

SOUTHERN ILLINOIS UNIVERSITY  
**EDWARDSVILLE**  
SCHOOL OF BUSINESS

**Undergraduate Student  
Handbook**

**2011 - 2012**

# Undergraduate Student Handbook

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## **Introduction**

Welcome to the School of Business! It is our hope that you find your next years as a student in the School of Business challenging, yet rewarding.

The purpose of this handbook is to introduce you to the policies and procedures of the School of Business and familiarize you with our expectations. We also have provided suggestions that will make your résumé look more attractive and possibly get you that job interview. Finally, we prepared this handbook to ensure you are exposed to the various opportunities provided by the School and the University that will maximize your academic career and future employment prospects.

Carefully review the contents of this handbook and discuss any questions you might have with your academic advisor.

To keep our students informed of all these opportunities, the School of Business sends out important information periodically to students via the SIUE e-mail listservs which we have created especially for business students. It is essential that you activate your university e-mail account and check it periodically for important information from the School of Business.

The course offerings and requirements of the School of Business are continually under examination and revision. This handbook presents select information in effect at the time of publication. Such offerings and requirements may be changed or revoked. This publication is not a contract or offer to contract. The School of Business reserves the right to change information contained herein without notice. From time to time, changes in courses and curricula or other details may occur. Information about the School of Business is on the web at [www.siue.edu/business](http://www.siue.edu/business)

We wish you well in your academic endeavors. The undergraduate programs offered in Accountancy, Computer Management and Information Systems, Business Administration and Business Economics and Finance are excellent preparation for a variety of careers as well as graduate studies in several fields. We hope you will take advantage of all the benefits of the education provided by the School of Business.

## Accreditation

The School of Business and its Accountancy program are both accredited by AACSB International – the Association to Advance Collegiate Schools of Business. “To achieve accreditation,” according to the AACSB website, “business programs must satisfy the expectations of a wide range of quality standards relating to strategic management of resources, interactions of faculty and students in the educational process, and achievement of learning goals in degree programs. AACSB International accreditation represents the highest standard of achievement for business schools, worldwide. Institutions that earn accreditation confirm their commitment to quality and continuous improvement through a rigorous and comprehensive peer review. AACSB International accreditation is the hallmark of excellence in business education.”



## Mission

The mission of the School of Business is to prepare students and business professionals and to improve business practice. This is accomplished through high quality instruction, research, and professional activities, all of which focus on adding value: for students, by enhancing their career prospects; for organizations, by developing business professionals who meet their needs; and for the business disciplines, by producing and disseminating timely and relevant scholarship. In support of this mission, and in accordance with the University’s mission, we are committed to:

- Curricula responsive to the needs of our key stakeholders
- An educational environment for students that fosters creativity, critical thinking, ethical behavior, and an appreciation of globalization and diversity
- Relationships with businesses and the community that can lead to professional opportunities for students and faculty and to the exchange of ideas and knowledge
- A high quality faculty and staff, whose members are current in their fields and strive for excellence

## Code of Professionalism (What We Expect of Each Other)

Faculty, staff, and students in the School of Business at Southern Illinois University Edwardsville are expected to contribute to a culture of integrity and professionalism. Our School’s culture encourages behaviors associated with educated and self-disciplined individuals. Those behaviors include:

- being honest
- being reliable and prepared
- being responsible for one’s own actions and decisions, and
- being respectful of all individuals

# Undergraduate Learning Goals

Consistent with the University, the primary focus of the School of Business long-term goals is student learning. Achieving the following goals will help students become lifelong learners and effective leaders in their professions and communities:

## **Content**

### ***Functional Knowledge***

All undergraduate students in the School of Business should demonstrate breadth and depth of knowledge in the core business disciplines. Additionally, each student in a specialized degree program (Accountancy, Computer Management and Information Systems, or Business Economics and Finance) should demonstrate depth of knowledge in her/his chosen discipline. Each of these degree programs has specific curricular objectives in addition to those presented in this document.

### ***External Perspective***

Undergraduate students should be prepared to manage in a dynamic and diverse business environment through awareness of

- Global, political, technological, social, economic and regulatory business contexts
- Social responsibility of organizations
- Individual responsibility and ethical behavior
- Ethnic, cultural and gender diversity

## **Skills**

### ***Interpersonal Skills***

Undergraduate students should demonstrate the ability to interact effectively in a professional environment through

- Written and oral communication
- The use of leadership and motivational skills
- An understanding of individual and group dynamics

### ***Systematic Problem Solving***

Undergraduate students should demonstrate the ability to apply analytical thinking to systematically solve business problems through

- Acquisition and evaluation of information
- Application of appropriate quantitative models, qualitative analyses, and information technologies
- Synthesis and analysis of key issues in an uncertain environment

## **Integration of Knowledge**

Undergraduate students should demonstrate the ability to develop a holistic view of the business environment through the integration of their business and liberal education as well as boundary-spanning thinking that incorporates the links among business disciplines.

## Academic Information

### Retention

In order for a student to remain in a major program in the School of Business or to continue as a pre-business student, a 2.250 cumulative grade point average must be maintained. (Students in the Accountancy and Computer Management and Information Systems as well as the BSBA with an MIS Specialization programs are required to maintain a 2.500 cumulative grade point average.) Students also are required to progress toward degree completion each semester. Consult the appropriate program section of the online Undergraduate Catalog or talk with your academic advisor for more information about retention requirements. Students will be notified when they are not meeting the retention standards and will be informed of the timeframe allowed to improve their grade point average. Students who do not meet retention requirements for two consecutive terms will be separated from the School of Business.

### Re-Entry to School of Business Programs

Former students who have not attended SIUE for three or more terms must meet program requirements in effect at the time of re-entry, including any retention or program-specific course or grade point average requirements. Students who have not attended for three or more terms and were on good standing in the School of Business will be allowed to re-enter the School without reapplication to the School of Business. Those students will, however, be required to submit a re-application to the University consistent with Admission policies.

### Attendance

Students are expected to attend all sessions of each course. Because there is high demand for business courses, failure to attend the first class session may result in the student being dropped from the course. If you know in advance that you will miss a class session, it is your responsibility to inform the instructor.

### Computerized Waitlists

The School of Business utilizes computerized waitlists for all business courses. Once a course section fills to its capacity, the waitlist will be started. Before the conclusion of web registration, students are manually moved from waitlists into courses as seats become available. Students who are registered in another section of a course but waitlisted for another will be skipped during this manual moving process. Be sure to routinely check to see if you become registered for the course(s).

If you were on a waitlist and you are not moved into the course before the first day of class, it is imperative that you go to the first day of class since the instructor *may* give out yellow Class Permit Cards or may sign Drop/Add Forms to allow more students into the class. If an instructor does admit you to a course, *it is your responsibility to ensure that you get registered for the course*. To add a course in Week 1, you will need signatures from the instructor and from an advisor and you must add the course in the Service Center (RH 1309). In Week 2, you will also need a signature from the department chair. If you are unsure about how add a course, please contact Business Student Services, Founders Hall, room 3301, or by phone at 618.650.3840.

## **Graduation Requirements**

To be eligible to graduate, students must complete all University general education requirements, all School of Business requirements, and all major program requirements. Students also must maintain a cumulative university and business grade point average of 2.250 or higher, as required by the particular program. Consult the particular major section of the undergraduate catalog for information. Additionally, students are required to earn a grade of C or better in MGMT 441 and in the course taken to fulfill the research requirement for their specific program. Student learning will be assessed both at the junior and senior levels, and students must finish required assessment activities in order to graduate. All business students must complete all 300- and 400-level business course requirements at SIUE or another AACSB-accredited business school. Once admitted to the School of Business, students seeking a business major or minor must obtain prior approval from the program director and the associate dean for academic affairs of the School of Business before taking business course work at another institution that is intended to satisfy a degree requirement at this University.

Each undergraduate business program requires a minimum of 124 semester hours of acceptable credit. Students must earn at least 60 hours at a four-year college or university and at least 30 of these hours must be completed at SIUE. Students must earn at least 50 percent of their business coursework credit at SIUE.

Students who do not meet all requirements will not be eligible to receive a degree from the School of Business. Further, students will be approved to participate in the commencement ceremonies only at the end of the term in which all graduation requirements are met.

## **Repeat Policy**

Students may repeat undergraduate business courses (ACCT, CMIS, ECON, FIN, IS 401, GBA, MS, MGMT, MKTG and PROD) at SIUE under the following conditions and restrictions:

When a course is repeated, only the grade earned in the final attempt will be used in computing the grade point average. All grades will appear on the transcript.

Credits earned for any course will be applied only once toward degree requirements, no matter how often the course is repeated.

100-level courses may not be repeated more than three times.

200-level courses may not be repeated more than two times.

300- and 400-level courses may not be repeated more than one time.

The School of Business is not obligated to offer a course to provide students an opportunity to repeat a previously attempted course.

If a student does not pass a 300- or 400-level course after the second graded attempt, one of the following options must be chosen:

1. Appeal to take the course a third time. In doing so, the student must wait one semester before appealing for re-enrollment in the course. If the student does not pass the course on the third attempt, the student must choose a major outside the School of Business

OR

2. Take the required course at another AACSB accredited institution. (A 300- or 400-level course may only be taken at an approved four-year college or university.) St. Louis University, Washington University in St. Louis and University of Missouri St. Louis are the only AACSB accredited institutions in the St. Louis metropolitan area. Other institutions outside the metropolitan area may be approved if they are AACSB accredited and an equivalent or appropriate substitute course is offered at that institution.

## **Undergraduate Degree Requirements**

Information regarding program requirements begins below. You should also review the information for the individual program requirements following this page. These requirements are subject to change as the University and the School of Business periodically review program quality and undergraduate learning goals. Current curriculum sheets are available from a business advisor or in School of Business Student Services in Founders Hall, room 3301, or on the School of Business website at <http://www.siu.edu/business/advisement/undergrad.shtml> Any questions regarding degree or program requirements should be directed to your academic advisor.

### **General Education Requirements**

\* Courses that require a grade of C or higher.

#### ***Skills Courses (5 required)***

English 101\*

English 102\*

Speech 104\* or Speech 105\*

Philosophy 106\* or Mathematics 106\* or IME 106\*

CMIS 108\*

#### ***Introductory Courses (5 required)***

Economics 111\* (meets Introductory Social Science Requirement)

History 111b\*<sup>1</sup> (meets Introductory Social Science Requirement)

Introductory Fine Arts and Humanities<sup>3</sup>

Introductory Fine Arts and Humanities<sup>3</sup> or Introductory Natural Science and Math<sup>2</sup>

Introductory Natural Science and Math<sup>2</sup>

#### ***Distribution Courses (3 required)***

Distribution Fine Arts or Humanities<sup>3</sup>

Mathematics 120\* (meets Introductory or Distribution Natural Science and Math)

Economics 112\* (meets Distribution Social Science)

<sup>1</sup> Students may substitute one of the following courses for HIST 111b: HIST 112b, 352b, 354b, 358, 356b, 360b, 413, 415, 416, 460, 461. (Note that these are not introductory level courses and students who substitute any of these courses for HIST 111b will need to choose another course to meet their introductory requirements.)

<sup>2</sup> Students must take one science course with accompanying lab from the same discipline.

<sup>3</sup> Students must complete one literature course.

#### ***Additional General Education Requirements***

Interdisciplinary Studies (met by IS 401)

Intergroup Relations (met by Management 341)

International Issues or International Culture (met by History 111b or substituted history course)

Students should consult with an academic adviser to ensure proper completion of general education requirements.

## **Accountancy Program Requirements**

These requirements are subject to change as the University and the School of Business periodically review program quality and undergraduate learning goals. Current curriculum sheets are available from a business advisor or in School of Business Student Services in Founders Hall, room 3301, or on the School of Business website at <http://www.siu.edu/business/advisement/undergrad.shtml>

### ***Retention***

Students must achieve and remain in good standing to be retained in the accountancy program. Good standing means a student has a minimum grade point average of 2.5 cumulative, 2.5 in accounting courses and 2.25 in required business courses. Students who fail to maintain at least a 2.5 cumulative grade point average at SIUE will be placed on program probation. Students will be notified when they are not meeting the cumulative grade point average retention standard and will be informed of the timeframe allowed to improve their grade point average. Students who do not meet retention requirements for two consecutive terms will be separated from the accountancy major. Students whose cumulative grade point average is below 2.25 will be removed from the School of Business. Students remaining below a 2.5 accounting grade point average for two terms may be dropped from the accountancy program. A student also may be dropped from the accountancy program for receiving any combination of three withdrawal, incomplete, or failing grades in a single required accounting course. Students who are not in good standing will not be permitted to take ACCT 303, 401, or 431.

### ***Graduation***

Cumulative University grade point average required: 2.5

Accounting grade point average (in all required accounting courses taken at SIUE): 2.5

Business grade point average (in all required business courses taken at SIUE): 2.25

C or higher in Management 441 (meets University Senior Assignment)

C or higher in courses marked with \* in course Degree Requirements section

## **Program Requirements**

In addition to General Education Requirements listed on page 7, students must complete the following:

### ***Accounting Major Requirements***

Political Science 112\*

Management Science 250\*

Management Science 251\*

Accounting 200 (B or higher required for Accountancy majors)

Finance 320

Management 340

Management 341

Management 441\*

Computing Management and Information Systems 342

Marketing 300

Production and Operations Management 315

Interdisciplinary Studies 401

Accounting 301\*

Accounting 302  
Accounting 303  
Accounting 311\*  
Accounting 312  
Accounting 315  
Accounting 321  
Accounting 340  
Accounting 401  
Accounting 431

***Research Requirement***

This requirement normally will be met by taking Accounting 303 or other course specified by the department.

## BACHELOR OF SCIENCE IN ACCOUNTANCY - ACCOUNTANCY

This guide provides only a suggested course of study and should be used in consultation with an academic adviser and the SIUE Undergraduate Catalog.

YEAR	FALL	SPRING
1	CMIS 108 Computer Concepts* 3 ENG 101 English Composition I* 3 MATH 120 College Algebra (Intro or Dist NSM)* 3 SPC 104 Oral Argumentation* or SPC 105 Public Speaking* 3 ECON 111 Macroeconomics (Intro SS)* 3 <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 15	ECON 112 Microeconomics (Dist SS)* 3 ENG 102 English Composition II* 3 HIST 111b Western Civ II (Intro SS, II)** 3 PHIL 106* or PHIL 207* or MATH 106* 3 Intro Fine Arts & Humanities** 3 <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 15
2	ACCT 200 Fundamentals of Financial Acct### 3 MS 250 Mathematical Methods* 3 POLS 112 American National Government* 3 Intro Natural Sciences & Math+ 4 ELECTIVE 3 <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 16	MS 251 Stat Analysis for Bus Decisions* 4 Dist Fine Arts & Humanities** 3 ELECTIVE 3 ELECTIVE 3 ELECTIVE 3 <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 16
<b>Admission to the School of Business is required to enroll in any 300- or 400-level business courses.</b>		
3	ACCT 301 Intermediate Acct Theory & Prac I* 3 ACCT 315 Accounting Systems (fall only) 3 CMIS 342 Information Systems for Business 3 MGMT 340 Principles of Management 3 ELECTIVE 3 <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 15	ACCT 302 Intermed Acct Theory & Prac II 3 ACCT 311 Managerial & Cost Acct I* 3 MGMT 341 Org Behav & Interpers Skills (IGR) 3 MKTG 300 Principles of Marketing 3 PROD 315 Operations Management 3 ELECTIVE 2 <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 17
4	ACCT 303 Intermed Acct Theory & Practice III 3 ACCT 312 Managerial Cost Accounting II 3 ACCT 340 Business Law 3 FIN 320 Financial Management 3 (ACCT 311 is a prerequisite) Intro Natural Sciences and Mathematics+ 3 or Intro Fine Arts/Humanities or Dist Natural Sciences and Mathematics <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 15	ACCT 321 Introduction to Taxation 3 ACCT 401 Advanced Financial Acct 3 ACCT 431 Principles of Auditing 3 (only offered in spring & summer terms) MGMT 441 Strategic Management* 3 IS 401 Business & Society 3 <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 15

\* Courses which require a grade of C or better.

\*\* One literature course is required.

+ One science course must have a lab.

# Additional approved choices: HIST 112b, 352b, 354b, 356b, 358, 360b, 413, 415, 416, or 460. If one of these HIST courses is substituted, students must take an additional Intro Social Science to satisfy SIUE General Education requirements.

## B or higher required.

## **Business Administration Degree Requirements**

These requirements are subject to change as the University and the School of Business periodically review program quality and undergraduate learning goals. Current curriculum sheets are available from a business advisor or in School of Business Student Services in Founders Hall, room 3301, or on the School of Business website at <http://www.siue.edu/business/advisement/undergrad.shtml>

### ***Declaration of Major***

Once students are admitted to the School of Business, they may declare a business administration major if they have also earned at least a 2.25 or higher cumulative grade point average.

### ***Retention***

Once declared into the Business Administration program, students must achieve and maintain at least a 2.25 cumulative grade point average. Students who fail to maintain at least a 2.25 cumulative grade point average at SIUE will be placed on program probation. Students will be notified when they are not meeting the cumulative grade point average retention standard and will be informed of the timeframe allowed to improve their grade point average. Students who do not meet retention requirements for two consecutive terms will be separated from the business administration major and will be removed from the School of Business.

### ***Graduation***

Cumulative SIUE grade point average required: 2.25

Business grade point average required (in all required business courses taken at SIUE): 2.25

C or higher in Management 441 (University Senior Assignment)

C or higher in courses marked with \* in Degree Requirements section

Other Specialization grade point average requirements apply as listed in the Degree Requirements section.

### **Program Requirements**

In addition to General Education Requirements listed on page 7, students must complete the following:

#### ***Business Administration Major Requirements***

Political Science 112\*

Management Science 250\*

Management Science 251\*

Accounting 200\*

Accounting 210\*

Finance 320

Management 340

Management 341

Management 441\*

Computing Management and Information Systems 342

Marketing 300

Production and Operations Management 315

Interdisciplinary Studies 401

Business Elective

Research Requirement\*: To be selected from the following list of courses that contain a significant research component: Economics 417, Finance 430, Marketing 377, MS 312, CMIS 470.

### ***Specialization Courses***

Students must complete one of the following specializations as a part of the degree requirements. Students completing two or more specializations must satisfy all requirements for each specialization. Courses used for one specialization may not be used to satisfy requirements for another specialization.

### ***Computer Management and Information Systems***

Five courses required

2.5 GPA in all CMIS courses required.

Students must be declared into this specialization to register for 300- and 400-level CMIS courses. Students who plan to seek future employment with companies using systems based on COBOL are also urged to take CMIS 260.

CMIS 142

CMIS 270

CMIS 310

CMIS 450

CMIS 468

### ***Economics***

Five courses required

2.25 GPA in all Economics courses required

Economics 301

Economics 302

Economics Elective

Economics Elective

Economics Elective

Economics Electives should be chosen from 300- and 400-level courses.

### ***Entrepreneurship***

Four courses required

Management 430

Management 475

Management 476

Plus one of the following:

Management 431

Management 432

Management 433

Management 451

Management 461

Management 485

### ***Finance***

Five courses required

C or higher required in FIN 320

Finance 420  
Finance 430\* (also meets research requirement)  
Finance 460  
Finance Elective  
Finance Elective  
Finance Electives should be chosen from 300- and 400-level finance courses.

### ***Human Resource Management***

Five courses required  
Management 430  
Management 431  
Management 432  
Management 433  
Plus one of the following:  
    Management 451  
    Management 485  
    Economics 331  
    Psychology 320  
    Psychology 473  
    Sociology 304  
    Sociology 338  
    Sociology 431  
    Sociology 444  
    Speech 300  
    Speech 403

### ***Management***

Four courses required  
Management 430  
Plus three of the following:  
    Management 451  
    Management 461  
    Management 475  
    Management 485  
    [one of Management 431 or Management 432 or Management 433]  
Note: Students may substitute one of the following for one of the above choices  
    Psychology 365  
    Psychology 474  
    Sociology 338  
    Political Science 320  
    Speech 403

### ***Marketing***

Five courses required  
MKTG 377 \* (also meets research requirement)  
Marketing 480  
Plus three of the following:  
    Marketing 466  
    Marketing 470

Marketing 471  
Marketing 472  
Marketing 474  
Marketing 475  
Marketing 476  
Marketing 478  
Marketing 479

***General Business Administration***

Four courses required

Four approved 300- and/or 400-level business or non-business courses. Students are required to propose courses and rationale for request.

***International Business***

Students must complete Foreign Language/Study Abroad Options described below and complete four business courses focused on International Business.

**OPTION A:** FL 111a or 111b or 111c or 111d or 111e and FL 101, 102, 201, 202, 301, one 300- or 400-level FL Elective and one full semester of study abroad totaling 12-15 hrs.

**or**

**OPTION B:** FL 111a or 111b or 111c or 111d or 111e and FL 101, 102, 201, 202, 301, and two 300- or 400-level FL electives and 3 hours of study tour.

All International Business students must complete four of the following:

ECON 361  
ECON 461  
FIN 450  
MKTG 476  
MGMT 461

## BACHELOR OF SCIENCE - BUSINESS ADMINISTRATION

**Specializations:** Computer Management & Information Systems \* Economics \* Entrepreneurship \* Finance  
General Business Administration \* Human Resource Management \* International Business \* Management \*  
Marketing

This guide provides only a suggested course of study and should be used in consultation with an academic adviser  
and the SIUE Undergraduate Catalog.

YEAR	FALL	SPRING
1	CMIS 108 Computer Concepts* 3 ECON 111 Macroeconomics (Intro SS)* 3 ENG 101 English Composition I* 3 MATH 120 College Algebra (Intro or Dist NSM)* 3 SPC 104 Oral Argumentation* or SPC 105 Public Speaking* 3 <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 15	ECON 112 Microeconomics (Dist SS)* 3 ENG 102 English Composition II* 3 MS 250 Mathematical Methods* 3 PHIL 106* or PHIL 207* or MATH 106* Intro Natural Sciences+ 4 <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 16
2	ACCT 200 Fundamentals of Financial Acct* 3 HIST 111b Western Civ II (Intro SS, II)#* 3 POLS 112 American National Government* 3 ELECTIVE 3 ELECTIVE 3 <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 15	MS 251 Stat Analysis for Bus Decisions* 4 Intro Fine Arts & Humanities** 3 Dist Fine Arts & Humanities** 3 Intro Natural Sciences/Math or Fine Arts & Humanities+ or Dist Natural Sciences/Math 3 ELECTIVE 3 <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 16
<b>Admission to the School of Business is required to enroll in any 300- or 400-level business courses.</b>		
3	ACCT 210 Managerial Accounting* 3 MGMT 340 Principles of Management 3 MKTG 300 Principles of Marketing 3 ELECTIVE 3 ELECTIVE 3 <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 15	CMIS 342 Info Systems for Business 3 FIN 320 Financial Management 3 MGMT 341 Org Behav & Interpers Skills (IGR) 3 ELECTIVE (Specialization) 3 ELECTIVE(S) 5 <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 17
4	IS 401 Business & Society 3 PROD 315 Operations Management 3 ELECTIVE (Specialization) 3 ELECTIVE (Specialization) 3 ELECTIVE 3 <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 15	MGMT 441 Strategic Management* 3 Research Requirement* 3 Business ELECTIVE (300-400 level) 3 ELECTIVE (Specialization) 3 ELECTIVE (Specialization) 3 <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 15

\* Courses which require a grade of C or better.

\*\* One literature course is required.

+ One science course must have a lab.

# Additional approved choices: HIST 112b, 352b, 354b, 356b, 358, 360b, 413, 415, 416, or 460. If one of these HIST courses is substituted, students must take an additional Intro Social Science to satisfy SIUE General Education requirements.

A specialization must be selected from the following areas: Computer Management & Information Systems, Economics, Entrepreneurship, Finance, General Business Administration, Human Resource Management, International Business, Management, or Marketing.

## **Business Economics and Finance Degree Requirements**

These requirements are subject to change as the University and the School of Business periodically review program quality and undergraduate learning goals. Current curriculum sheets are available from a business advisor or in School of Business Student Services in Founders Hall, room 3301, or on the School of Business website at <http://www.siue.edu/business/advisement/undergrad.shtml>

### ***Declaration of Major***

Once students are admitted to the School of Business, they may declare a business economics and finance major if they have also earned at least a 2.25 or higher cumulative grade point average.

### ***Retention***

Once declared into the business economics and finance program, students must maintain at least a 2.25 cumulative grade point average. Students who fail to maintain at least a 2.25 cumulative grade point average at SIUE will be placed on program probation. Students will be notified when they are not meeting the cumulative grade point average retention standard and will be informed of the timeframe allowed to improve their grade point average. Students who do not meet retention requirements for two consecutive terms will be separated from the business economics and finance major and will be removed from the School of Business.

### ***Graduation***

Cumulative SIUE grade point average required: 2.25

Business grade point average required (in all required business courses taken at SIUE): 2.25

C or higher in Management 441 (University Senior Assignment)

C or higher in courses marked with \* in Degree Requirements section

Other Specialization grade point average requirements apply as listed in the Degree Requirements section.

### **Program Requirements**

In addition to General Education Requirements listed on page 7, students must complete the following:

#### ***Business Economics and Finance Major Requirements***

Political Science 112\*

Management Science 250\*

Management Science 251\*

Accounting 200 (B or higher for Accountancy majors)

Accounting 210\*

Finance 320

Management 340

Management 341

Management 441\*

Computing Management and Information Systems 342

Marketing 300

Production and Operations Management 315

Interdisciplinary Studies 401

Economics 301

Economics 302  
Economics or Finance 415 or 417  
Finance 320\*\*  
Finance 420  
Finance 430\*  
Finance 460

From the following elective groups, students must choose two courses from Economics, one course from Finance, and one course from International (courses cannot be cross applied to the different elective areas even if they appear on more than one list):

Two of the following Economics courses:

Economics 221  
Economics 327  
Economics 331  
Economics 341  
Economics 344  
Economics 345  
Economics 361  
Economics 400  
Economics 415  
Economics 417  
Economics 435  
Economics 445  
Economics 461

One of the following Finance courses:

Finance 341  
Finance 344  
Finance 400  
Finance 415  
Finance 417  
Finance 431  
Finance 435  
Finance 440  
Finance 450  
Finance 460  
Finance 470  
Finance 480

One of the following International courses:

Economics 461  
Finance 450

## BACHELOR OF SCIENCE - BUSINESS ECONOMICS AND FINANCE

This guide provides only a suggested course of study and should be used in consultation with an adviser and the SIUE Undergraduate Catalog.

YEAR	FALL	SPRING
1	ECON 111 Macroeconomics* 3 CMIS 108 Computer Concepts* 3 ENG 101 English Composition I* 3 MATH 120 College Algebra (Intro NSM)^* 3 SPC 104 Oral Argumentation* or SPC 105 Public Speaking* 3 <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 15	ECON 112 Microeconomics* 3 ENG 102 English Composition II* 3 MS 250 Mathematical Methods^* 3 PHIL 106* or PHIL 207* or MATH 106* 3 Intro Natural Sciences & Math+ 4 <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 16
2	ACCT 200 Financial Accounting* 3 MS 251 Stat Analysis for Bus Decisions* 4 HIST 111b Western Civ II (Intro SS ID)#* 3 POLS 112 American National Gvmt (Dist SS)* 3 ELECTIVE 3 <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 16	ECON 301 Intermediate Microecon Theory 3 ECON 302 Intermediate Macroecon Theory 3 ACCT 210 Managerial Accounting* 3 Dist Natural Sciences & Math+ 3 Intro Social Sciences or Intro Fine Art & Hum 3 <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 15
<b>Admission to the School of Business is required to enroll in any 300- or 400-level business courses.</b>		
3	FIN 320 Fin Mgmt & Decision Making* 3 CMIS 342 Info Systems for Business 3 MGMT 340 Principles of Management 3 Intro Fine Arts & Humanities** 3 ELECTIVE 3 <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 15	ECON ELECTIVE 3 FIN 420 Problems in Corporate Finance 3 MGMT 341 Org Behavior & Inter Skills (IGR) 3 MKTG 300 Principles of Marketing 3 PROD 315 Prod & Operations Management 3 ELECTIVE 2 <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 17
4	ECON 461 Intl. Trade Theory & Policy or FIN 450 Intl. Finance 3 ECON/FIN 415 Econometrics or ECON/FIN 417 Business Forecasting## 3 FIN 460 Corp Financial Analysis & Strategy 3 ECON Elective 3 ELECTIVE 3 <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 15	FIN 430 Portfolio Analysis# 3 FIN ELECTIVE 3 IS 401 Business & Society 3 MGMT 441 Strategic Management* 3 Dist Fine Arts & Humanities** 3 <hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 15

\* Courses which require a grade of C or better.

\*\* One literature course is required.

+ One science course must have a lab.

^ Students may substitute MATH 150 (with a grade of C or better) for MATH 120 and MS 250.

# Additional approved choices: HIST 112b 352b 354b 356b 358 360b 413 415 416 or 460. If one of these HIST courses is substituted students must take an additional Intro Social Science to satisfy SIUE General Education requirements.

## In order to meet the research requirement a grade of C or better is required in one ECON/FIN 415 417 or FIN 430.

## **Computer Management and Information Systems Degree Requirements**

These requirements are subject to change as the University and the School of Business periodically review program quality and undergraduate learning goals. Current curriculum sheets are available from a business advisor or in School of Business Student Services in Founders Hall, room 3301, or on the School of Business website at <http://www.siue.edu/business/advisement/undergrad.shtml>

### ***Declaration of Major***

Once students are admitted to the School of Business, they may declare a CMIS major if they have earned at least a 2.5 or higher cumulative grade point average. Students not declared to the CMIS major may not enroll in 300- or 400-level CMIS core courses.

### ***Retention***

Students must achieve and remain in good standing to be retained in the Computer Management and Information Systems program. Good standing means a student has a minimum grade point average of 2.5 cumulative, 2.5 in CMIS courses and 2.25 in required business courses. Students who fail to maintain at least a 2.5 cumulative grade point average at SIUE will be placed on program probation. Students will be notified when they are not meeting the cumulative grade point average retention standard and will be informed of the timeframe allowed to improve their grade point average. Students who do not meet retention requirements for two consecutive terms will be separated from the CMIS major. Students whose cumulative grade point average is below 2.25 will be removed from the School of Business. Students remaining below a 2.5 CMIS grade point average for two terms may be dropped from the CMIS program.

### ***Graduation***

Cumulative SIUE grade point average required: 2.5

CMIS grade point average required (in required CMIS courses taken at SIUE): 2.5

Business grade point average required (in required business courses taken at SIUE): 2.25

C or higher in Management 441 (University Senior Assignment)

C or higher in courses marked with \* in course Degree Requirements section

Other grade point average requirements apply as listed in the Degree Requirements section.

### **Program Requirements**

In addition to General Education Requirements listed on page 7, students must complete the following:

#### ***CMIS Major Requirements***

In addition to General Education Requirements listed above, students must complete the following courses:

Political Science 112\*

Management Science 250\*

Management Science 251\*

Accounting 200\*

Accounting 210\*

Finance 320

Management 340

Management 341

Management 441\*

Computing Management and Information Systems 342  
Marketing 300  
Production and Operations Management 315  
Interdisciplinary Studies 401  
CMIS 142\*  
CMIS 230  
CMIS 270  
CMIS 310  
CMIS 450  
CMIS 468  
CMIS 470\* (Research Requirement)

Computing electives (two of the following)

CS 140  
CS 150  
CMIS 260  
CMIS 300  
CMIS 430  
CMIS 460  
CMIS 462  
CMIS 472  
CMIS 488  
CMIS 490  
CMIS 495

Students planning to work at companies which operate information systems in COBOL are encouraged to take CMIS 260.

## BACHELOR OF SCIENCE - COMPUTER MANAGEMENT AND INFORMATION SYSTEMS

This guide provides only a suggested course of study and should be used in consultation with an adviser and the SIUE Undergraduate Catalog.

YEAR	FALL	SPRING
1	ENG 101 English Composition I* 3 ECON 111 Macroeconomics (Intro SS)* 3 MATH 120 College Algebra (Intro or Dist NSM)* 3 PHIL 106* or PHIL 207* or MATH 106* 3 SPC 104 Oral Argumentation Skills* or SPC 105 Public Speaking* 3 <hr style="width: 50%; margin-left: auto; margin-right: 0;"/> 15	CMIS 108 or CS 108 Computer Concepts* 3 ECON 112 Microeconomics (Dist SS)* 3 ENG 102 English Composition II* 3 MS 250 Mathematical Methods* 3 POLS 112 American Nat'l Gov't & Politics* 3 <hr style="width: 50%; margin-left: auto; margin-right: 0;"/> 15
2	ACCT 200 Fundamentals of Financial Acct* 3 CMIS 142 Visual Basic Programming* 3 HIST 111b Western Civ II (Intro SS, II)#* 3 Intro Natural Sciences & Math+ 4 Intro Fine Arts & Humanities** 3 <hr style="width: 50%; margin-left: auto; margin-right: 0;"/> 16	CMIS 230 JAVA Programming 3 CMIS 270 Structured Systems Analysis 3 MS 251 Stat Analysis for Bus Decisions* 4 Dist Fine Arts & Humanities** 3 Intro Natural Sciences & Math or Fine Arts & Humanities+ or Dist Natural Sciences 3 <hr style="width: 50%; margin-left: auto; margin-right: 0;"/> 16
<b>Admission to the School of Business is required to enroll in any 300- or 400-level business courses.</b>		
3	CMIS 310 Info Tech Hware & Sys Software 3 CMIS 342 Information Systems for Business 3 ACCT 210 Managerial Accounting* 3 MGMT 340 Principles of Management 3 ELECTIVE 3 ELECTIVE 2 <hr style="width: 50%; margin-left: auto; margin-right: 0;"/> 17	COMPUTING ELECTIVE## 3 MKTG 300 Principles of Marketing 3 PROD 315 Operations Management 3 FIN 320 Financial Mgmt & Decision Making 3 ELECTIVE 3 <hr style="width: 50%; margin-left: auto; margin-right: 0;"/> 15
4	CMIS 450 Database Design 3 CMIS 468 Business Telecommunications 3 MGMT 341 Organizational Behavior & Interpersonal Skills (IGR) 3 ELECTIVE 3 ELECTIVE 3 <hr style="width: 50%; margin-left: auto; margin-right: 0;"/> 15	CMIS 470 Structured System Designs*++ 3 COMPUTING ELECTIVE## 3 IS 401 Business and Society 3 MGMT 441 Strategic Management* 3 ELECTIVE 3 <hr style="width: 50%; margin-left: auto; margin-right: 0;"/> 15

\* Course requires a grade of C or better.

\*\* One literature course is required.

+ Must include one lab science course.

++ Course satisfies research requirement.

# Additional approved choices: HIST 112b, 352b, 354b, 356b, 358, 360b, 413, 415, 416, or 460. If one of these HIST courses is substituted, students must take an additional Intro Social Science to satisfy SIUE General Education requirements.

## CS 140, 150, CMIS 260, 300, 430, 460, 462, 472, 488, 490, or 495. Students planning to work at companies which operate information systems in COBOL are encouraged to take CMIS 260.

## Electives

Each student must take sufficient elective hours to meet the minimum 124 semester hours required for degree completion. Each program and each student will vary in the number of elective hours needed to meet this requirement. You should work closely with an academic advisor to ensure that you are meeting your elective hours. A limited list of possible business electives and general electives is provided below as a courtesy. The courses listed below are not the only electives. Please carefully consider your options and consult with your advisor if you need additional guidance. Note, if you have already taken the equivalent course at another institution, you will not receive credit for the course twice.

<b>Business Electives</b>	<b>General Electives</b>
<p>Any upper division business course (in ACCT, CMIS, ECON, FIN, MGMT, MKTG) for which you have had the prerequisite.</p> <p>The following non-business courses are also approved to be used as business electives:</p> <p>POLS 320 [112]            PSYC 320 [111]            PSYC 474 [320/MGMT 341]            PSYC 365 [111]            PSYC 473 [320/MGMT 341]            SOC 304            SOC 338            SOC 431            SOC 444            SPC 300            SPC 403 [203/MGMT 341]</p>	<p>Anything you want which is not used for your major, minor (if applicable) or general education requirements. Some useful suggestions are provided. Please use the online resources on the Registrar's website to assist you in your selection (<a href="http://www.siu.edu/registrar">www.siu.edu/registrar</a>). Your electives should be courses that interest you or complement your career goals.</p> <p>MC 201            MC 325            MC 326 [325]            PHIL 320            PSYC 111            PSYC 206 [111]            PSYC 461 [206]            PSYC 465 [111]            PAPA 499 (topics vary)            SOC 111            SOC 447            SOC 481            SPC 200 [104 or 105]            SPC 201, 203, 213, 430</p>

## **Advising and Registration**

Advisement for the next term usually begins the third week of classes of the current term. Web registration begins later in the semester and is executed in order of seniority. The schedule of web registration is available on the Registrar's website ([www.siu.edu/registrar](http://www.siu.edu/registrar)).

You must meet with an advisor in the School of Business before you can register. All business majors, with the exception of Business Economics and Finance (BUEF) majors, meet with an advisor in Business Student Services, FH 3301. Business Economics and Finance students meet with an assigned advisor in the Economics and Finance Department, AH 3129, phone 618.650.2542. The following information is provided for students who are advised in Business Student Services.

### **Appointments**

You may make an appointment to see an advisor by coming to the Business Student Services Office, Founders Hall, room 3301, or by calling 618-650-3840 beginning at 8:30 a.m. each day. Appointments are usually available for up to a month in advance, and they usually fill up fast. Students who have never met with an advisor in the School of Business and students who have issues that might take additional time are encouraged to use appointments to see an advisor.

### **Drop-in Times**

You may see an advisor during drop-in by coming to the Business Student Services Office and putting your name on the drop-in list. Names are taken only one-half hour prior to the beginning of the drop-in period. Students are seen in the order they appear on the list. If a student is not present when their name is called, we will move to the next student and continue down the list. Students who were not present when their name was called will be added to the bottom of the list when they return. We make every effort to assist any students who come to drop-in, but when the number of students on the drop-in list exceeds reasonable numbers, we will stop taking names until all students on the list have met with an advisor.

### **Phone-in Appointments**

You may set up a phone-in appointment to speak with an advisor. You should be prepared and call on time for phone-in appointments. You may make a phone-in appointment by coming to the Business Student Services Office, Founders Hall, room 3301, or by calling 618.650.3840.

### **E-Mail**

Advisors regularly respond to e-mail. If you have a question or need some general information, you may use this method to communicate with an advisor. Always include your student ID number and complete name as we cannot always decipher your name from your e-mail address!

## Telephone Calls

Advisors are not interrupted if they are meeting with other students or on the phone. If you call expecting to speak immediately with an advisor, it may be necessary to leave a message. We attempt to return all phone calls in a relatively prompt fashion, as time and resources permit. Be sure to leave a detailed message.

## Registration Holds

Before you can register for the next term, check on CougarNet and make sure you do not have a hold on your registration. A hold may be placed on your registration for any of the following reasons: you owe the University money, you have an immunization that must be updated, you did not provide proof of health insurance, you did not provide a final transcript from your previous institution. It is your responsibility to have holds lifted.

The following holds can affect student registration until compliance with a University policy or payment of a University assessed fee has been satisfied:

Bursar's Hold	Rendleman Hall, 1101	618-650-3123
Immunization Hold	Rendleman Hall, 0224	618-650-2843
Insurance Hold	Rendleman Hall, 0224	618-650-2842
Admission Hold	Rendleman Hall, 1309	618-650-2080
Student Affairs Hold	Rendleman Hall, 2306	618-650-2020
Student Work and Financial Aid Hold	Rendleman Hall, 2308	618-650-3880

Academic advisors will not contact the originator of the hold for you. An academic advisor cannot lift the hold and will not make a request to lift the hold. Advisors are not responsible for initial notification of holds, but provide the above information as a courtesy to the student.

## Be Prepared

When you meet with an advisor, you should have a tentative list of courses you wish to take. The program sheet for your major has a list of all the business courses you will be required to take, as well as the prerequisites. Advisors can assist you with academic planning and course planning as well as discuss your future career plans as they relate to your academic program.

## Course Prerequisites

Prerequisites for business courses are strictly enforced. Advisors in Business Student Services review course prerequisites and can remove students if they have not completed the prerequisites. Unofficial proof of course grades taken at other institutions must be received in Business Student Services at least one week before classes begin.

## Transferring Coursework

If you have completed courses at another college and wish to transfer the credit to SIUE, you must have an official transcript sent to the Service Center, Registrar's Office, P.O. Box 1080, SIUE, Edwardsville, IL 62026-1080. Only official transcripts received via U.S. Mail will be recognized.

## Achieving Academic Success

There are many avenues to becoming a successful student. Variations in learning styles require that each student be aware of their own learning abilities and preferences. Many campus resources exist to help a student learn more about adapting study strategies to learning styles. Please refer to the academic resources section for more information and watch for campus workshops on these topics.

*Why is college a full-time job?* The amount of time you commit to your studies is vital to your success. The faculty at SIUE recommends that you plan at least two hours of additional study time outside of class for each hour you are in class. This recommendation includes time to read your class materials, review your notes, write papers, complete assignments and prepare for exams. Group meetings to complete projects and study group meetings require even more time in addition to your individual study time. If you take 12 credit hours, this means you should expect to devote a minimum of 36 hours to school each week making college your full-time job.

In addition to the amount of time you study, academic success also requires attention to how you are studying. Some suggestions for how to preparing for class and exams are below. If you are having trouble in your classes, you should talk first to your instructors. They may have some strategies which can help you with a particular course. Academic advisors can also assist you with general strategies on how to improve your performance. AD 115 (Study Skills) is an SIUE course that helps a student develop and maintain healthy study strategies. If you need assistance, ask right away!

### **Suggestions for Class Preparation**

- Read the syllabus on the first day and put important dates in your planner for the entire semester. Professors share what they expect in the syllabus – DO IT!
- Communicate with professors on a regular basis
- Don't procrastinate
- Form study groups
- Do outlines for papers and turn in a first draft
- Keep up with homework even if it's not collected for a grade
- Read assignments before coming to class
- Follow instructions
- Take care of yourself. Your health is important and has a significant impact on your performance as a student.

### **Suggestions for Test Preparation**

- Use Flash Cards to learn basic terms and definitions
- Make up your own practice test
- Ask questions immediately
- Use all resources provided
- Study throughout the semester
- Listen in class and take useful notes
- Actively study

## Procedures for Handling Complaints By and Against Students<sup>1</sup>

1. In matters related to *student conduct* that are not directly academic, such as disruptive behavior in the classroom, the School of Business follows the policies and procedures laid out in the University's Student Conduct Code:

<http://www.siue.edu/policies/3c1.shtml>

All queries should be addressed to the Dean of Students at 618-650-2020. Procedures for instructors to follow when a student disrupts class, which is defined as "refusing to follow the directions of the instructor," are in Appendix C of Policy 3c1.

2. In matters related to *student dishonesty*, such as plagiarism, the School of Business follows the policies and procedures laid out in the University's Student Academic Code:

<http://www.siue.edu/policies/3c2.shtml>

Sanctions that may be imposed by an instructor without filing a formal charge are listed in Section K, along with the procedures to be followed. They include either a "failing grade on an individual assignment" or a "failing grade for a course." All queries should be addressed to the appropriate department chair or the Provost's Office.

3. In the case of student complaints that involve issues of *sexual harassment and/or racial discrimination*, the School of Business follows the policies and procedures laid out in the following policies:

Racial or other forms of discrimination: <http://www.siue.edu/policies/2c8.shtml>

Sexual harassment: <http://www.siue.edu/policies/2c5.shtml>

Such complaints should be directed immediately to the office of Paul Pitts, Director of Institutional Compliance, who is responsible for handling complaints of discrimination based on age, race, sex, and veteran's status. Ms. Shrylene Clark, Manager of Personnel Services in Human Resources, will serve as the principal contact person for sexual harassment complaints.

4. For students who have *any other kind of academic complaint*, the School follows the policies and procedures outlined in the University's Student Grievance Code:

<http://www.siue.edu/policies/3c3.shtml>

Students with a complaint against an instructor must first "make a good faith effort to meet and confer" with the instructor "in an effort to resolve the matter informally." This process is outlined on p. 6 of the Student Grievance Code under "Informal Process." If this meeting proves unsatisfactory, the student may then bring his or her complaint to the department chair for

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<sup>1</sup> This document is a slightly modified version of a document prepared by Associate Dean Carl Springer for the College of Arts and Sciences. These procedures were endorsed by a School of Business faculty vote on March 16, 2006.

review. The department chair may involve other members of the department in the review of the student's complaint. If the student is still unsatisfied, he or she may then, and only then, bring the matter to the associate dean for academic affairs for review. This is how the School of Business defines "informal procedures."

If a student has gone through these "informal procedures" and they have proven "unsatisfactory," then the student may choose to file a formal grievance (Appendix A in the Student Grievance Code). Ordinarily, the department chair would serve as "the initial hearing officer." In filing a grievance, the student must indicate which student rights have been violated (specified under Section C of the Student Grievance Code). As the Code indicates, the burden of proof rests on the student, and there is ordinarily a deadline of 60 working days within which a student may file such a formal grievance. Such a deadline may be extended, if a good-faith effort was made to resolve the matter informally.

*5. Students will not ordinarily be able to "grieve" a grade.* The School of Business assigns primary responsibility and authority for grading to the instructor of record and respects the instructor's professional judgment in this area. Students may pursue a formal grievance regarding a grade only if they can demonstrate that one of their student rights has been violated; for example, if an instructor has failed to provide them with instruction "free of favoritism, prejudice, discrimination, or harassment," as stated in the University's "Ethics of Instruction":

<http://www.siue.edu/policies/1q2.shtml>

Students do have the right to ask questions about their grades and, if dissatisfied with the instructor's responses, may address the same questions to the Department Chair. Students who are dissatisfied with a chair's responses in this regard may address the same questions to the associate dean for academic affairs. Beyond this, there is no standardized grade appeal policy in the School of Business.

# School of Business International Program

## Why should *you* study abroad? Because it can change your life!

- 1. Career Opportunities** International experience will give you an edge over your competitors when applying for jobs. Employers value applicants with strong interpersonal skills and cultural sensitivity particularly since globalization has become an important part of the business world. Studying abroad can provide you with these skills.
- 2. Fulfill Educational Objectives** Register for SIUE courses and pay SIUE tuition, but complete course requirements abroad.
- 3. International Business Majors are Required to Study Abroad** The School of Business International Program offers affordable study abroad options that fulfill international business majors' study abroad requirements.
- 4. Personal Growth** Personal growth may be the most important reason to study abroad. International experience allows you to become more open-minded, learn about other cultures, experience new challenges, become fluent in another language, and more. The possibilities are endless.
- 5. You May Never Have this Opportunity Again!** Now is the time to see the world. Your college years provide you with an opportunity that you may never have again: the freedom to explore new horizons on your *own* terms.

The School of Business has developed student exchange programs with business schools and universities in China, England, France, Germany and Hungary. These programs permit students to pay tuition and register for course work at SIUE while completing the requirements for credit at one of these foreign institutions. Participation in an exchange program will meet the multicultural requirement for graduation.

Students interested in studying abroad may obtain more information and an application from School of Business International Program, in 3301 Founders Hall; phone 618.650.2922.

### **Semester Study Abroad Opportunities**

The School of Business offers semester-long study-abroad opportunities at partner institutions in Shanghai, China, Sheffield, England; Angers, France; Hannover, Germany; Budapest, Hungary. At all institutions, courses are offered in English.

*Application deadlines for Semester Study Abroad:*

September 10 to go abroad in spring

April 15 to go abroad in summer

March 15 to go abroad in fall

### **Travel Study Opportunities**

The School of Business also offers travel study opportunities in which a group of students travels with business faculty to select countries and cities. Students engage in dialogue with faculty and students from the host country and meet business leaders in the host country. These travel study opportunities are ideal for students who cannot commit to an entire semester abroad.

*Current travel study information available on the following website:*

<http://www.siue.edu/business/international/>

### **Current Summer options available through the School of Business**

The 5-week Angers Summer Program (Angers, France), which runs mid-June through mid-July, is also taught entirely in English. This program features visits to Paris and Brussels.

In Hungary, the Budapest International Management Seminar is a 6-week program which begins in mid-June and runs to the end of July. This program is primarily for graduate students and upper division undergraduates.

The 5-week Shanghai Summer Program (Shanghai, China) runs mid-June through mid-July and is also taught entirely in English.

## Career Preparation

Getting that first job after graduation or advancing your current career involves time and preparation. The most marketable graduates spend time exploring their interests, skills and abilities, as well as learning how to most effectively portray themselves on a résumé and during interviews. Therefore, students are strongly advised to begin working with the Career Development Center soon after being admitted to the School of Business, if not before. ***The Career Development Center is located in room 0281 in the Student Success Center and can be reached by phone at 618.650.3708.***

The Career Development Center offers great opportunities for students wishing to gain experience in their field of study while working toward their degree. Cooperative Education and Internships provide a mutually beneficial relationship between an organization, educational institution, and a student. In this relationship, students combine academic study with periods of career-related work experience in business, government or not-for-profit agencies under the supervision of the employer. These opportunities provide a tremendous benefit to both students and employers. Students have an opportunity to explore their career path prior to graduation. Employers can preview talented students, who are studying the most recent technology. Internships and co-ops give students real world experience that makes them more marketable to employers and often gives them a competitive edge in the job market.

Services provided by the Career Development Center:

- Career Counseling
- Co-operative Education (Co-op Program)
- Internship Information
- Resume Development/Critique
- Job Search Strategies
- Interview Preparation
- Career Resource Center
- On-Campus Interviewing (OCI)
- IMAGE Program
- Career Fairs - October and March
- AD 117 - Career Development & Planning Course

### Online career resources:

SIUE Career Development Center (<http://www.siu.edu/careerdevelopmentcenter/>) – This site provides information on the services offered at SIUE as well as many links to other websites with valuable career information.

What can I do with this major? (<https://cougarjobline.siu.edu/majors/default.html>) This site provides a link between your major and the types of jobs you can get with your degree.

## Co-curricular Activities

### Get involved!

The most marketable graduates are those who not only exceed academically, but who are also involved in professional organizations, community service projects, leisure activities and campus leadership. Most employers expect students to experience a variety of co-curricular activities to support their classroom education. There are many ways to get involved on the SIUE campus and in the surrounding community.

### University-wide Student Activities and Leadership Opportunities

The Morris University Center is home to the Kimmel Leadership Center which offers students opportunities to become involved in many kinds of activities, student organizations, volunteer opportunities and leadership development experiences. Contact information these opportunities are located in the student services section of this handbook.

### Current Business Student Organizations

The following organizations are available for admitted and pre-business students as well as minors. Please visit the following website for contact information:  
<http://www.siue.edu/STACTV/>

**Emerging Leaders Improving Through Experience (ELITE)** is a group of student leaders who serve as a liaison among students, faculty, alumni, and others affiliated with the School of Business.

The **Organization of Minority Business Students (OMBUS)** – *currently re-forming*--provides a forum for students who have similar interests and enhances opportunities for minorities in the School of Business. OMBUS promotes the professional development of minority students as well as provides a support system for members by organizing study groups and tutoring programs.

**International Business Association** is open to any student and seeks to enhance student awareness of international business by promoting social and professional relationships among U.S. students, international students and companies with international connections.

The **Accounting Club** is open to all accounting majors. It meets monthly and serves as precursor club for the national accounting honor society, Beta Alpha Psi. Membership in Beta Alpha Psi is by invitation only.

The **Association of Information Technology Professionals (AITP)** is a student group fostered by the St. Louis Chapter of the Association of Information Technology Professionals. AITP offers its members opportunities for professional and personal growth, helping them successfully achieve career objectives and meet the challenges of the information systems profession.

The **Society for Human Resource Management (SHRM)** is the leading voice of the human resource profession. SHRM provides education and information services, conferences and seminars, government and media representation, online services and publications to more than 165,000 professional and student members throughout the world. The Society is a founding member of the North American Human Resource Management Association (NAHRMA) as well

as founding member of the World Federation of Personnel Management Associations (WFPMA).

The **SIUE Marketing Association** exposes students to the environment of marketing and sales professions. Through this organization, students have an opportunity to make contact with professionals working in their field. The chapter activities include hosting guest speakers from the field of marketing, attending the St. Louis Student AMA conference, visiting local companies, and attending the National Student AMA conference.

**Delta Sigma Pi—Nu Eta Sigma Colony** is a professional fraternity organized to foster the study of business in universities; to encourage scholarship, social activity, and the association of students for their mutual advancement by research and practice.

## School of Business Resources

### **Business Student Services**

**Location:** 3301 Founders Hall (FH)

**Phone:** 618-650-3840

**Website:** <http://www.siu.edu/business/advisement>

Once you are admitted to the School of Business you will be advised by a professional advisor in the Business Student Services Office or a faculty member from your department. The professional staff in Business Student Services serves as a point of referral to other University offices and resources. Advisers are a useful resource for information specific to academic policies and procedures.

### **Small Business Development Center**

#### **Entrepreneurship Center**

#### **International Trade Center**

**Location:** 2126 Alumni Hall (AH)

**Phone:** 618-650-2929

**Website:** <http://www.siu.edu/business/outreach.shtml>

The SIUE Small Business Development Center (SBDC) is a service to the community supported by the U.S. Small Business Administration (SBA), Illinois Department of Commerce and Economic Opportunity, and the SIUE School of Business.

SIUE houses two Small Business Development Centers: the Southwestern Illinois Entrepreneur Center and the International Trade Center. All Centers provide resources and information to the Southwestern Illinois business community and the University.

The International Trade Center (ITC) at SIUE in particular is one of six trade centers located throughout the State of Illinois. Our trade center serves businesses in the 47 southern-most counties by providing the following:

- International market analysis to identify the most advantageous trading opportunities
- Identification of foreign buyers, agents and/or distributors through trade leads
- Seminars on overseas business practices, export procedures, distribution practices, and methods of payment, as well as the latest exporting trends
- Export finance assistance in coordination with EX-IM Bank and SBA's Export Working Capital Program (EWCP)
- Access to extensive export trade reference material and the International Trade Data Bank

## **School of Business Facilities**

**Location:** Second and Third Floors of Founders Hall and Third Floor of Alumni Hall, south end.

**Website:** <http://www.siue.edu/business/>

The School of Business provides facilities to support student achievement. Classrooms include technology used for instruction as well as computerized classrooms. A quiet study lounge is available on the south end of the third floor in Founders Hall. Computer labs are located on the second floor of Founders Hall. Group study space is available in many locations in Founders and Alumni Halls. Students may reserve the Hagemann Leadership Center to practice presentations for classes. Reservations for the Hagemann Leadership Center are made through the School of Business, Dean's Suite, FH 3307 or by phone at 618-650-3822.

# University Resources and Services

## Academic Resources

### Writing Center

**Location:** 1254 Student Success Center

**Phone:** 618-650-2045

**Website:** <http://www.siu.edu/IS/WRITING/>

The mission of the Writing Center consultant staff is to assist you as you analyze your paper and explore ways to improve it. They do not edit or proofread papers! Appointments are available in 30-minute increments with a maximum of two per week. Paper submission via email is available but not ideal for in-depth feedback. In addition to Internet resources, the Writer's Reference Book is available online for your access covering the following topics: Stages of the Writing Process; Types of Writing Assignments; Grammar and Punctuation; Citing References and Avoiding Plagiarism

### Math Resource Area

**Location:** 1252 Student Success Center

**Phone:** 618-650-2385

**Website:** <http://www.siu.edu/is/math/>

**Tutoring:** Students who need assistance with their SIUE mathematics courses are welcome on a walk-in basis. There is also assistance available in math and science courses across campus, which is listed on the campus wide tutoring schedule.

**Supplemental Instruction (SI):** SI is an academic assistance program that increases student performance and retention. The SI program targets traditionally difficult academic courses—those that have a high percentage of D or F grades and withdrawals—and provides regularly scheduled, out-of-class, peer facilitated sessions. SI leaders attend all lectures for a targeted course. SI is usually available for MS250 and MS251.

### Speech Center

**Location:** 1242 Student Success Center

**Phone:** 618-650-3085

**Website:** <http://www.siu.edu/is/speechcenter/resources.shtml>

The Speech Center can assist you with improving your public speaking and speech writing skills. The Speech Center is dedicated to helping students plan and develop presentations for class assignments. Senior speech communication majors serve as tutors. The Speech Center can assist with following: individual assistance; researching topics; developing and writing a speech outline; organizing speech content; delivery skills; videotaping and feedback; and general assistance with speech assignments.

## Health and Wellness Resources

### Health Services

**Location:** 0220 Student Success Center

**Phone:** 618-650-2842

**Website:** <http://www.siue.edu/healthservice/>

Health Services provides physician care for acute illness, women's health, blood pressure checks, allergy shots, HIV and other STD testing, and health education. In addition to acute illness services, complete physical exams for ROTC, athletics, and other jobs are available. STD screening and treatment are available. The following women's health services are provided: annual exams for pap smears, breasts exams, birth control information, pregnancy screening, emergency contraception, referrals if needed, personal and health concerns.

### Wellness Center

**Location:** Student Fitness Center

**Phone:** 618-650-2935

**Website:** <http://www.siue.edu/crec>

The Wellness Center offers programs designed to assist individuals in making healthy lifestyle choices by providing educational opportunities that focus on the basic principles of wellness. The Wellness Center offers fitness assessments and consultations, personal training, injury consultation, and much more.

**Fitness Assessment.** This program provides baseline measurements of blood pressure, body composition, flexibility, muscular strength and endurance, and cardiovascular fitness. This service is free to SIUE students.

**Fitness Consultations.** This program is available to individuals who want information on either designing a safe and effective exercise program or making improvements to their current program. Consultations are approximately one hour in length. This service is free to SIUE students.

### Counseling Center

**Location:** 0220 Student Success Center

**Phone:** 618-650-2197

**Website:** <http://www.siue.edu/counseling/>

The major duty of Counseling Services is to aid students in their maintenance of good mental health. Counselors provide assistance for students with personal, developmental and academic concerns, which may involve the following: stress, anxiety, depression academic difficulties, poor self-esteem, relationship problems, suicidal tendencies, sexual assault/abuse, drug or alcohol abuse, eating disorders and goal getting. Clients may also be referred to local community service agencies or mental health professionals if needed.

## Student Services

### **Dean of Students and Vice Chancellor for Student Affairs**

**Location:** 2306 Rendleman Hall (RH)

**Phone:** 618-650-2020

The Vice Chancellor for Student Affairs is the students' advocate and may often be of assistance to students, especially in resolving problems involving more than one office or area of the University. *If you will be missing class for several days due to medical issues or another emergency, please contact the Dean of Student's Office and they will assist you with informing your faculty.*

### **Disability Support Services**

**Location:** 1270 Student Success Center

**Phone:** 618-650-3726

**Website:** <http://www.siu.edu/dss/>

Disability Support Services offers a range of resources to help students with disabilities. General services include: priority registration; information related to disability issues; academic referral services; increasing faculty/staff awareness; and local resources identification.

### **Career Development Center**

**Location:** 0281 Student Success Center

**Phone:** 618-650-3708

**Website:** <http://www.siu.edu/careerdevelopmentcenter/>

The Career Development Center incorporates career counseling and development with Cooperative Education in a comprehensive program to prepare students to enter the world of work. Services provided include career counseling, resume development and critique, internship information, and résumé referral. The Career Development Center offers programs to assist with résumé development, job search strategies, interview preparation, employer research, coordinates Cooperative Education Program, mock interviews. The Career Development Center staff also instructs AD117 Career Development & Planning.

### **Early Childhood Center**

**Location:** Northwest University Drive

**Phone:** 618-650-2556

**Website:** <http://www.siu.edu/earlychildhood/>

The Early Childhood Center is a State of Illinois licensed child care center for young children who are two to six years of age. The ECC is also accredited by the NAEYC. The ECC opened in September 1969 and is proud to have provided quality early childhood services for over 30 years.

### **Kimmel Leadership Center**

**Location:** Morris University Center (MUC)

**Phone:** 618-650-2686

**Website:** <http://www.siue.edu/kimmel/>

The Kimmel Leadership Center is the focal point of student involvement and campus life at SIUE. Students interested in getting involved may wish to participate in the Campus Activities Board, Greek Life, the Student Leadership Development Program, Student Government, Volunteerism, or more than 150 student organizations. The Kimmel Leadership Center staff assists students with planning and coordinating programs that promote the educational, cultural, and social enrichment of the University community. Student Legal Services are also available through the Kimmel Leadership Center.

### **Center for Spirituality and Sustainability**

**Location:** Geodesic Dome Building (next to Parking Lot B)

**Phone:** 618-650-3246

**Website:** <http://www.siue.edu/religion/>

Students, faculty, staff, and members of the community are invited to participate in the activities of the Religious Center. Campus ministries of several denominations provide worship services and many other events on campus. The center is available for study, meetings, weddings, memorials, showers and conferences or for rest and relaxation for the SIUE community.

### **Service Center of the Registrar's Office**

**Location:** 1309 Rendleman Hall (RH)

**Phone:** 618-650-2080

**Website:** [http://www.siue.edu/registrar/about/service\\_center.shtml](http://www.siue.edu/registrar/about/service_center.shtml)

In this one location, SIUE students can find help with most of their admission- and registration-related business. The Bursar also has a satellite office in the Service Center. The services provided are:

- Class registration and schedule changes (adds, drops, withdrawals)
- Tuition calculation
- Bursar Satellite Cashiering Station offering most Bursar's Office transactions
- Cougar Card ID cards
- Cougar Card Debit Plan deposits
- CougarNet access to student records
- Transcript and enrollment certification requests
- Applications for admission (undergraduate and graduate)
- Applications for graduation
- Illinois residency applications
- Permanent Address, name and ID number changes
- Graduate records matters
- Help understanding your SIUE bill
- Forms and information related to a variety of undergraduate and graduate student concerns.

**Student Financial Aid****Location:** 2401 Rendleman Hall (RH)**Phone:** 618-650-3880**Website:** <http://www.siu.edu/financialaid/>

The SIUE Office of Student Financial Aid can help you put together a combination of scholarships, grants, student loans, parent loan, or student employment to help you fund your education. Each year, the Student Financial Aid office administers more than \$80 million in grants, loans, tuition waivers, scholarships, and student employment for SIUE students. This office also administers the student work program on campus.

**Study Abroad****Location:** 0300 Student Success Center**Phone:** 618-650-2419**Website:** <http://www.siu.edu/studyabroad/>

Study abroad opportunities are available outside of those specific to Business. You can access information at the above website or by making an advisement appointment. Early planning is necessary. There are yearlong, semester, and summer programs available in addition to foreign language programs.

# School of Business Course Descriptions

Full catalog available online at

[www.siue.edu/registrar](http://www.siue.edu/registrar)

Complete and current Course Descriptions and prerequisites are available in CougarNet  
([www.siue.edu/cougarnet](http://www.siue.edu/cougarnet))

Business courses are offered in the following departments: Accounting, Computer Management and Information Systems, Economics, Finance, General Business Administration, Interdisciplinary Studies, Management, Management Science, Marketing, and Production. The course number is followed by the number of credits the course is worth (e.g., ACCT 200-3). Courses marked with an asterisk require a grade of C or better to proceed in the program (e.g., MS 251\*).

## Accounting (ACCT)

**200-3 Fundamentals of Financial Accounting.** Concepts of financial accounting and external reporting. Nature and measurement of assets, liabilities, equities, revenues, expenses. Emphasis on use and understanding of external financial statements. Prerequisites: ECON 112\*, sophomore standing.

**210-3 Managerial Accounting.** Information accumulation, analysis, and use for managerial decisions. Cost-volume-profit relationships; short- and long-term decisions; standards and budgets; segment and managerial performance evaluation. Open only to non-accounting majors. Credit not acceptable for the Bachelor of Science in Accountancy. Prerequisites: 200\* and MS 251\*.

**301-3 Intermediate Accounting Theory and Practice I.** Financial accounting concepts and procedures; measurement and reporting methods with respect to assets, liabilities, owners equity, revenues and expenses; authoritative pronouncements. Prerequisites: 200 with grade of B or better, junior standing, and admission to the School of Business.

**302-3 Intermediate Accounting Theory and Practice II.** Continuation of 301. Selected complex accounting issues from a theoretical and practical viewpoint; pensions, leases, tax allocation, changing prices, other reporting and disclosure issues. Prerequisites: 301\*

**303-3 Intermediate Accounting Theory and Practice III.** Continuation of 302. Emphasis on conceptual understanding and on the ability to apply financial accounting concepts to practice. Topics include the statement of cash flows and accounting for leases, pensions, deferred taxes. Prerequisite: 302 and good standing in accountancy program, or consent of accountancy program director.

**311-3 Managerial and Cost Accounting I.** Costs for financial accounting and managerial decision making in changing competitive, service, manufacturing environments; behavioral, quantitative, computer applications; extensive communication and analytical skills development. Prerequisites: 200 with grade of B or better, MS 251\*, junior standing, and admission to the School of Business.

**312-3 Managerial and Cost Accounting II.** Short- and long-term decision making and operational control in changing competitive, service, manufacturing environments; behavioral, quantitative, computer applications; continuation of communication and analytical skills development. Prerequisites: 311\*

**315-3 Accounting Systems.** Accounting systems, concepts, design, information needs and flows; special emphasis on internal control. Prerequisites: 200 with grade of B or better, junior standing, and admission to the School of Business.

**321-3 Introduction to Taxation.** Survey of federal tax laws applicable to individuals, corporations, estates, trusts. Prerequisites: 301\*

**340-3 Business Law for Accountants.** Accounting and auditing implications of legal issues. Includes securities laws and Uniform Commercial Code areas of sales; commercial paper; secured transactions; partnerships; corporations; agency; bankruptcy. Prerequisites: 200 with a grade of B or better, junior standing, and admission to the School of Business.

**401-3 Advanced Financial Accounting.** Accounting principles, procedures related to special entities, including governmental units, partnerships, and multi-corporate entities; foreign transactions; primary

emphasis on business combinations and consolidated financial statements. Prerequisites: 302 and good standing in accountancy program, or consent of instructor.

**431-3 Principles of Auditing.** Auditor's decision process; understanding client's business; development of working papers, audit tests, statistical sampling applications, EDP systems; preparation of audit report, current pronouncements. Prerequisites: 302, 315, good standing in accountancy program, or consent of accountancy program director.

**490-1 to 6 Independent Study in Accounting.** Topical areas in greater depth than regularly titled courses permit; individual or small group readings or research projects. May be repeated to a maximum of 6 hours provided no topic is repeated. Prerequisites: consent of instructor and department chairperson, good standing in accountancy program.

## **Computer Management and Information Systems (CMIS)**

**108-3 Computer Concepts and Applications.** Computer technology's impact on individuals and our world. Finding and accessing worldwide sources of information; presenting ideas orally, graphically, and in writing.

**142-3 Visual Basic Programming.** The Visual Basic Programming language is used to teach business computer programming using a visual programming approach; includes fundamental programming principles for event-driven programming. Prerequisites: CMIS or CS 108 or concurrent enrollment in either of the two courses; and MATH 120 or three years of college preparatory mathematics in high school.

**230-3 Java Programming for Business.** Application of business problem-solving techniques, program design and development, and programming logic dealing with the Java SDK Platform. Students apply logical methods to the design and creation of JAVA programs. Prerequisite: 142 or a previous course in computer programming.

**260-4 COBOL Programming.** Business-oriented computer programming using listings, computations, comparisons, tables/arrays, files. Students apply logical methods to the design of programs. Prerequisites: CS 140 or CMIS 142.

**270-3 Structured Systems Analysis.** Structured tools and techniques as used in business systems analysis and design. Prerequisite: 108.

**300-3 Web-Based Application Design.** Analysis, design, and implementation of Internet web-site home pages using current tools of hypertext markup languages, integrated software packages, and specialized web creation software. Prerequisite: 270.

**310-3 Information Technology Hardware and Systems Software.** Principles and application of computer hardware and software from theoretical underpinnings to installation and configuration of systems. Hands-on and simulated exercises will be completed to emphasize a real world setting. Prerequisite: 270.

**342-3 Information Systems for Business.** Information system principles applied to business. Analysis of how computer-based information systems support operational, tactical, and planning decisions. Prerequisite: admission to the School of Business.

**430-3 Advanced Java Programming.** Development of applications, applets, and advanced GUI, including advanced object-oriented programming in Java, multithreading, files, multimedia, database use and networking concepts used for applications. Prerequisite: 230\*.

**450-3 Database Design.** Basic concepts/terminology of relational models with emphasis on current technology and business applications including SQL. Prerequisites: 270 and 142\*.

**460-3 Advanced Visual Basic Programming.** Advanced event-driven programming techniques including database programming, creating Active-X and COM components, and optimizing and deploying applications. Prerequisites: 142 or consent of instructor.

**462-3 UNIX and Server Systems.** UNIX and Windows server operating systems to include scripting language plus server software installation and configuration. Prerequisite: 310.

**468-3 Business Telecommunications.** Concepts and terminology dealing with data communication and distributed systems with emphasis on business applications. Prerequisite: 310.

**470-3 Structured Systems Design.** Structured systems design methodologies, including process-oriented, data structure-oriented, information-oriented techniques. Prerequisites: 270, 450.

**472-3 End User Systems Support.** Application of knowledge, skills, and abilities necessary in the user support industry to include software and hardware support related to small computer environments as a standalone or network setting. Prerequisite: 342 .

**488-3 to 6 Information Systems Internship.** Application of information systems knowledge in a structured work environment with a written report of the work experience. May be repeated to a maximum of 6 hours. Prerequisites: senior standing and consent of instructor.

**490-3 to 6 Independent Study in Information Systems.** Investigation of topical CMIS area resulting in deliverable unit. May be repeated to a maximum of 6 hours. Prerequisites: consent of instructor, chairperson, and program director.

**495-3 to 6 Seminar: Information Systems.** Current issues related to business aspects dealing with information systems. May be repeated to a maximum of 6 hours if topics differ. Prerequisite: consent of instructor.

## **Economics (ECON)**

**111-3 Principles of Macroeconomics.** Measurement and determination of national economic activity including production, income, employment, prices; role of government policy in U.S. macroeconomy. Prerequisite: two years of college preparatory mathematics or equivalent.

**112-3 Principles of Microeconomics.** Principles and characteristics of the market economy: supply, demand, market equilibrium; household demand, firm cost and supply; market structure, government regulation and deregulation; factor markets. Prerequisite: 111.

**221-3 Economic History of the United States.** Analysis of economic and financial development from colonial times to present; evolution of markets; changing role of government and policies. Prerequisites: 111, 112.

**301-3 Intermediate Microeconomic Theory.** Determination of prices and quantities in markets for goods and services. Theories of consumer behavior, cost structures, factor payments. Firm behavior in alternative markets. Prerequisites: 111, 112 and MS 251.

**302-3 Intermediate Macroeconomic Theory.** Roles of good markets and financial markets in the determination of national income and inflation; economic growth and business cycles; fiscal and monetary policy. Prerequisites: 111, 112 and MS 251.

**325-3 The Economics of Crime and the Criminal Justice System.** Application of economic analysis to criminal behavior. Topics include: measurement and impact of crime, organized crime, cost-benefit analysis of police protection, prisons and “victimless” crime. Prerequisites: 112 or junior standing or instructor permission.

**327-3 Social Economics: Issues of Income, Employment and Social Policy.** Economic aspects of social problems such as poverty, discrimination, and unemployment; economic analysis of social policies such as social insurance, welfare programs, employment legislation, taxation. Prerequisite: 111, 112.

**331-3 Labor Economics.** An analysis of labor force participation, employment, wage determination, economic stability; investment in human capital; trade unionism; collective bargaining; public policy. Prerequisites: 111, 112.

**341-3 Topics in Economics.** Selected topics in economics. May be repeated up to 6 hours provided no topic is repeated.

**344-3 Financial Markets.** (Same as FIN 344) Functions and practices of domestic and international debt markets; recent structural changes. Asset securitization, relationships across financial markets. Management of financial intermediaries. Prerequisite: FIN 320.

**345-3 Economics of the Public Sector: National.** Role of government in U.S. economy; federal expenditures, revenue, and debt; evaluation of government policy including analysis of taxes, grants, public services. Prerequisites: 111, 112.

**361-3 Introduction to International Economics.** Survey of causes and composition of trade between nations; barriers to trade; balance of payments; foreign exchange markets; international monetary markets and policy. Prerequisites: 111, 112.

**400-3 Quantitative Methods for Economics and Business Analysis.** (Same as Fin 400) Applications of mathematical tools to economic and business analysis; emphasis on using calculus and linear algebra in economic and business models. Prerequisites: 111, 112, MS 250.

**415-3 Econometrics.** (Same as FIN 415) Empirical research methodology and ethics. Hypothesis testing and predicting with OLS regression. Estimation with violations of classical assumptions. Multicollinearity problems; dummy variables; model specification. Prerequisites: 301, 302, and MS 251 or equivalent with a grade of C or higher.

**417-3 Business Forecasting.** (Same as FIN 417) Survey of methods to forecast economic and financial conditions and markets for individual products, sectors, or regions. Time series, indicator, judgmental, econometric, and Box-Jenkins techniques. Satisfies research requirement for business programs. Prerequisites: 301, 302, MS 251 or equivalent with a grade of C or higher.

**435-3 Competition and Public Policy.** Economic implications of alternative market structures. Investigation of impact of concentration, economies of scale, advertising, and conglomerates on business and society. Prerequisite: 301 or consent of instructor.

**439-3 Economics of Sports.** Economic analysis applied to issues concerning major professional team sports such as free agency, salary caps, competitive balance, stadium contracts, and franchise relocation.

**445-3 Economics of the Public Sector: State and Local.** Public expenditure and taxation; intergovernmental fiscal relations; budgeting; grants; public choice. Prerequisites: 111 and 112 or consent of instructor.

**450-3 International Finance.** (Same as FIN 450) International monetary environment and institutions. Determinants of foreign exchange rates and risk management. Valuation and portfolio analysis of international stocks and bonds. Foreign investment analysis. Prerequisite: FIN 320.

**461-3 International Trade Theory and Policy.** Theory of causes and composition of trade; comparative advantage; tariff and non-tariff barriers to trade; economic integration; commercial policy. Prerequisite: 301 or consent of instructor.

**490-1 to 6 Independent Study in Economics.** Investigation of topic areas. Individual or small group readings under supervision of faculty member. Prerequisites: consent of instructor and department chairperson. May be repeated to a maximum of 6 hours.

## **Finance (FIN)**

**320-3 Financial Management and Decision Making.** Introduction to financial decisions; tools; models. Valuation; capital budgeting; capital structure. Operating decisions and other long and short-term applications. Prerequisites: ACCT 210\* or ACCT 311\*, and MS 251\*, and admission to the School of Business.

**341-3 Topics in Finance.** Selected topics in finance. May be repeated to a maximum of 6 hours provided that no topic is repeated. Prerequisite: 320.

**344-3 Financial Markets.** (Same as ECON 344) Functions and practices of domestic and international debt markets; recent structural changes. Asset securitization, relationships across financial markets. Management of financial intermediaries. Prerequisites: 320.

**400-3 Quantitative Methods for Economic and Business Analysis.** (Same as ECON 400) Applications of mathematical tools to economic and business analysis; emphasis on using calculus and linear algebra in economic and business models. Prerequisites: ECON 111, 112, MS 250.

**415-3 Economics.** (Same as ECON 415) Empirical Research Methodology and Ethics. Hypothesis testing and predicting with OLS regression. Estimation with violations of classical assumptions. Multicollinearity problems; dummy variables; model specification. Prerequisites: ECON 301 or ECON 302 or consent of the instructor, MS 251.

**417-3 Business Forecasting.** (Same as ECON 417) Survey of methods to forecast economic and financial conditions and markets for individual products, sectors, or regions. Time series, indicator, econometric, judgmental, and Box-Jenkins techniques. Satisfies research requirement for business programs. Prerequisites: ECON 111, 112 and MS 251 or equivalent.

**420-3 Problems in Corporate Finance.** In-depth development of analytical decision models; basic and advanced corporate financial theory and application to business and industrial settings. Prerequisite: 320 or ACCT 312.

**430-3 Portfolio Analysis.** Portfolio theory, equity valuation models and portfolio performance evaluation; structure of equity markets; effect of taxes and inflation; bond analysis and portfolio

immunization; mutual funds. Satisfies research requirement for business program. Prerequisite: 320 or 420.

**431-3 Derivative Securities.** Introduction to derivatives; options, forwards, futures, and swaps; trading of derivatives and the arbitrage relationships; pricing of derivatives on equities, debt, commodities and foreign exchange. Prerequisites: 320 or 513.

**435-3 Real Estate Finance and Investment.** Fundamental concepts, investigation and evaluation of real (estate) assets. Single residence; multiple dwellings; commercial properties. Applications based on financial theory and methodology. Prerequisite: 320.

**440-3 Financial Institutions.** Financial management of financial institutions: commercial banks, S&Ls, insurance companies, other financial institutions. Asset and liability management. Prerequisite: 320.

**450-3 International Finance.** (Same as Econ 450) International monetary environment and institutions. Determinants of foreign exchange rates and risk management. Valuation and portfolio analysis of international stocks and bonds. Foreign investment analysis. Prerequisite: 320.

**460-3 Corporate Financial Analysis and Strategy.** In-depth analysis of financial data and stock prices. Study of relationship among financial markets, financial strategy, and welfare of corporate stake holders. Prerequisite: 420.

**470-3 Sport Financial Management.** Financial issues relevant to sports industry. Applying financial analysis in decision making.

**480-3 Cases and Problems in Corporate Finance.** Use of case analyses to study financial concepts and techniques. Topics include investment decisions, mergers and acquisitions, long-term and short-term financing. Prerequisite: 420.

**490-1 to 6 Independent Study in Finance.** Investigation of topic areas through individual or small group readings under supervision of faculty member. Prerequisites: Consent of instructor and department chairperson. May be repeated up to a total of 6 hours.

### **General Business Administration (GBA)**

**398-0 Business Internship.** Practical work activity with an outside organization providing students with the opportunity to apply conceptual knowledge in the workplace. Enrollment is through the Career Development Center. Students will receive a grade of pass/no credit.

**399-0 Business Cooperative Education.** Supervised work experience with an organization utilizing business skills. Formal enrollment in approved co-op course through the Career Development Center. Students will receive a grade of pass/no credit.

**489-1 to 15 Study Abroad.** Participation in School's exchange programs. Credit earned by completion of an approved plan of study at an exchange institution. May be repeated for a maximum of 30 hours. Prerequisites: GBA 300, appropriate language competency, and approval by Director of Exchange Programs.

### **Interdisciplinary Studies (IS)**

**401-3 Business and Society.** External social, legal, economic, political, and ethical environments of modern business. Emphasis on global marketplace and their implications for organizations and individuals. Prerequisites: MGMT 341, MKTG 300, CMIS 342, FIN 320.

### **Management (MGMT)**

**340-3 Principles of Management.** Introduction to management process. Importance of management to success of organizations; history of management; organizations as systems; decision-making; planning systems; organization structure/design; control systems; managing human resources. Prerequisite: admission to the School of Business.

**341-3 Organizational Behavior and Interpersonal Skills.** Knowledge and skill applying behavioral science concepts integrating management and diversith issues (i.e., age, personality, ethnicity, culture and gender) in interpersonal,; inter-group and organizational relationships. Prerequisite: 340.

**430-3 Human Resource Management.** Theory, practice, and trends in effective utilization of human resources in organizations. Prerequisite: 340 or consent of instructor.

**431-3 Recruiting, Selecting, and Hiring Employees.** Principles, practices, and issues relevant to staffing work organizations. Topics include employee recruitment approaches; selection procedure development; work force headcount planning; and equal employment regulations. Prerequisite: 430.

**432-3 Training and Developing Employees.** Knowledge of principles, practices, and factors that contribute to employees' job competence, performance, personal and professional growth, and contribution to organizational performance. Topics include training needs assessment and training development and delivery. Prerequisite: 430.

**433-3 Employee Compensation and Benefits.** Employee compensation principles, practices, and issues. Topics include job analysis, job evaluation, wage structures, equity, competitiveness, benefits, variable incentive compensation, and regulatory influences on compensation. Prerequisite: 430.

**441-3 Strategic Management.** Capstone course using top management perspective to develop comprehensive, integrative analysis of organizations and environments as basis for development, implementation, evaluation, control of overall strategy. Prerequisites: completion of BSBA core requirements or concurrent enrollment in final core requirements and consent of instructor.

**451-3 Managing Organizational Change and Innovation.** Study of organizational change with emphasis on diagnostic skills necessary for effective management of planned organizational change. Individual and group leadership approaches to increase effectiveness. Prerequisite: 341 or consent of instructor.

**461-3 Managing in the Global Economy/International Management.** Management of business in other countries and in global economy. Interaction of political, cultural, social, legal and economic forces in international business context. Prerequisite: 341 or consent of instructor.

**475-3 Entrepreneurship and Small Business Management.** Formation of new enterprises and management of small business. Focus on identifying opportunities; starting a new enterprise; operational and organizational aspects of small business management. Prerequisite: 341 or consent of instructor.

**476-3 Entrepreneurship Practicum.** Practicum in small business management. Application of knowledge from 475 to actual small business problems. Students work with local small businesses under faculty direction. Prerequisite: 475.

**485-3 Managing Quality and Performance.** Current topics in management, with special emphasis on designs, programs and techniques for managing quality and performance improvements. Advanced readings and cases on innovative business practices. Prerequisite: 341 or consent of instructor.

**490-1 to 3 Independent Study in Management.** Topical areas of concentrated study under faculty direction. Allows for advanced, more in-depth exploration of management issue than in regular courses. Prerequisite: 341 and detailed proposal approved by supervising faculty member and chairperson.

**495-3 Special Topics in Management.** Advanced and specialized topics of current concern to field of management. Depending on topic of course, chairperson can approve course as a substitute for a BSBA specialization course. Prerequisites: 341 and consent of instructor.

## **Management Science (MS)**

**250-3 Mathematical Methods for Business Analysis.** Mathematical tools required for business analysis; business applications of functions, graphing, solving systems of equations, matrix algebra, counting rules, differentiation and integration. Prerequisites: Math 120\*; Econ 112\* or concurrent enrollment.

**251-4 Statistical Analysis for Business Decisions.** Descriptive statistics. Probability. Inferential statistics. Estimation and hypothesis testing of means and proportions. Simple and multiple regression, analysis of variance, and contingency table analysis. Prerequisite: 250\*.

**312-3 Statistical Analysis of Business Problems.** Business applications of intermediate statistical techniques, including multivariate regression; emphasizes sample design, data collection and analysis; uses computer software. Prerequisite: 251. Satisfies research requirement for business programs.

**490-1 to 3 Independent Study in Management Science.** Investigation of topical areas in greater depth than regularly scheduled courses permit. Individual readings or research projects under supervision of a faculty member. May be repeated to a maximum of 6 hours. Prerequisite: consent of instructor and department chair.

## **Marketing (MKTG)**

**300-3 Principles of Marketing.** Marketing in economic systems and society. External influences on marketing objectives, outcomes. Marketing as functional area within organizations. Emphasis on product; pricing; distribution; promotion decisions. Prerequisite: admission to School of Business.

**377-3 Marketing Research.** Concepts necessary for understanding/performing applied marketing/business research. Research process: problem identification; design; sampling; data sources; collection. Experimental designs; measurement; statistical analysis. Prerequisites: 300, MS 251\*.

**466-3 Marketing on the Internet.** Focus on marketing issues surrounding commercialization of World Wide Web and other emerging electronic media. Examines impact of digital technology on strategic marketing planning. Prerequisite: 300.

**470-3 Sports Marketing.** Sports marketing mix decisions from perspective of organizations that offer sports-related products and those that use sport to promote other products and services. Prerequisite: 300 or consent of the instructor.

**471-3 Advertising Policy and Management.** Strategic role of persuasive communication. Concepts and methods necessary to develop advertising programs. Advertising planning and budgeting in the context of achieving marketing objectives. Prerequisite: 300.

**472-3 Sales Policy and Management.** Organization and operational functions of salespeople and sales managers. Selling skills, forecasting, recruiting, selection, training, territory design and assignment, supervision, compensation, motivation, and performance appraisal. Prerequisite: 300.

**474-3 Retail Policy and Management.** Functions, organization, management of retail enterprises. Impact of recent and contemporary forces. Systems for merchandising and promotional activities. Retailing careers and appropriate preparation. Prerequisite: 300.

**475-3 Consumer Behavior.** Consumer motivation, buying behavior, group influence, cultural forces, information processing, and product diffusion. Explanatory theories and product development. Prerequisite: 300.

**476-3 International Marketing.** Impact of tariffs, cultural/social restrictions, economic political environments, legal restrictions. International distribution pricing; multinational product planning; communications decisions; international marketing research. Prerequisite: 300.

**478-3 Intermediate Marketing Research.** Marketing research project planning and development. Emphasizes design and execution of custom research projects, data analysis, report preparation and presentation. Prerequisite: 377\*.

**479-3 Special Topics in Marketing.** Contemporary issues/problems in marketing. Topic varies when offered. Examples: service marketing; industrial marketing; nonprofit marketing; and other significant topics. May be repeated up to a maximum of 6 hours provided no topic is repeated. Prerequisites: 300 and consent of instructor.

**480-3 Advanced Marketing Management.** Market structure and behavior. Research and select marketing opportunities. Develop marketing strategies. Plan marketing tactics. Implementation and control of marketing efforts. Final marketing course. Prerequisites: 377\* or equivalent, senior standing.

**490-1 to 3 Independent Study in Marketing.** Topical areas in greater depth or unavailable in regular courses. Individual or small group readings and/or research projects. May repeat by permission to a maximum of 6 hours as topic varies. Prerequisite: consent of instructor and department chairperson.

## **Production (PROD)**

**315-3 Operations Management.** Study of manufacturing and service operations management. Covers process and product design, quality management, planning/control of materials and capacity, and project management. Prerequisite: MS 251\*.

**461-3 Production Planning and Control.** Long range and aggregate planning; master scheduling; rough cut capacity planning; MRP; CRP; lead time management; production activity control, sequencing, line balancing. Prerequisites: 315, MS 251\*.

**490-1 to 6 Independent Study in Operations Management.** Topical areas in greater depth than regularly titled courses permit. Individual or small group readings or projects. May be repeated by permission to a maximum of 6 hours. Prerequisite: consent of instructor and department chairperson.

\*Requires a grade of C or better.

## **READ ALL**

- R Remember: Your pin numbers and ID cards!**
- E E-mail: Use your SIUE e-mail address, we do!  
Check it often!**
- A Awards and Scholarship booklets: Available in November  
each year!**
- D Department Bulletin Boards: Check Them Out!**
- A Advisement: FH 3301 (618.650.3840) Visit Often!**
- L Look: to CougarNet for your student records!**
- L Last but not least: Keep name, address, phone updated!**

## **REMEMBER TO READ ALL INFORMATION!!**

**You will get a lot of information and it is your responsibility to read it all and make sure you understand what is expected of you and if you do not....please ask questions and find out.**

**Refer to the School of Business Resources and the University Resources pages to help with answers to your questions. We are all here to help you have a good experience while at SIUE!**