

MASTER OF BUSINESS ADMINISTRATION, M.B.A.

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Degree offered: Master of Business Administration (M.B.A.)

PROGRAM GOALS AND OBJECTIVES

The goal of the MBA program is to provide a professional graduate degree program for individuals who hold or will hold positions of managerial responsibility in organizations. Specific program objectives are to enable students to 1) possess a contemporary knowledge base in areas of managerial decisionmaking, including marketing, finance, operations management, and general administration; 2) understand the impacts of key external environmental contingencies on businesses and the industries in which they operate; 3) develop professional competencies in the areas of teamwork, communication, critical thinking, decision-making, and cross-functional business applications; and 4) be aware of societal expectations of organizations and the importance of making managerial decisions within an ethical framework.

Most program classes are held in the evening on the main campus. The MBA is also offered by cohort in an accelerated weekend format in Peoria.

ADVISING

New students must contact the program office for initial advising to plan a program of study that reflects their interests and satisfies degree requirements.

Contact: Information about the MBA program is available at (217) 206-6780. Information can also be requested at mba@uis.edu.

THE MASTER’S DEGREE

The MBA program is designed to provide students with a comprehensive understanding of contemporary organizational theories and practices and to provide students with enhanced capabilities in analytical problem solving, decisionmaking, and leadership skills.

ENTRANCE REQUIREMENTS

Admission is granted by the program faculty on the basis of an evaluation of an applicant’s complete file. To apply for admission, an applicant must have the following items sent directly to the Office of Admissions and Records and a copy of all items sent directly to the MBA office: 1) official GMAT scores, 2) a complete set of official undergraduate transcripts indicating that the applicant has earned an undergraduate degree from an accredited university, 3) reference forms from three people who are in a position to judge the applicant’s potential for success in graduate work, and 4) a single-spaced essay of no more than two pages. The essay should outline the applicant’s reasons for considering the degree, how the M.B.A. degree fits in with his/her personal objectives and short- and long-term goals, as well as any other information that demonstrates the applicant’s potential for successful completion of the degree. Admission to the M.B.A. program will be granted to applicants who have

demonstrated potential for success in graduate business studies at UIS.

PREREQUISITES

Before taking specific courses toward the M.B.A. degree, students must complete all prerequisites for that course. Program prerequisites include ECO 315 Economics for Administration and ACC 311 Administrative Uses of Accounting or their equivalents. Computer literacy is also expected. Prerequisites or their equivalents must have been completed no more than five calendar years from the date of application to the program. Generally, students complete prerequisites before entry into Phase I coursework. However, students may concurrently enroll in Phase I coursework during a term as long as all prerequisite coursework is completed by the end of that term.

Equivalent coursework for ECO 315 is two semesters of introductory economics (macro and microeconomics). Equivalent coursework for ACC 311 is two semesters of introductory accounting (principles I and II).

DEGREE REQUIREMENTS

The M.B.A. degree requires successful completion of a minimum of 48 semester hours of graduate credit.

Program Requirements

Phase I Courses

BUS 500 Business Perspectives	4 Hrs.
BUS 525 Quantitative Techniques for Managers	4 Hrs.
BUS 531 Legal Issues in Business	<u>4 Hrs.</u>
Total Phase I	12 Hrs.

Phase II Courses

BUS 502 Managerial Finance	4 Hrs.
BUS 512 Marketing Management	4 Hrs.
BUS 521 Research Methods and Statistical Analysis	4 Hrs.
BUS 522 Production and Operations Management	4 Hrs.
BUS 541 Organizational Behavior	<u>4 Hrs.</u>
Total Phase II	20 Hrs.

Phase III Courses

Advanced elective coursework	12 Hrs.
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Phase IV Courses

*BUS 583 Business Strategy	<u>4 Hrs.</u>
Total	48 Hrs.

At least eight hours of 500-level elective coursework

from the College of Business and Management must be taken to satisfy Phase III requirements.

* BUS 583 Business Strategy must be taken during the student's final semester of coursework.

CLOSURE REQUIREMENT

The M.B.A. degree requires completion of BUS 583 with a grade of B (3.00) or better. (B- is not acceptable in this course.) BUS 583 is the graduate closure course consistent with campus policy on completion of a master's degree. That policy requires that students not completing BUS 583 during the first enrollment of four hours must enroll to audit the course for one credit hour *each* semester (excluding summer terms) until the course requirements are met.

COURSE DESCRIPTIONS

Required Courses

BUS 500 Business Perspectives (4 Hrs.)

Designed to be the gateway course for students entering the M.B.A. program. Major emphasis will be on student exposure to the predominate business themes of globalization, diversity, ethics, environmental issues, quality, productivity, innovation, and cross-functional perspectives as they relate to the administration of organizations.

Competency development will be stressed in the areas of leadership, teamwork, communication, problem solving, decision making, creativity, change management, strategic thinking, and technological applications. Prerequisites: Completion of or concurrent enrollment in ACC 311 and ECO 315, or equivalents. This course must be taken prior to or concurrently with other Phase I course requirements.

BUS 502 Managerial Finance (4 Hrs.)

Concepts and variables used in financial analysis, planning, and control. Topics include financial forecasting, capital budgeting, leverage, valuation, cost of capital, asset/liability management, and capital market instruments. Prerequisite: Completion of or concurrent enrollment in any remaining Phase I coursework.

BUS 512 Marketing Management (4 Hrs.)

Study of the conceptual foundations and practices of contemporary marketing as well as the planning, implementation, and control of the marketing function. Topics include situation analysis; marketing objectives; target market selection; and product, promotion, pricing, and physical distribution decisions. Prerequisite: Completion of or concurrent enrollment in any remaining Phase I coursework.

BUS 521 Research Methods and Statistical Analysis (4 Hrs.)

Methods used for collection, analysis, and interpretation of various types of business research data from the perspective of design, execution, and evaluation of research projects as well as requests for research. Emphasis is

given to using research analysis methods for decision making within business organizations. Prerequisites: Completion of or concurrent enrollment in any remaining Phase I coursework or completion of ECO 313, or equivalent, for students seeking other degrees.

BUS 522 Production and Operations Management (4 Hrs.)

Managerial techniques for planning, scheduling, and controlling resources, cost, quality, productivity, and efficiency in product and service organizations. Topics such as project scheduling and management, forecasting, and constraint optimization are covered. Prerequisite: Completion of or concurrent enrollment in any remaining Phase I coursework.

BUS 525 Quantitative Techniques for Managers (4 Hrs.)

Techniques of management decision making including statistical analysis, decision theory, systems theory, operations research, mathematical programming techniques (linear, nonlinear, dynamic), modeling, forecasting techniques, and simulation techniques. Prerequisite: Completion of or concurrent enrollment in BUS 500.

BUS 531 Legal Issues in Business (4 Hrs.)

Review and analysis of current laws and regulations that frame the external environment for private business operations in the U.S. Emphasis on state and federal regulations; agency governance and surveillance; and business requirements, costs, and response. Special applica-

tions to the production, distribution, and financial functions of the firm are considered along with trends and major developments in case law. Prerequisite: Completion of or concurrent enrollment in BUS 500 or completion of ECO 315, or equivalent, for students seeking other degrees.

BUS 541 Organizational Behavior (4 Hrs.)

Structure and function of an organization as a sociotechnical system and of individual group and leadership processes and behavior within the organization. Historical development, leadership, decision making, group dynamics, motivation, job satisfaction, authority, influence and power, organizational change, communications, conflict, and organization structure and design. Prerequisite: Completion of or concurrent enrollment in any remaining Phase I coursework or completion of ECO 315, or equivalent, for students seeking other degrees.

BUS 583 Business Strategy (4 Hrs./1 Hr.)

For business administration students. Emphasizes the level of analysis necessary for top management decisions and policy formulation for a firm operating in an uncertain environment. Satisfactory completion meets the UIS graduation requirement of a problem-solving exercise. Prerequisite: Completion of Phase II coursework. Must be taken during student's final semester of coursework. **Note:** Campus policy requires that students not completing BUS 583 during the first enrollment of four hours must enroll to audit the course for one credit hour *each* semester (excluding summer terms) until the course requirements are met.



Finance Electives

BUS 505 Investments (4 Hrs.)

A perspective on the timing, instruments, and choices available to the personal investor who seeks to build a wealth base over time. Shows the investment network that assists and facilitates the efforts of the individual, including the role of security analysts, portfolio managers, the organized markets, and the so-called over-the-counter arena. Current regulations and investor safeguards in law and regulations are reviewed. Prerequisite: BUS 502.

BUS 507 Advanced Financial Management (4 Hrs.)

In-depth study of theories and cases dealing with investment and financial decisions of the firm: capital budgeting under uncertainties, cost of capital, dividend policies, capital structure management, international financial management, and acquisitions and mergers. Prerequisite: BUS 502.

BUS 508 Portfolio and Security Analysis (4 Hrs.)

Study and application of analytical techniques in the analysis of financial statements of firms with traded securities, including development of efficient security portfolios. Prerequisite: BUS 505.

BUS 509 Small Business Finance (4 Hrs.)

Application of various financial theories to problems facing small businesses. Topics include profit forecasting

and planning, cash management, budgeting, working capital management, leasing, sources of financing, investment decision making, financial leverage, and valuation. Prerequisite: BUS 502.

BUS 510 Topics in Finance (2 or 4 Hrs.)

Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 502.

Marketing Electives

BUS 515 Marketing Strategy (4 Hrs.)

Advanced study of the role of marketing in the strategic business planning process, including strategic environmental analysis, organizational mission and objectives, organizational strategy, identification of strategic business units, and analysis and evaluation of organizational business portfolios. Prerequisite: BUS 512.

BUS 520 Topics in Marketing (2 or 4 Hrs.)

Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 512.

BUS 536 Promotional Strategy (4 Hrs.)

In-depth study of the communications function of marketing. In addition to the traditional promotion mix elements (direct marketing, advertising, sales promotion, personal selling, and publicity/public relations), the

course examines the underlying consumer behavior, communication, and psychological theories that serve as a foundation for the promotion planning process and the development of promotional strategy, a vitally important part of an organization's marketing program. Prerequisite: BUS 512.

Operations Management and Quantitative Analysis Electives

BUS 524 Project/Program Management and Control (4 Hrs.)

Techniques and methods for planning, managing, and controlling one-time major projects and programs. Topics include systems theory and analysis, stochastic planning and control methods, and simulation. Emphasis on PERT/CPM techniques, decision trees, and Monte Carlo processes. Prerequisite: BUS 522.

BUS 528 Computer Applications in Business Decision Making (4 Hrs.)

Techniques of management science with computer software applications including problem-solving and decision-making processes in business. Emphasis on skills and techniques of individual and group problem solving including creative and critical thinking in the business world using computer applications. Prerequisite: BUS 522.

BUS 529 International Operations (4 Hrs.)

Introduces the student to globalization. International policy issues of global operations, strategic considera-

tions, global sourcing and purchasing operations, global logistics, and global diversity of manufacturing operations will be explored through the use of modules. Prerequisite: BUS 522.

**BUS 530 Topics in Production/
Operations Management (2 or 4 Hrs.)**

Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 522.

External Environment Electives

BUS 534 Labor Law (4 Hrs.)

Major pieces of legislation in labor law and their impact on both management and labor. Special emphasis is given to the court's interpretation of legislation. Topics include injunction, strike activity, certification of bargaining representation, and collective bargaining. Prerequisite: BUS 531.

**BUS 540 Topics in External
Environment (2 or 4 Hrs.)**

Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 531, or approved equivalent.

Organizational Behavior Elective

**BUS 550 Topics in Organizational
Behavior (2 or 4 Hrs.)**

Advanced study of specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 541.

Human Resource Management Electives

**BUS 551 Human Resource
Management (4 Hrs.)**

Operational approach to managing people at work,

drawing from behavioral sciences. Builds on the concept of reconciliation and integration of worker-organizational interests through supportive situation-oriented leadership by both line and staff managers. Focuses on emerging issues and concepts relating to management of human resources of an organization. Prerequisite: BUS 541, or equivalent.

**BUS 560 Topics in Human Resource
Management (2 or 4 Hrs.)**

Advanced study in specific topics, to be announced when offered. May be repeated for an indefinite number of credit hours, but a particular topic may not be repeated for credit. Prerequisite: BUS 551.

**BUS 599 Tutorial In Business
Administration (1 to 10 Hrs.)**