

1. Accounting: Dr. Catherine Gaharan at [catherine.gaharan@msutexas.edu](mailto:catherine.gaharan@msutexas.edu)
2. Business Statistics: Dr. John Martinez at [john.martinez@msutexas.edu](mailto:john.martinez@msutexas.edu)
3. Economics: Dr. Pablo A. Garcia-Fuentes at [pablo.fuentes@msutexas.edu](mailto:pablo.fuentes@msutexas.edu)
4. Finance: Dr. Qian Li at [qian.li@msutexas.edu](mailto:qian.li@msutexas.edu)
5. Management: Dr. DeAndrea Davis at [deandrea.davis@msutexas.edu](mailto:deandrea.davis@msutexas.edu)
6. Management Information System: Dr. Grace Zhang at [grace.zhang@msutexas.edu](mailto:grace.zhang@msutexas.edu)
7. Marketing: Dr. Franklin Tillman at [franklin.tillman@msutexas.edu](mailto:franklin.tillman@msutexas.edu)

### **Required Course Materials**

1. Lecture notes and other additional materials will be provided on Desire2Learn (D2L).
2. D2L access to all course-related activities.

### **Copyright**

The class materials associated with this course are provided to facilitate student learning and are protected by the United States copyright laws. Dissemination or sale of the class material (including the World Wide Web) is not permitted. The class material is only available to students enrolled in the course. Students should abide by these restrictions.

## **Recommended but NOT Required Materials**

Accounting: Financial and Managerial Accounting by Warren, Jones, and Tayer.

Business Statistics: Statistics for Business and Economics by Anderson, Sweeney, and Williams

Economics: Modern Principles of Micro and Macroeconomics by Cowen and Tabarrok.

Finance: Finance: Applications and Theory by Cornett, Adair, and Nofsinger

Management: None

Management Information System: Using MIS by Kroenke and Boyle

Marketing: MKTG 12<sup>th</sup> by Lamb, Hair, and McDaniel

## **Course Description**

The course provides graduate-level prologue to the accounting, statistics, economics, finance, marketing, management, and management information systems foundations built upon during subsequent graduate classes.

## **Course Prerequisite**

Consent of the Graduate Coordinator.

## **Learning Goals**

### *1. General Learning Goals:*

- Our students will integrate knowledge across business disciplines. Course builds a proper foundation for further study of the functional areas.
- Our students will produce creative responses to business situations. Our graduates will demonstrate the capability to critically analyze business situations and develop creative solutions to opportunities and problems. This course focuses more on the analytical foundations.

These general learning goals are among those established by the Dillard College of Business Administration. General learning goals represent the skills that graduates will carry with them into their careers. While assessing student performance in obtaining these general learning goals, the Dillard College is assessing its programs. The assessments will assist us as we improve our curriculum and curriculum delivery.

### *2. Course-Specific Learning Goals*

After completing this course, students should be able to:

- Understand the accounting principles that form the foundation of an MBA.
- Understand the statistical methods that form the foundation of an MBA.
- Understand the economic principles that form the foundation of an MBA.
- Understand the financial principles that form the foundation of an MBA.
- Understand the management information systems principles that form the foundation of an MBA.
- Understand the marketing principles that form the foundation of an MBA.
- Understand the organizational behavior principles that form the foundation of an MBA.

## Teaching Method

This is an online course that begins on 08/26/2024 and ends on 12/08/2024. In order to complete the course on a timely basis, students must complete a module every two weeks by submitting the Module Exam, as suggested by the course outline below. Students may complete module exams before the due date, but not after the due date. The student is responsible for studying the assigned module and additional class material. Class modules and related materials are posted on D2L. The student can ask questions on any point that is not understood. In this class, you will use the internet to access the class material posted on D2L. The week starts on Monday and ends on Sunday.

## Course Policies

### *Attendance Policy:*

Attendance will be checked based on module exam submissions and on student accessing the course on D2L. Students must submit all assignments (attend all scheduled classes) for this course given the university attendance policy. Missing two-module exams during the semester is considered excessive by the instructor, so students who reach this level of missed exams will be dropped by the instructor with a grade of “F” given the university attendance policy, as shown in the Student Handbook and Activities Calendar which may be found at [Handbook](#).

### *Graduate Course:*

BUAD 5006 is a graduate course and students are treated as graduate students and managers. This class is more demanding than an undergraduate class.

### *Correspondence:*

All correspondence regarding class issues must be conducted in person or by email using your Midwestern State University (MSU) email only. I will not return answers to questions to other email accounts. Grades will be posted on D2L and MSU Banner. I will not discuss grades or class standing over the phone or by emails. Since email is often the most convenient means of communication, it is recommended that students use and regularly monitor their MSU email account. Grades will not be transmitted electronically (e.g., emails).

I suggest that you link your D2L email with your MSU email, so the messages sent through D2L will be forwarded to your MSU email. To do this,

- Log in to D2L.
- Click on your name on the right upper corner of the screen.
- Click on “account settings”.
- Click on “email”.
- Check “Forwarding incoming messages to an alternate email account” and enter your email in the box.
- Click on “save and close”.

### *Webcams:*

This course requires students to have access to a web cam.

### *Missed Examination Policy:*

This is an Internet course and an ample window of time will be provided in which to take exams. *There is no provision for late submittals in this course.* Students are required to monitor their pace so that they complete the required course work prior to the course deadlines.

*Grading and Evaluation:* Student's performance will be assessed using the following elements.

1. **Module Exams:** There are 7 modules in this course. Each module has its own module exam. A passing rate of 70% or better is **REQUIRED** for EACH module exam to pass the course. Students will be allowed to have a second attempt on each exam if the first attempt is not successful. You will have 120 minutes to complete an attempt. Students are encouraged to take the module exam a couple of days before its due date under the possibility that they will need to re-take the exam. The module exam must be fully completed (including a re-take) no later than its due date.
2. At the end of the semester, if you have passed four or more modules, you will be given the opportunity to complete the remaining modules before the next semester starts.
3. If you have only passed three or fewer modules by the end of the semester, you will need to retake the course in the next semester before you can register for any MBA courses.
4. BUAD 5006 would be graded as Pass/Fail (Credit/No Credit)

### **Academic Integrity**

Regarding academic honesty, students are referred to the “Student Honor Creed” and “Academic Dishonesty Policies and Procedures” in the Student Handbook, *which may be found at [Handbook](#).* Academic dishonesty (cheating, collusion, and plagiarism) is taken seriously and will be investigated. The minimum penalty is an "F" in this course and referral to the Dean of Students for disciplinary action, which may result in expulsion from the University. This is an online course and requires a high level of commitment to integrity in completing exams. All work is expected to be done individually unless stated otherwise. Sharing computer files for any purpose in assisting another student is considered a violation of academic integrity for BOTH students.

### **Americans with Disabilities Act**

If a student has an established disability as defined in the Americans with Disabilities Act and would like to request accommodation, that student should please see me as soon as possible (i.e., within the first two weeks of the semester). Refer to my office hours and email shown on page 1. This class follows the guidelines suggested by the Center for Counseling and Disabilities Services for those students who qualify for disability services. Please refer to the details in Midwestern State University Graduate Catalog.

### **Syllabus Change Policy**

This syllabus is a guide for the course and is subject to change. It is only a guide. It is not a contract. Syllabus changes will be communicated by notification on D2L and may or may not result in document changes. It is the student's sole responsibility to find out from the home page, other students, or the instructor, if anything affecting the course requirements has changed. Check every day! It is not the instructor's responsibility to individually inform students of changes.

## Suggested Course Schedule

Week and dates	Module	Topic
Week 1, 2 Aug 26 – Sept 8	Business Finance	Module Introduction and Guidelines Module Content Materials (slides, text, notes, videos, practice problems, etc.) Module Exam (2 attempts), due 9/8, 11:59pm.
Week 3, 4 Sept 9 – 22	Business and Economic Statistics	Module Introduction and Guidelines Module Content Materials (slides, text, notes, videos, etc.) Module Exam (2 attempts), due 9/22, 11:59pm.
Week 5, 6 Sept 23 – Oct 6	Macroeconomics and Microeconomics	Module Introduction and Guidelines Module Content Materials (slides, text, notes, videos, etc.) Module Exam (2 attempts), due 10/6, 11:59pm.
Week 7, 8 Oct 7 – 20	Financial and Managerial Accounting	Module Introduction and Guidelines Module Content Materials (slides, text, notes, videos, etc.) Module Exam (2 attempts), due 10/20, 11:59pm.
Week 9, 10 Oct 21 – Nov 3	Management	Module Introduction and Guidelines Module Content Materials (slides, text, notes, videos, etc.) Module Exam (2 attempts), due 11/3, 11:59pm.
Week 11, 12 Nov 4 – 17	Management Information Systems	Module Introduction and Guidelines Module Content Materials (slides, text, notes, videos, practice problems, etc.) Module Exam (2 attempts), due 11/17, 11:59pm.
Week 13, 14 Nov 18 – Dec 8	Marketing	Module Introduction and Guidelines Module Content Materials (slides, text, notes, videos, practice problems, etc.) Module Exam (2 attempts), due 12/8, 11:59pm.

