



MBA Foundations Course Fall 2020

MBAF 6301 Section 01

Instructor:	Steve Rosner, MS, CPA	Class location:	Online
Office location	Via Zoom	Class time(s):	Online & Zoom three Saturdays: 8/29, 9/19, 10/10
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The Bill Munday School of Business Mission Statement

The Bill Munday School of Business delivers an experiential, values-based education anchored in the liberal arts and the Holy Cross traditions of learning and service. The School educates students to excel professionally in the dynamic 21st century business environment by emphasizing creative thinking, critical analysis, global collaboration, lifelong learning, adaptation to change, and ethical behavior. The School promotes relationships on our campus, with our global partners, and across the rich ecosystem of Austin, focusing on technology, creativity, social enterprise, and emerging trends.

Course Description

This course is a 3-hour MBA Foundation Course, which utilizes on-demand materials, delivered through an instructor-guided 7-week course format. . It focuses on the fundamentals of Financial Accounting, Managerial Accounting, Statistics, and Economics. The goal of the foundations course is to provide students with the skills necessary to succeed in the core MBA courses.

Pre-requisites or Co-Requisites

None

Course Objectives/Learning Outcomes

According to AACSB learning standards, the common body of knowledge (CBK) represents the minimum core of knowledge, which must be attained prior to beginning graduate studies in business. The CBK will be modified to be composed of three major business disciplines—listed below:

Discipline:	
Accounting	Financial Accounting
	Managerial Accounting
Statistics	Statistics
Economics	Microeconomics
	Macroeconomics

Required/Recommended Course Materials

Ivy Learning Materials (online) – provided as a component of the course. Students do not need to acquire these separately.

Ethics

Ethics are discussed as issues arise in the various modules of the course.

Grade Determination

This class is intended to be largely self-paced with a proctor to assist in answering questions and helping students stay on task. Students must successfully complete the Final Test for each module in order to pass the course. Modules must be completed according to the schedule at the end of the syllabus and the final test for each module must be completed by the due dates listed. This is a pass/fail course. Achieving a 70% on each module's final exam constitutes passing the module. Students that fail the course will be required to retake the course and/or may not be able to proceed to the core courses.

Absence/Tardy Policy

Not Applicable.

Drop/Withdrawal Policy

Discontinuing attendance or notifying an instructor of a status change does not constitute a drop or withdrawal. The student is responsible for initiating and completing the drop or withdrawal procedure by utilizing MyHilltop. If the student fails to complete the process, he/she will receive the grade(s) assigned by the instructor(s) of record and be billed accordingly.

A student may add or drop courses (make schedule adjustments) anytime during the registration period and up to the course begin date. After this period, a student may drop or withdraw from courses according to the Registrar Dates & Deadlines and Course Schedules online. For specific course begin, end, add, drop or withdrawal dates and other important deadlines: <https://www.stedwards.edu/registrar>.

A student may drop or withdraw from a course under the following provisions:

1. Through the seventh calendar day from course begin date, a student may drop a course without having the course recorded on their transcript.
2. Through the 21st calendar day from the course begin date, a student may withdraw from the course with a W recorded on their transcript.
3. After the 21st calendar day from the course begin date, no student may withdraw from a course.

****Note:** A student is not officially dropped or withdrawn from a class until the student completes the drop/withdraw process, as published by the Office of the Registrar.

If the withdrawal procedure is not followed to its conclusion, a grade of NP will be entered on the transcript.

For more information, consult your Student Bulletin, found here:

<https://www.stedwards.edu/policies/university-handbooks-guides-and-manuals>

Incompletes

A grade of I (Incomplete) may be given only in exceptional cases in which extenuating circumstances that occur in the last 10 days of the seven week course interfere with the completion of final course work. Work must be completed and the grade received in the Office of the Registrar by Oct. 1 for all summer-term courses, March 1 for fall semester courses and July 1 for spring semester courses, or a grade of F will be entered on the transcript.

Academic Integrity

An academic community of integrity strives for excellence by creating a learning environment where high academic standards in terms of student performance, program integrity, course development and requirements are encouraged. This can only be realized if the community is aware of and adheres to clearly established values and goals where the end is personal and academic integrity. Our commitment to the values of academic integrity contributes to St. Edward's University's being a quality institution of higher learning and that adherence to the Mission Statement will continue to be fulfilled.

The ability to express ourselves articulately in both oral and written form requires ability for critical and creative thinking which necessitates a clear sense of academic integrity. Academic integrity is important because it involves values which can be grounded in both reason and faith. The core values of academic and personal integrity are:

1. Honesty: An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service.

2. Fairness: An academic community of integrity establishes clear standards, practices, and procedures and expects fairness in the interactions of students, faculty, and administrators.
3. Trust: An academic community of integrity fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential.
4. Respect: An academic community of integrity recognizes the participatory nature of the learning process and honors and respects the work of others and the members of the learning community.
5. Responsibility: An academic community of integrity upholds personal accountability and depends upon action in the face of wrongdoing.

We achieve this not only through publication and proclamation of these values, but also by creating a learning environment where these values can be realized.

St. Edward's University expects academic honesty from all members of the community, and it is our policy that academic integrity be fostered to the highest degree possible. Consequently, all work submitted for grading in a course must be created as a result of your own thought and effort. Representing work as your own when it is not a result of such thought and effort is a violation of our code of academic integrity. Whenever it is established that academic dishonesty has occurred, the course instructor shall impose a penalty upon the offending individual(s). It is recognized that some offenses are more egregious than others and that, therefore, a range of penalties should be available. Whenever possible, it would also be important to try to determine the intent of the offender, since the error could be a result of careless work rather than intent to deceive. The maximum penalty for a first offense is failure in the course, and if that penalty is imposed, the student does not have the option of withdrawing from the course. In cases of mitigating circumstance, the instructor has the option of assigning a lesser penalty.

After obtaining sufficient evidence that such dishonesty has occurred, the instructor should discuss the question with the student. Instructors who impose a penalty for serious academic dishonesty should report this penalty to the dean or director of the program in which the course is offered. The dean or director will report confirmed cases of dishonesty to the Associate VP for Academic Affairs, and a record of all offenses will be kept in the Office of the Associate VP for Academic Affairs. Offenses that resulted in failure in the course will then be reported to the Office of the Registrar.

The Associate VP for Academic Affairs will determine whether an earlier serious offense by the student has been recorded. A second serious offense merits an automatic appeal. Upon denial of this appeal, the Associate VP for Academic Affairs will dismiss the student from the university and notify the registrar and the dean or director.

A procedure for student appeal is already established and is outlined in detail in the Student Handbook, but it should be noted that, for appeals of decisions regarding academic dishonesty, the student must appeal to the dean of the school or program director within five (5) working days after being notified by the instructor.

For more information, visit: <https://stedwards.app.box.com/v/academicbulletins>

Professional Performance

Students in the **Master of Business Administration** program are expected to conduct themselves as ethical professionals in keeping with the university and MSB mission statements. Acts of fraud, forgery, unethical or unprofessional behavior or violations of the general standards of behavior outlined in Article 2 of the St. Edward's University Student Code of Conduct will not be tolerated. The consequences for such violations are outlined in the St. Edward's University Academic Integrity policy and/or the Code of Student Conduct up to and including dismissal from the program.

A Note on Sex/Gender Harassment, Discrimination & Misconduct

St. Edward's University is committed to fostering a safe, inclusive and productive learning environment. Title IX, state laws, and SEU policy prohibit discrimination on the basis of sex and gender identity. Consequently, sexual misconduct — including harassment, relationship violence, sexual assault, and stalking — is also prohibited at SEU. If you or someone you know has been harassed or assaulted, you can find the appropriate resources, both on and off campus at <https://www.stedwards.edu/campus-services/title-ix-and-preventing-discrimination>.

As a faculty member, I am a mandatory reporter and required by our university, federal and state laws to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details including the names of those involved in the incident. Please know that you

can seek confidential resources and advocates at the Health & Counseling Center in Johnson Hall, 512-448-8538. To make a formal report, you can contact the Dean of Students Office in Main Building, G 16, 512-448-8408, or go to

<https://www.stedwards.edu/campus-services/title-ix-and-preventing-discrimination/title-ix-students>. You can also make a police report to the St. Edward's University Police by calling 512-448-8444.

Student Disability Services

Student Disability Services coordinates reasonable accommodations for students with documented disabilities (medical, learning or psychological). Any student who feels s/he may need an accommodation based on the impact of a disability should follow the university's accommodation procedure by contacting Student Disability Services (512-448-8561 or Moody Hall 155).

Risk Management

There are no field trips or off-campus activities planned for this course.

Semester Calendar

The following dates for the modules' final exams are absolute deadlines. No scores will be counted if submitted after the dates and times shown below:

Date	Activity
<u>Financial Accounting Foundations</u>	
Wed Aug 26 7:30 pm	Online office hour - Week 1 Accounting Video Lessons supplement
Sat Aug 29 9 am-11:50	Via Zoom Financial_Accounting_Review Class 1
Wed, Sept 2 7:30pm	Online office hour
Sun Sept 6 11:59 pm	Financial Accounting Foundations I Final
<u>Economics Foundations</u>	
TBA	Online office hour - Week 3 with Dr. Chen Xu
Sun Sept 13 11:59 pm	Economics Foundations Final
<u>Managerial Accounting Foundations</u>	
Wed Sept 16 7:30pm	Online office hour - Week 4 Accounting Video Lessons supplement
Sat Sept 19 9-11:50 am	Via Zoom Managerial Review Class
Wed Sept 23 7:30 pm	Online office hour - Week 5
Sun Sept 27 11:59pm	Managerial Accounting Foundations Final
<u>Statistics Foundations</u>	
TBA	Online office hour - Week 6 with Dr. Chen Xu
TBA	Online office hour --Week 7 with Dr. Chen Xu
Sat Oct 10 9-11:50 am	Via Zoom Statistics Review class with Dr. Chen Xu
Sun Oct 11 11:59 pm	Statistics Foundations Final