



Cameron

School of Business

UNIVERSITY of ST. THOMAS

Graduate Student Handbook

Fall 2012

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CAMERON SCHOOL OF BUSINESS (CSB) ACADEMIC CALENDAR FALL 2012

Saturday Classes Important Dates:

August 25 – first day of classes

September 8

September 15

September 29

October 6

October 20

November 3

November 17

December 1

December 8 – final exam

CAMERON SCHOOL OF BUSINESS FACULTY AND STAFF

CSB MAIN NUMBER: 713-525-2100

Acting Dean, Cameron School of Business

Dr. Barry Wilbratte wilbratt@stthom.edu 713-525-2100

Cameron School of Business Staff

Ms. Sue Klein kleincs@stthom.edu 713-525-3115
Director of Development and External Relations

Ms. Juletta Palyan palyanj@stthom.edu 713-525-2115
Assistant Director of Graduate Business Programs

Ms. Diane Simpson simpso@stthom.edu 713-942-5087
Administrative Assistant

Ms. Denise Torres torresda@stthom.edu 713-525-2105
Assistant to the Dean, Office Manager

MBA Program Faculty

Dr. Javed Ashraf ashrafj@stthom.edu 713-525-2109
Economics

Professor DeeDee Baba babad@stthom.edu 713-525-6920
Business Law

Dr. Gulfem Bayram bayrams@stthom.edu 713-831-7232
Finance

Dr. Pierre Canac canac@stthom.edu 713-525-2123
Economics, Finance

Dr. Habib Chamoun hchamou@stthom.edu 713-525-6920
International Business

Dr. Charles Davis ckdavis@stthom.edu 713-525-3528
Management

Dr. Charlene Dykman cadykman@stthom.edu 713-525-3526
Management

Dr. Jack Follis follisj@stthom.edu 713-942-5046
Statistics

Dr. Beena George georgeb@stthom.edu 713-942-5903
Management

Dr. Lynn Godwin godwin@stthom.edu 713-525-2119
Management

Dr. Sujin Horwitz horwits@stthom.edu 713-525-2122
Management, Marketing

Dr. Shabnam Lutafali	lutafas@stthom.edu	713-525-6920
Dr. Roger Morefield Economics	mofield@stthom.edu	713-525-2121
Dr. Elham Mousavidin Management, Marketing	mousave@stthom.edu	713-942-5914
Dr. Hassan Shirvani Economics, Finance	shirvani@stthom.edu	713-525-2118
Dr. Michele Simms Management	simmsm@stthom.edu	713-942-5918
Dr. John Story Marketing	storyjw@stthom.edu	713-525-2139
Dr. Shahram Taj Management, Marketing	tajs@stthom.edu	713-942-3444
Dr. Joe Ueng Finance, International Business	ueng@stthom.edu	713-525-2114
Dr. Ross Van Wassenhove Finance	vanwasr@stthom.edu	713-525-6920
Professor John Whitney Burnett Family Chair of Leadership, Management	whitnej@stthom.edu	713-525-3875
Dr. Shuoyang Zhang Marketing, Management	xhabgs@stthom.edu	713-525-2104

Chair, MSA Program

Dr. John Leavins Accounting		713-942-3479
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MSA Program Faculty

Professor Ramon Fernandez	ramonf@stthom.edu	713-525-2103
Dr. Marina Grau	graum@stthom.edu	713-525-6920
Professor Charles Lewis	lewiscl@stthom.edu	713-525-9667
Dr. Vinita Ramaswamy	vinitar@stthom.edu	713-525-6913
Dr. John Simms	simmsj@stthom.edu	713-942-3446
Professor Edgar Smith	esmith@stthom.edu	713-525-6920
Dr. Mark Turner	turnerma@stthom.edu	713-942-3477

STUDENT SERVICES DIRECTORY

Bookstore	713-525-3806
Business Office	713-525-2130
Cameron School of Business	713-525-2100
Campus Ministry	713-525-3589
Campus Security	713-525-3888
Career Services and Testing	713-525-3160
Counseling/Disability Services	713-525-3162
Doherty Library	713-525-2180
Financial Aid/Registrar's Office	713-525-2150
Information Technology Hotline	713-525-6900
International Student Advisor	713-525-3503
Registrar's Office/Financial Aid	713-525-2150



ORIENTATION, ENROLLMENT, AND REGISTRATION

Upon acceptance to the University of St. Thomas, each student will contact the Assistant Director of Graduate Business Programs to schedule an orientation and to discuss registration. At this meeting, incoming students receive a one-on-one advising session. The meeting provides students the opportunity to discuss what courses to take, register for the first semester's classes, and ask questions about the Cameron School of Business and its programs.

Following registration, students are taken on a short walking tour of the campus to learn the location of necessary offices and buildings. Included on this tour is an overview of the bookstore, library, and classroom layout. In addition, the student will obtain a new UST ID card, and leave campus ready to start classes.

WEBMAIL AND MYSTTHOM SETUP

Webmail

What is Webmail?

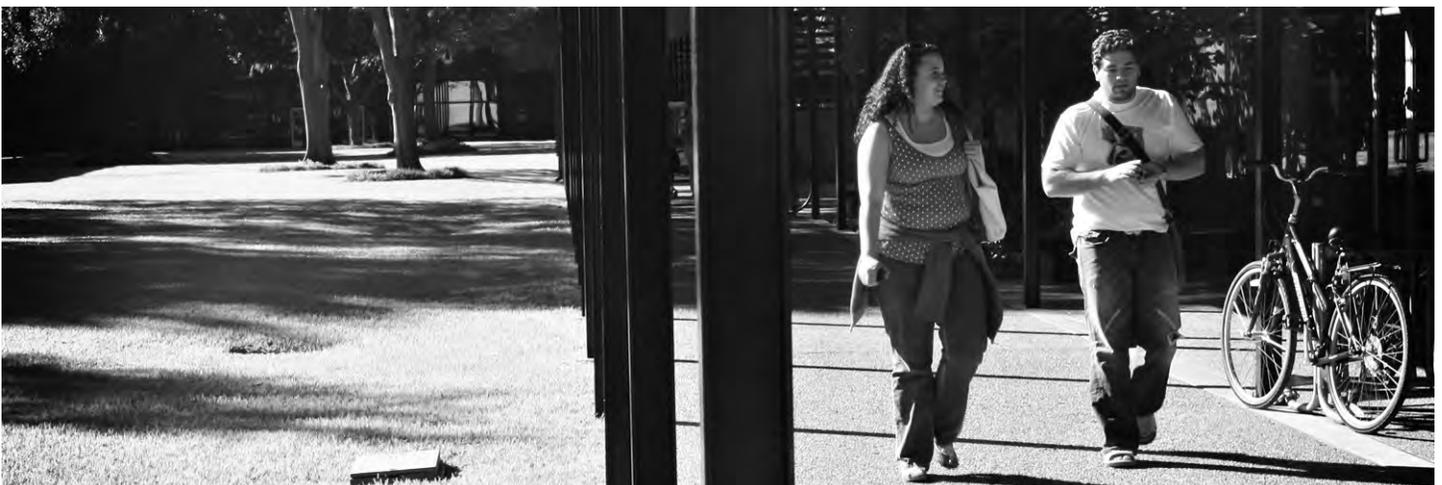
Webmail is the official communication medium of the University, and it is very important that you check this e-mail account on a regular basis. For example, faculty members may use Webmail to contact you regarding your classes, or the University may notify you of any special occurrences – such as campus closings due to bad weather – using Webmail.

You will need your seven-digit student identification number to set up your Webmail account. You can find this number at the top of your acceptance letter.

myStThom

What is myStThom?

Your myStThom account allows you to look up course offerings, register for classes, accept financial aid, pay tuition or set up tuition payment options, etc. You will need to set up your Webmail account before you set up your myStThom account.



TRANSFER CREDIT AND EXEMPTION POLICIES

The University of St. Thomas will accept up to six (6) graduate credit hours in transfer from accredited colleges and universities toward a graduate degree in the Cameron School of Business. Transfer hours must be equivalent to the University's listed curriculum offerings. Applicants to the Cameron School of Business are automatically evaluated for transfer credit based on the transcripts they submit as a part of the admissions process. Students who are currently enrolled in one of the graduate business programs and wish to enroll in a class at another university for transfer credit must first submit a request to do so, in writing, to the Cameron School of Business main office for approval.

The University may exempt a student from certain core courses with substitution in order to avoid unnecessary duplication and to permit the student to broaden his or her educational background by taking an alternative course. Course exemptions are considered on the basis of an appropriate group of closely related college level courses completed with a grade of "B" or higher. If you are exempted from a course or courses are accepted in transfer, it will be noted on your acceptance letter.

The University will accept no more than six (6) semester credit hours by transfer and/or exemption as a combined total toward a graduate degree in the Cameron School of Business.

However, students who already hold a postgraduate degree from the University of St. Thomas may be required to complete *as few as* 24 hours to obtain a master's degree. The number of hours required by the Cameron School of Business will depend upon the specific courses completed in the prior graduate program and upon whether they fulfill the specific requirements of the degree to be earned here, and will fall between 24 and 36 hours in most cases.



CONDITIONAL ACCEPTANCE, ACADEMIC PROBATION, AND SUSPENSION POLICIES

Conditional Acceptance

Conditionally admitted students face a higher standard for continuation in graduate programs. Such students are limited to taking nine credit hours (three courses or fewer) their first semester and must earn at least a B in each of the first three courses they take. Academic dismissal will result from failure to do so. Appeals to such dismissal will be reviewed by the Curriculum and Standards Committee of the Cameron School.

Academic Warning

Students enrolled in our Graduate Business Programs must maintain a semester average of 3.00 as well as a cumulative 3.00 average. When the semester average is below 3.00, while the cumulative GPA remains above 3.00, the student receives an academic warning letter indicating that the student's status in the Graduate Business program is of concern to the Cameron School of Business.

Academic Probation and Dismissal

While an individual may be admitted into the Graduate Business Programs on a regular-acceptance basis, it is possible that the individual's eventual cumulative GPA may fall below a 3.0 in any particular term. When this situation occurs, the student is placed on "academic probation." This status dictates that the student's cumulative GPA must continue to improve in each consecutive term thereafter until the cumulative GPA reaches 3 and is then sustained at that level or higher.

If, after being placed on academic probation, the student does not improve the cumulative GPA in each subsequent term, the student will be academically dismissed. Appeals to such dismissal will be reviewed by the Curriculum and Standards Committee of the Cameron School of Business



POLICY ON ACADEMIC DISHONESTY

(Taken from the University of St. Thomas Undergraduate Catalog 2011-2012)

Every offense against academic honesty seriously undermines the teaching-learning process for which the University exists, and such offenses will be dealt with expeditiously according to the following criteria.

Definition

Academic dishonesty includes but is not limited to:

1. Cheating on an examination or test; for example, by copying from another's paper or using unauthorized materials before or during the test;
2. Plagiarism, which represents as one's own the work of another, whether published or not, without acknowledging the precise source;
3. Knowing participation in the academic dishonesty of another student, even though one's own work is not directly affected;
4. Any conduct which reasonable persons in similar circumstances would recognize as dishonest in an academic setting.

Penalty

The penalty for an incident of academic dishonesty is, at the discretion of the faculty member, either a mark of zero for the work in question or a grade of "F" for the course.

Procedures for Cases of Academic Dishonesty

Faculty who consider that a student has engaged in academic dishonesty must inform the student of the charge and penalty in writing, using the Report of Academic Dishonesty Form available from the Registrar. The faculty member will inform the student no later than the date when course grades are due for the semester or other academic session. If necessary, the faculty member will send the student a copy of the report by certified mail. The student has the right to appeal the facts of the charge but not the penalty.

PAYMENT OF TUITION AND FEES

(Taken from the Undergraduate Catalogue 2011-2012)

Terms and Conditions

By enrolling at the University of St. Thomas, students agree to the formal add/drop and withdrawal procedures of the University and that non-attendance does not automatically withdraw them from a course or from the University. Furthermore, enrollment indicates that students agree to pay all collection expenses, including reasonable attorney's fees, which the University may incur if they do not fulfill the payment obligations as set for them by their enrollment.

Payment or payment arrangements are due prior to the start of the semester. Tuition, fees and other charges not covered by financial aid or other means must be paid by the due date. Students not meeting payment deadlines, not making sufficient payment arrangements or not honoring payment arrangements made will be subject to administrative deletion from the University. *Payment deadline date for Fall 2012 semester is August 13, 2012.*

Cash or Checks

The University accepts cash and checks with the proper identification. A student whose check is returned for any reason will be charged a \$25 returned check fee.

Credit Cards

Credit card payments may be made online via myStThom at www.stthom.edu through a third party service. A convenience fee will be assessed for each credit card payment. The University of St. Thomas does not accept card payments.

E-Checks

E-check payments are available online via myStThom at www.stthom.edu without a convenience fee. E-checks are utilized with the banking information available on most paper checks.

Payment Plans

The University offers a monthly payment plan option administered by FACTS Tuition Management for tuition, fees, campus housing and meal plans. This plan is an interest-free way to pay educational expenses in monthly installments during the academic term. There is a \$35 participation fee for each payment plan and a \$25 missed payment fee when applicable.

Payment plans must be set up prior to the start of the semester. Payment plans are setup online through the student's myStThom account via the University's Website at www.stthom.edu. The E-Cashier is available beginning April 9, 2012. The student must be registered for the term and have an outstanding semester balance for the term to setup the payment plan. Any anticipated financial aid for the term is deducted from the charges, and the balance is divided into monthly payments for the rest of the term. Payments are made via direct deposit or direct credit card charge. Credit card payments will be assessed a convenience fee for each transaction. Students who fail to fulfill the obligations they agree to under a payment plan are ineligible to enroll in the payment plan in subsequent semesters and may be administratively withdrawn from the University.

There are three payment plan schedules for fall 2012. The six-month payment plan requires no down payment and the deadline to enroll is July 2, 2012. The five-month payment plan requires a 10% down payment and the deadline to enroll is July 24, 2012. The four-month payment plan requires a 20% down payment and the deadline to enroll is August 22, 2012.

Company Deferments

The University allows students to defer tuition and fee charges until the end of the term if they are eligible for employer tuition reimbursement programs. At the time of the registration, eligible students must submit to the Business Office a letter from the employer certifying eligibility for the program for the current term as well as the percentage of reimbursement granted. Any portion of tuition not covered by the employer reimbursement must be paid at the time of registration. Students are required to sign a promissory note and pay a non-refundable \$50 fee per deferment by cash or check. Students who fail to fulfill the obligations they agree to under a company deferment plan are ineligible to enroll in a company deferment plan in subsequent semesters and may be administratively withdrawn from the University. The deadline date to submit all paperwork for Fall 2012 is August 13, 2012. Please contact Ms. Laida Trad at 713-525-2133 for more information.

CAMERON SCHOOL OF BUSINESS

Policy on Student Grade Grievance Procedure

The Cameron School of Business has created the Student Grade Grievance Advisory Committee. The Student Grade Grievance Advisory Committee has adopted the following operating policies:

1. At the beginning of the academic year, the faculty will elect three Faculty Committee members, one of whom shall serve as chairperson. The Committee will serve for one academic year.
2. Grievances occurring in one semester must be filed before the 6th week of the following semester to merit consideration by the Committee. (For the purposes of interpretation, summer is considered a semester). If the faculty member or student is not at the University in the following semester, then the filing of the grievance will be extended by one semester.

Steps in Filing Grade Grievance by the Student

1. If there is a conflict with a student's grade, the student will contact the faculty member and arrange for a private meeting to discuss the grade. The student, beforehand, will prepare his/her reasons for contesting the assigned grade and will have ready all documentation including a copy of the course syllabus, all available examinations or papers, etc. If **no resolution is reached** to the student's satisfaction, then the student can continue to step 2.
2. The student should submit in writing the nature of his/her complaint to the appropriate **department chair**.
3. If **no resolution is reached**, the student may request the **chair** submit his/her grievance, using the **Student Grade Grievance Appeal Form**, to the **Student Grade Grievance Advisory Committee**. The Committee then takes action on the grievance and, on the merits of the case, issues a statement to the Dean, faculty member and student within 30 days of hearing the appeal.
4. If the **student is still dissatisfied**, he/she may appeal to **the dean in** writing who then may agree to consider the case and render a final decision.
5. Appeals to the **Vice President for Academic Affairs** will be considered only on **procedural grounds**.

STUDENT GRADE GRIEVANCE APPEAL FORM

DATE: _____

STUDENT NAME: _____ STUDENT ID # _____

GRADE APPEAL THE FOLLOWING CLASS: _____

FACULTY MEMBER: _____

TERM OF CLASS: _____

GRADE ASSIGNED: _____

() DATE OF MEETING WITH FACULTY MEMBER: _____

ATTACH A SUMMARY OF THE DISCUSSION

() REASON FOR NOT MEETING WITH FACULTY MEMBER: _____

Note: If the faculty member/student are not at the University in the following semester, then the complete filing of the grievance will be extended by one semester. The above noted information must be initially filed by student.

() DATE OF MEETING WITH ASSOCIATE DEAN: _____

ATTACH A SUMMARY OF THE DISCUSSION

THE FOLLOWING DOCUMENTATION MUST BE APPENDED TO THE APPEAL

- Course Syllabus
- Copies of all correspondence with faculty member and Associate Dean
- Copy of any other grading policy statement of faculty member
- Copies of all examinations and/or materials graded
- Notation as to whether or not student reviewed final examination

BASIS FOR APPEAL: _____

NOTE: This is an appeal. The burden of proof is on the appellant to show that the grade assigned was unfair or not correct. The appellant must show substantive evidence that the grade was not correct. It is not sufficient to claim that the grade was not correct. It is not sufficient to claim that the grade should be changed for such reasons as the student was present for every class, the student tried hard, others got better grades, etc.

Note also that an appearance before the Student Grade Grievance Advisory Committee will not be scheduled until all required documentation has been presented to the Committee. This material must be in the hands of the Committee at least two weeks before any requested appearance.

STUDENT APPEAL: _____

Signature

RECOMMENDATION OF THE CHAIR: _____

Signature

() SUFFICIENT DOCUMENTATION () INSUFFICIENT DOCUMENTATION

GRADUATE TUITION AND FEES FOR FALL 2012

Credit	\$990 per credit hour
Audit	\$495 per credit hour*
Senior Citizen Credit (65+)	30% discount of total cost
Seniors audit	\$50 per credit hour
UST Alumni (credit)	50% discount for first 12 hours**

*Activity Fee (7 hours or less per semester) \$47

*Activity Fee (8 hours or more per semester) \$82

Late Registration Fee \$50

Technology Fee \$36

New Graduate Student Fee \$100

International Student Fee (annual) \$225

F-1 Student Mailing Fee (one-time) \$75

Parking Fee (not mandatory) \$75

Company Deferment Fee \$50

**Late Company Deferment \$100*

*Audit students are not required to pay activity fees. Students regularly enrolled in the college will not be permitted to audit courses. Permission will be given to graduates of approved business schools to audit a course, depending on space availability and instructor approval. Such permission conveys only the privilege of hearing and observing but not taking part in class discussions, examinations, or other assignments. Auditors pay “audit” tuition and fees. Auditors will not receive credit for any courses(s) taken; however, their attendance will be reflected on the official transcript of the college.

**UST graduates taking courses receive a discount of 50 percent of all tuition up to a lifetime total of 12 hours. Undergraduate alumni may take only undergraduate courses on this basis. Graduate alumni may take only graduate courses on this basis. Completion of a bachelor’s degree does not qualify a student for a discount toward graduate tuition. Forms are located in the office of Scholarships and Financial Aid.

CAMERON SCHOOL OF BUSINESS (CSB) FALL 2012

General

The Cameron School of Business at the University of St. Thomas offers the following master degree programs:

1. Master of Business Administration (MBA)
2. Master of Science in Accounting (MSA)

A five year BBA/MBA program is available to undergraduate students pursuing a bachelor of business administration degree at the University of St. Thomas.

A joint MBA/MSA is available to interested students. Under this option it is possible for one to obtain both MBA and MSA by taking only as many as a minimum 60 credit hours of graduate course work. For more info please consult with the office of graduate business programs.

Graduate Business School Degree Requirements

To graduate from the Cameron School of Business, a student must meet the following requirements:

- Complete 36 semester hours in graduate course work (not counting proficiency courses) unless otherwise specified on the student's acceptance letter
- Maintain a 3.0 cumulative GPA for all graduate courses completed

Degree Requirements for Five-Year Program BBA/MBA

Students enrolled in five-year BBA/MBA program will have to apply for BBA and MBA degree upon the completion of both degrees (submit two separate applications).

To graduate from the five-year BBA/MBA program, a student must meet the following requirements:

- Make a satisfactory GMAT score and complete the BBA degree with a cumulative GPA sufficient for admission to the BBA/MBA program
- Complete 156 semester hours of coursework (combination of undergraduate and graduate classes), unless otherwise specified on the student's acceptance letter
- Maintain a 3.0 cumulative GPA for all graduate courses completed¹¹ BBA/MBA students may pursue Accounting, Finance, and Marketing concentration only. Graduate concentration must be the same as undergraduate business major.

Master of Business Administration (MBA)

The University of St. Thomas's MBA program is designed to enable students to draw on all perspectives of business to effectively solve multifaceted business problems. While the curriculum is divided into courses, the overall program stresses the integrative nature of management and the links between various courses and concepts. Students learn and apply knowledge across all disciplines.

The MBA program focuses on five major themes. Each of these themes provides a thread to connect the major elements of the curriculum, culminating with the course Seminar in Management (capstone).

1. **Organizational Leadership and Corporate Ethical Citizenship**
2. **System Thinking and Sustainable Business Environment**
3. **Global and Domestic Business Environment**
4. **Decision Making and Value Creations**
5. **Marketing and Global Supply Chain Managements**

MASTER OF BUSINESS ADMINISTRATION (MBA)

Curriculum

Excluding PROFICIENCY courses, students are required to take 36 credit hours in the program. There are 27 credit hours of core courses, including the CAPSTONE, Applied Strategic Management, course and 9 credit hours of elective courses

MBA Proficiency Courses

Note: students who enter the program without undergraduate business courses will be advised about the necessary foundation courses they are required to take prior to taking the core classes. Upon transcript reviews, some or all foundation courses may be waived based on previous study

ACCT 5311: Fundamentals of Financial Accounting	3.0 Credit Hours
MBA 5X03: Fundamentals of Business Statistics	3.0 Credit Hours
MBA 5X04: Fundamentals of Finance	1.5 Credit Hours
MBA 5X05: Fundamentals of Microeconomic	1.5 Credit Hours
MBA 5X06: Fundamentals of Macroeconomics	1.5 Credit Hours
MBA 5X07: Fundamentals of Management	1.5 Credit Hours
MBA 5X08: Fundamentals of Marketing	1.5 Credit Hours
MBA 5X09: Legal Environment of Business	1.5 Credit Hours

15 Credit Hours

MBA Core Courses (27 Hours)

ACCT 5313: Managerial Accounting	3 Credit Hours
MBA 5315: Operations Management and Supply Chain	3 Credit Hours
MBA 5318: Financial Management	3 Credit Hours
MBA 5320: Marketing Management Theory	3 Credit Hours
MBA 5322: Organizational Behavior	3 Credit Hours
MBA 5325: Ethical and Moral Business Management	3 Credit Hours
MBA 5326: International Economics	3 Credit Hours
MBA 5357: Management Information Systems	3 Credit Hours
MBA 5370: Seminar in Strategic Management	3 Credit Hours

27 Credit Hours

MBA Elective Courses (9 Hours)

Students must complete elective courses to achieve the required 36 hours of graduate work. The electives may be selected to achieve a concentration (see options below), or a range of general business electives that interest the student may be chosen to earn a general MBA without an area of concentration. Students are encouraged to take electives in Fall and Spring semesters.

Areas of Concentration

Accounting (*three of the following courses*)

- ACCT 5333 – Auditing
- ACCT 5353 – Federal Tax Concepts for Individuals
- ACCT 5360 – Governmental/ Not-for-Profit Accounting
- ACCT 5362 – Taxation of Business Entities
- ACCT 5366 – Comparative Accounting Practices
- ACCT 5393 – Accounting Information Systems

Ethics

- MBA 5351 - International Management
- ACCT 5399 - Professional Ethics and Social Responsibility
- MBA 5393 - Independent Study

Finance (*two of the following courses*)

- MBA 5319 – Investment Theory
- MBA 5331 – Financial Institutions and Markets
- MBA 5330 - International Finance
- MBA 5341 – Futures, Swaps, and Options

(Students pursuing a finance concentration must take one additional elective of their choice in order to meet the number of total credit hours required for the degree)

Health Care Administration (*offered by Texas Woman's University*)

- HCA 5001 – Health and Disease (prerequisite for those students without a life-science background)
- HCA 5103 – Foundation of Health Services
- HCA 5483 – Epidemiological Methods (HCA 5001 and HCA 5103 are prerequisites for this course)
- HCA 5193 – Health Law
- HCA 5633 – Health Policy Analysis

****Please note that students interested in this concentration must be registered as visiting graduates with Texas Woman's University. See the Director of Graduate Business Programs for more details. Also, because of course sequence and scheduling, applicants for the concentration are advised to begin the Program in the fall semester, taking HCA 5001 and HCA 5103. They can complete the sequence in the Spring semester with HCA 5193, HCA 5483, or HCA 5633.**

International Business (*three of the following courses*)

- ACCT 5366 – Comparative Accounting Practices
- MBA 5330 – International Finance
- MBA 5351 – International Management
- MBA 5355 – Global Marketing
- MBA 5366 – Sourcing Management
- MBA 5367 – Managing and Working in Virtual Teams
- MBA 5393 – Special Topics (Study Abroad)

Marketing (three of the following courses)

- MBA 5321 – Marketing Applications and Research
- MBA 5333 – Seminar in Marketing
- MBA 5355 – Global Marketing
- MBA 5360 – E-Business Strategies
- MBA 5362 – Entrepreneurship
- MBA 5366 – Sourcing Management

Management Information Systems (three of the following courses)

- MBA 5358 – Systems Project Management
- MBA 5359 – Selected Topics in Management Information Systems
- MBA 5360 – E-Business Strategies
- MBA 5366 – Sourcing Management
- MBA 5367 – Managing and Working in Virtual Teams
- MBA 5368 – Systems Analysis and Design

MBA Course Descriptions

MBA 5X03: Fundamentals of Business Statistics

3 Credit Hours

This course provides an introduction to probability and statistics with applications for the students without an introductory undergraduate course in statistics. It is not a course in mathematical statistics, but provides a balance between statistical theory and application. Topics include: descriptive statistics; basic probability models; random variables; discrete and continuous probability distributions; statistical estimation and testing; confidence intervals and an introduction to linear regression. The course is supported by statistical software package. *Prerequisites: calculus and linear algebra.*

MBA 5X04: Fundamentals of Finance

1.5 Credit hours

This course provides an introduction to financial concepts and principles for students required to take the proficiency course in Finance. Special attention is given to the role of the financial system in the economy, the fundamentals of investment analysis, and the financial decisions of business firms as related to capital budgeting, capital structure, and dividend policies. In addition, the course emphasizes the importance of ethical responsibility in the conduct of business financial operations. *Prerequisites: None.*

MBA 5X05: Fundamentals of Microeconomics

1.5 Credit hours

This course provides an introduction to Microeconomic concepts and principles. Special attention is given to consumer and firm behavior, supply and demand analysis, decision-making by business firms in competitive and monopolistic markets and factors affecting operational efficiency of business firms. Course should only be taken if required as proficiency by Cameron School of Business. *Prerequisites: None.*

MBA 5X06: Fundamentals of Macroeconomic

1.5 Credit hours

This course provides an introduction to Macroeconomic concepts and principles. Special attention is given to the analysis of national income and its determinants, causes and consequences of economic growth and instability, and the role of monetary and fiscal policies in stabilizing the price level and fostering high levels of employment and rapid economic growth. Course should only be taken if required as proficiency by Cameron School of Business. *Prerequisites: None.*

MBA 5X07: Fundamentals of Management**1.5 Credit Hours**

This course provides an introduction to fundamental concepts and vocabulary of Management for the students required to take the proficiency course in Management. Emphasis is placed on the applications of management theories and concepts to practical problems in planning, organizing, leading, and controlling functions of management. This course is conducted primarily in a lecture and group-discussion format.

Prerequisites: None.

MBA 5X08: Fundamentals of Marketing**1.5 Credit Hours**

This course provides an introduction to fundamental concepts and theories of marketing, with an emphasis on delivering value to the customers, for students required to take the proficiency course in Marketing. Topics include marketing environment, segmentation and targeting, buying behavior, marketing mix, and ethical and global perspectives. This course follows a lecture and discussion approach. *Prerequisites: None.*

MBA 5X09: Legal Environment of Business**1.5 Credit Hours**

This course provides a study of law as it relates to organizational activity. Emphasis is placed on current legal problems, together with evolving theories or trends within the law. Primary emphasis is placed on business, the formation of contracts, the problems with sales contracts, secured sales contracts and security interests, and the proper forms of business organizations including sole-proprietorships, partnerships, limited liability companies and corporations. The course introduces the student to the problems that currently beset the business community, the origins of those problems, the consequences anticipated and, basically, what is to be expected in the future. The student should come to an understanding of the dangers to be encountered with such problems as changes in corporate structures, mergers and acquisitions, changes in employment responsibilities, civil rights considerations and violations, harassment problems, early buy-outs, forced retirements, etc. At the end of the course it is hoped that the student will be familiar with not only the problems to be encountered in the business world, but the language and legal thinking surrounding these problems. *Prerequisites: None.*

MBA 5315: Operations Management and Supply Chain**3 Credit Hours**

Operations management is primarily responsible for creating values on business output by transforming the quantity, quality, forms, and place attributes of input variables. Theoretical and quantitative concepts, models, methods, and strategies covered in the course for designing and managing manufacturing and service systems include quality, inventory, forecasting, scheduling, and logistics. Students are expected to have a moderate level of proficiency with spreadsheet application. The course is also supplemented with simulation technology to provide a real time experience of managing supply chain and logistics. *Prerequisite: MBA 5X03.*

MBA 5318: Financial Management**3 Credit Hours**

The purpose of this course is to provide the student with a comprehensive study of the core concepts of financial management. Topics include financial performance evaluation, asset valuation, capital budgeting, risk and return in the context of the capital asset pricing model, capital structure theory, dividend policy, short-term financial planning and budgeting, and long-term financial planning and forecasting. This course introduces the student to corporate financial responsibilities and the methods required to effectively meet these responsibilities. Students are required to perform case analyses or written projects. *Prerequisites: MBA 5X03 and MBA 5X04.*

MBA 5319: Investment Theory**3 Credit Hours**

The purpose of the course is to introduce the student to modern developments in investment analysis and management. The course focuses on the impact of recent contributions to the theory of valuation of securities on the determination of the fundamental values of various securities and the role of these values in formulation of efficient and optimal investment strategies. The course also emphasizes the role of derivative securities in business and financial risk management. *Prerequisite: MBA 5318*

MBA 5320: Marketing Management Theory**3 Credit Hours**

This course presents a graduate level overview of marketing principles from a strategic perspective. Topics include positioning, market intelligence, consumer behavior, marketing mix, ethics and social issues. Lectures, cases, presentations and teamwork reinforce the concepts. *Prerequisites: MBA 5X05, MBA 5X06, MBA 5X07, MBA 5X08.*

MBA 5321: Marketing Applications and Research**3 Credit Hours**

This course presents marketing problems designed to develop the student's problem-solving and research ability for marketing decisions. Topics include market research, design and evaluation of data gathering techniques, current trends in marketing, the marketing mix, and consumer behavior. Discussion-based, group work, cases and readings, presentations and experiential assignments are basic to the courseware. *Prerequisite: MBA 5320.*

MBA 5322: Organizational Behavior**3 Credit Hours**

The purpose of this course is to provide the student with an in-depth study of concepts relevant to understanding and predicting human behavior in organizations. Topics include personality, motivation, leadership, group processes, decision making, conflict resolution and interpersonal communication. Research in psychology, sociology, human resources and management is synthesized as they contribute to the understanding of individual and group productivity within the organization. Teamwork, leadership and problem solving are emphasized through experiential learning, and/or case methods. Assignments include written and oral presentations. *Prerequisite: MBA5X07.*

MBA 5325: Ethical and Moral Business Management**3 Credit Hours**

The purpose of this course is to introduce the student to the ethics and morality of business management and to the corporation as a social system. Topics include the difference between ethics and morality, the role of leadership, types of moral theories, the moral foundations of the market, and sustainability. Seminal cases, role-playing, and/or a service learning project are used to enhance student ability to recognize, describe and address ethical and moral issues at the personal, organizational and societal levels.

Prerequisite: MBA5X07, MBA5X08.

MBA 5326: International Economics**3 Credit Hours**

The purpose of this course is to introduce the student to both the principles of international trade and the fundamentals of balance of payments and exchange rate determination. Topics covered include the economic impact and the political economy of trade barriers, multilateral and bilateral trade arrangements, the conduct of monetary policy under alternative exchange rate systems, and the impact of trade restrictions and changes in exchange rates on business firms. *Prerequisite: MBA 5X05 and MBA 5X06.*

MBA 5330: International Finance**3 Credit Hours**

The purpose of this course is to introduce the student to the study of multinational financial management and investment decisions. The course studies foreign exchange markets, international portfolio management, and financial management of multinational corporations, with emphasis on business use of derivative instruments and operating strategies to hedge exchange rate risk. Topics covered include the international financial environment and markets, exchange rate determination, currency derivatives, international arbitrage and interest rate parity theory, relationships among inflation, interest rate, and exchange rate, exchange rate risk management, multinational capital budgeting analysis, and global capital structure analysis. Cases are assigned to enhance creative thinking and analysis to apply to real-world situations. *Prerequisite: MBA 5X04.*

MBA 5331: Financial Institutions and Markets**3 Credit Hours**

The purpose of this course is to provide the student with a comprehensive analysis of the role of the financial system in a modern industrial economy, emphasizing its institutions, markets, instruments, and regulation. The course discusses how the financial system creates money, serves as a tool of intermediation and risk management, and acts as a tool of monetary policy to achieve the national economic goals of price stability, high employment, and balance of international payments. *Prerequisite: MBA 5X05, MBA 5X06 and MBA 5318.*

MBA 5333: Seminar in Marketing**3 Credit Hours**

The purpose of the course is to introduce the student to methods of integrating marketing strategy and research for the purpose of developing an original marketing plan. Topics include the analysis of secondary market research, competitive strategy, buyer behavior, and the marketing mix. Students participate in simulation, group work, presentations and experiential assignments. *Prerequisites: MBA 5320*

MBA 5337: Human Resource Management**3 Credit Hours**

The purpose of this course is to develop managers and professionals who can contribute to an organization's success by aligning human resource functions with the goals and strategy of the organization. In doing so, this course provides students with an overview of the critical issues, theories, and practices in the field of Human Resource Management. *Prerequisite: MBA 5322*

MBA 5339: Independent Research**3 Credit Hours**

The purpose of the course is to provide students the opportunity to engage in an in-depth study in a field in which the student has a special interest and in which a faculty member is willing to supervise an extended project. The course proposal must be submitted for approval in advance and will include proposed reading, original research, and a substantial written project. *Prerequisite: Approval of the Dean, Associate Dean, or Director of Graduate Programs.*

MBA 5341: Futures, Swaps, and Options**3 Credit Hours**

The purpose of this course is to introduce the student to financial derivatives, including options, swaps, futures and forward contracts and explain how they are used to transfer financial risk from risk-averse hedgers to speculators who are willing to accept this risk. Topics include hedging and trading strategies, portfolio insurance, and the valuation of financial derivatives, including the binomial model and the Black-Sholes model. *Prerequisite: MBA 5318.*

MBA 5351: International Management**3 Credit Hours**

The purpose of this course is to provide the student with an in-depth study of the impact of cultural variations on managerial practices within global organizations. Topics include cultural variations in organizational strategy, motivating employees, leadership styles, group dynamics, and managerial direction and control. Political and economic risk and human resource implications are addressed. This course utilizes lectures, case studies and/or experiential assignments in addition to readings. *Prerequisite: MBA5X07.*

MBA 5355: Global Marketing**3 Credit Hours**

The purpose of the course is to expose the student to the complexity of marketing strategy decisions in a global marketplace. Topics include global consumer markets; the global cultural, legal, political, economic environment; marketing mix; consumer behavior; and global marketing research. Assignments include group work, cases and readings and presentations. *Prerequisite: MBA 5320.*

MBA 5357: Management Information Systems**3 Credit Hours**

This course presents the major issues in the realm of managing cross-functional information in complex organizations. Topics include planning, designing, acquiring, evaluating, and financing information systems and technologies. Students will understand competing perspectives of the end-user client and the information system manager with opportunities to work together to improve competitive advantage through effective management of information. The course is largely a discussion-based class with a case study emphasis including extensive Internet research to solve business problems and make decisions. Assignments include written and oral presentations.

Prerequisites: MBA5X07.

MBA 5358: Systems Project Management**3 Credit Hours**

The purpose of the course is to introduce the student to project management techniques. Topics include project organization and staffing, planning and controlling, scheduling and resource allocation, and leadership. This course involves a combination of lecturing and case studies, with a major case analysis due at the end of the course.

Prerequisites: MBA5X07.

MBA 5359: Selected Topics in Management Information Systems 3 Credit Hours

This course presents a systematic analysis and discussion of selected topics of contemporary and current interest. Topics and pedagogy will vary depending upon the focus of the course. *Prerequisites: MBA 5357.*

MBA 5360: E-Business Strategies**3 Credit Hours**

This course provides an overview of the conduct and management of e-business. Topics covered include technologies that support e-business, different e-business models and applications, security issues, electronic payment systems, legal and ethical issues, global issues, design and implementation issues and strategy for implementing an e-business. Students will write weekly case and current event analyses that address these issues. *Prerequisites: MBA 5357.*

MBA 5361: System Dynamics**3 Credit Hours**

Most decision makers think in linear, non feedback terms. Once faced with a problem, a typical decision maker decides on an action, expects results and believes that is the end of the issue. However, a far more realistic situation is that a problem leads to action that produces a result that creates future problems and actions. There is no beginning or end.

Decision makers seldom realize the pervasive existence of feedback loops in driving everything that changes through time. In the words of Professor Jay W. Forrester, founder of system dynamics “We live in a complex of nested feedback loops. Every action, every change in nature, is set within a network of feedback loops. Feedback loops are the structures within which all changes occur.” This course is designed to introduce students to system dynamics modeling for the analysis of business policy and strategy. Students are taught to visualize a business organization in terms of the structures and policies that create dynamics and regulate performance. Students will learn to recognize and deal with situations where policy interventions are likely to be delayed, diluted, or defeated by unanticipated reactions and side effects.

MBA 5362: Entrepreneurship**3 Credit Hours**

This course provides the students with the tools necessary for a complete understanding of the entrepreneurial process. The course focuses on recognizing and pursuing business opportunities, evaluating the feasibility of new ventures and learning how to manage growing businesses. Lectures, cases, presentations, and team projects reinforce the concepts. *Prerequisites: MBA 5X07, MBA 5X08 (if required by Cameron School of Business at the time of admission)*

MBA 5364: Sustainable Business Development**3 Credit Hours**

This course is designed to meet the growing demand for next-generation leaders to understand that planned growth, ethics, community and the environment all impact business strategy, value creation and shareholder return. Today, leaders in sustainability understand the goal of creating quality of life now and for future generations requires an integrative approach to achieving economic viability, social equity and environmental impact. The course will promote holistic thinking which seeks to understand a sustainable system by examining the linkages and interactions between the elements that comprise the entirety of the system; and providing policy recommendations based on the systems dynamics models. Going beyond the concept of “Green Corporation,” the course provides knowledge and tools to create and manage sustainable and highly profitable businesses. The course will use extensive literature, cases, and real-world examples.

MBA 5366: Sourcing Management**3 Credit Hours**

This course addresses issues related to current sourcing practices in business organizations including outsourcing and off-shoring of services. Topics include the challenges of global sourcing as well as the costs, risks, rewards, and strategies involved in making sourcing decisions. A field project, case studies, and current event analysis assignments will enhance creative thinking and analysis by requiring the students to apply the course material to real-life situations. *Prerequisites: MBA5X07.*

MBA 5367: Managing and Working in Virtual Teams**3 Credit Hours**

This course provides a practical focus for leaders and members of virtual and global teams. Topics include techniques for developing trust, shared understanding, performance evaluation, training, technology evaluation, and managing across cultures. Virtual teamwork, utilizing information technologies, is fundamental to this class. Oral and written presentations emphasize critical analysis, decision making, problem solving and resolution within a virtual context. *Prerequisites: MBA5X07.*

MBA 5368: Systems Analysis and Design**3 Credit Hours**

This course focuses upon solving complex problems within modern business setting using the techniques and tools of business systems analysis and design. Topics include problem identification and preliminary investigation, feasibility assessment, analysis and documentation of current work processes, evaluation of alternative solutions, and work process redesign. This course relies heavily upon case study methods, with an ongoing case study that is addressed and updated weekly by students working in teams as new topics are introduced during the class. *Prerequisite: MBA5X07.*

MBA 5370: Applied Strategic Management (Capstone Course) 3 Credit Hours

This course is the graduate capstone which integrates concepts and theories from various functional areas of business including accounting, finance, marketing, operations, and management. The course covers the strategic management process of environmental scanning, strategy formulation, strategy implementation and strategy evaluation. Students work extensively in teams to manage a company in a simulated industry environment. Case studies or projects or paper presentations may also be included. *Prerequisite: To be taken in the last twelve hours of MBA coursework.*

MBA 5391 Internship in area of concentration**3 Credit Hours**

The purpose of this course is to provide students with practical experience in a job related to the student’s academic and professional goals. The course is graded only on a pass/fail basis. *Prerequisite: Approval of the Dean, Associate Dean, or Director of Graduate Programs and supervising graduate faculty.*

MBA 5393: Special Topics**3 Credit Hours**

The purpose of this course is to provide students with focused knowledge in a topic of special interest in management, marketing, finance, MIS, international business, accounting, or ethics. *Prerequisite: Approval of the Dean, Associate Dean, or Director of Graduate Programs.*

MASTER OF SCIENCE IN ACCOUNTING (MSA)

Curriculum

Excluding PROFICIENCY courses, students are required to take 36 credit hours in the program. There are 30 credit hours of core courses and 6 credit hours of elective courses.

MSA Proficiency Courses**

Note: students who enter the program without undergraduate accounting courses will be advised about the necessary foundation courses they are required to take prior to taking the core classes. Upon transcript reviews, some or all foundation courses may be waived based on previous study.

ACCT 3341: Intermediate Accounting: Assets	3.0 Credit Hours
ACCT 3342: Intermediate Accounting: Equities	3.0 Credit Hours
ACCT 5311: Fundamentals of Financial Accounting	3.0 Credit Hours
MBA 5X03: Fundamentals of Business Statistics	3.0 Credit Hours
MBA 5X04: Fundamentals of Finance	1.5 Credit Hours
MBA 5X05: Fundamentals of Microeconomic	1.5 Credit Hours
MBA 5X06: Fundamentals of Macroeconomics	1.5 Credit Hours
MBA 5X07: Fundamentals of Management	1.5 Credit Hours
MBA 5X08: Fundamentals of Marketing	1.5 Credit Hours

19.5 credit Hours

MSA Core Courses (30 Credit Hours)

ACCT 5313: Managerial Accounting	3 Credit Hours
ACCT 5330: Advanced Accounting	3 Credit Hours
ACCT 5331: Financial Accounting Theory	3 Credit Hours
ACCT 5333: Auditing	3 Credit Hours
ACCT 5353: Federal Tax Concepts for Individuals	3 Credit Hours
ACCT 5360: Governmental/Not-for-Profit Accounting	3 Credit Hours
ACCT 5361: Seminar in Business Law	3 Credit Hours
ACCT 5393: Accounting Information Systems	3 Credit Hours
ACCT 5399: Professional Ethics & Social Responsibility	3 Credit Hours
MBA 5318: Financial Management	3 Credit Hours

30 Credit Hours

For students who desire to sit for the CPA exam, the following requirements must be met:

1. **Thirty semester hours of upper division accounting courses.**
2. **Twenty-four semester hours of business-related courses.**

****MSA students that do not have an undergraduate business degree will need to take an additional three hour business-related course to meet this requirement.**

Included in the above hours, candidates must have taken:

1. **A board-approved Ethics course (3 semester hours)-ACCT 5399 is board approved and meets this requirement.**
2. **A board-approved Accounting and Research Analysis course (2 semester hours)-ACCT 5331 is board approved and meets this requirement.**
3. **A board-approved Accounting or Business Communications course (2 semester hours). MGMT 3320 meets this requirement. This requirement can also be met if students take both ACCT 5333 and ACCT 5366.**

Accounting Electives (Two courses from the following)

Students are encouraged to take electives in Fall and Spring semesters.

ACCT 5362: Taxation of Business Entities	3 Credit Hours
ACCT 5366: Comparative Accounting Practices	3 Credit Hours
ACCT 5391: Internship in Accounting	3 Credit Hours
ACCT 5392: Independent Study in Accounting	3 Credit Hours
ACCT 5395: Special Topics	3 credit Hours
ACCT 5397: Forensic Accounting	3 Credit Hours
MBA 5315: Operations Management and Supply Chain	3 Credit Hours

6 Credit Hours

Accounting Course Descriptions

ACCT 3341: Intermediate Accounting: Assets **3 Credit Hours**

The purpose of this course is to provide the student with a thorough understanding of the concepts, theory, and guidelines related to assets and prepare students for the CPA exam and entrance into the accounting profession. Topics include accounting for cash, inventory, receivables, investments, and fixed assets. *Prerequisite: ACCT 1342 or equivalent.*

ACCT 3342: Intermediate Accounting: Equities **3 Credit Hours**

The purpose of this course is to provide each student with a thorough understanding of the concepts, theory, and guidelines related to accounting for equities, and prepare the student for the CPA exam and entrance into the accounting profession. Topics include accounting for long-term debt, troubled-debt, stock options, leases, pensions, and income tax allocation. Additional topics include the computation of the earnings per share ratio and the preparation of the statement of cash flows. *Prerequisite: ACCT 1342 or equivalent.*

ACCT 5311: Fundamentals of Financial Accounting **3.0 Credit hours**

The purpose of this course is to introduce the student to the development and interpretation of accounting records and the use of accounting information as a managerial tool for reporting and decision-making. Major topics covered in this course are double entry bookkeeping, the accounting cycle, individual assets and liabilities, interpretation of financial statements, managerial accounting concepts and ethical issues of financial reporting. *Prerequisites: None.*

ACCT 5313: Managerial Accounting **3 Credit Hours**

The purpose of this course is to examine how accounting information is used for management decisions. Topics covered include variable costing, job-order costing, activity-based management, cost-volume profit analysis, and budgeting. *Prerequisite: ACCT 5X01, ACCT 5X02 or equivalent.*

ACCT 5330: Advanced Accounting **3 Credit Hours**

The purpose of this course is to provide a comprehensive coverage of the accounting and reporting principles used in a variety of business entities. Topics covered include acquisitions accounted for as a purchase, computation of goodwill, special purpose entities, consolidation procedures, intercompany transactions, foreign currency transactions, derivatives and hedge accounting, segment and interim reporting, and partnership accounting. *Prerequisite: Intermediate Accounting.*

ACCT 5331: Financial Accounting Theory **3 Credit Hours**

The purpose of this course is to examine the history and development of accounting concepts and theories with an emphasis on generally accepted accounting principles.

Topics covered include the changing role of the accountant, the conceptual framework of the FASB, the various rules of GAAP affecting income statement and balance sheet accounts, earnings management, stock market valuation, and the role of accounting information in contracting and managerial compensation. *Prerequisite: Intermediate Accounting.*

ACCT 5333: Auditing **3 Credit Hours**

The purpose of this course is to provide an introduction to auditing and the public accounting profession. Topics include generally accepted auditing standards, audit reporting, evidence, audit objectives, audit risk, materiality, ethics, and legal liability. *Prerequisite: Approval of the Chair of the MSA Program.*

ACCT 5353: Federal Tax Concepts for Individuals **3 Credit Hours**

The purpose of this course is to address federal income tax issues pertinent to individuals as employees, business owners, and investors. Emphasis is placed on building a broad conceptual understanding of principles that govern income and expense recognition. The course also gives consideration to primary authoritative tax literature thereby enhancing the student's ability to conduct tax research on topics faced by individuals.

Prerequisite: ACCT 5X01, ACCT 5X02 or equivalent.

ACCT 5360: Governmental/ Not-for-Profit Accounting **3 Credit Hours**

The purpose of this course is to provide an introduction to governmental and non-profit accounting. Topics include the development of governmental and non-profit accounting principles, fund accounting, budgeting, and financial reporting. *Prerequisite: ACCT 5X01, ACCT 5X02 or equivalent.*

ACCT 5361: Seminar in Business Law **3 Credit Hours**

The purpose of this course is to provide a comprehensive overview of the major areas of business law. Topics include general principles of contract law, negotiable instruments, partnerships, corporations, bankruptcy and securities law. *Prerequisite: Graduate standing*

ACCT 5362: Taxation of Business Entities**3 Credit Hours**

New Course Description – The purpose of this course is to address federal income tax issues pertinent to various business entities and their owners. Consideration is given to the how federal tax law affects the formation and operation of Corporations, Partnerships, and S Corporations. Distributions to owners and the liquidation of these entities are also covered. *Prerequisite: ACCT 5353 or equivalent.*

ACCT 5366: Comparative Accounting Practices

The purpose of this course is to review U.S. and international accounting aspects of multinational enterprises. Topics include guidelines for financial and other types of reporting, disclosure requirements, foreign currency translation, financial statement analysis, and U.S. taxation issues. *Prerequisite: ACCT 5313.*

ACCT 5391: Internship in Accounting**3 Credit Hours**

The purpose of this course is to provide students with practical experience in a job related to the student's academic and professional goals. The course is graded only on a pass/fail basis. *Prerequisite: Approval of Chair of the MSA Program.*

ACCT 5392: Independent Study in Accounting**3 Credit Hours**

The purpose of this course is to provide students with the opportunity to engage in an in-depth study in a field in which the student has a special interest and in which a faculty member is willing to supervise an extended project. The course proposal must be submitted for approval in advance and will include proposed reading, original research, and a substantial written project. *Prerequisite: Approval of the Dean, Associate Dean, or Director of Graduate Programs.*

ACCT 5393: Accounting Information Systems**3 Credit Hours**

The purpose of this course is to introduce the student to the study of accounting information systems with emphasis on management control and financial information needs. The course also emphasizes the integration of technology into business accounting systems. *Prerequisites: ACCT 5X01, ACCT 5X02 or equivalent.*

ACCT 5395: Special Topics**3 Credit Hours**

The purpose of this course is to provide the student an opportunity to do specialized study in a current accounting topic. Topics can be selected from financial accounting, managerial accounting, auditing, or government/nonprofit accounting.

Prerequisite: Approval of the Chair of the MSA Program.

ACCT 5397: Forensic Accounting**3 Credit Hours**

The purpose of this course is to examine the methodology for resolving allegations of fraud from inception to disposition. Topics covered include the reasons and motivation behind fraudulent behavior, the need for an efficient system of internal control to detect and prevent fraud, the red flags that indicate fraud, various types of fraud, interview skills, business loss valuations, commercial damages, and court room procedures involving the accountant as an expert witness. *Prerequisite: ACCT 5X01, ACCT 5X02 or equivalent.*

ACCT 5399: Professional Ethics and Social Responsibility**3 Credit Hours**

The purpose of this course is to gain a thorough understanding of the following concepts: ethical reasoning, integrity, objectivity, and independence. Topics include the examination of core values, professional codes of conduct for accountants, other rules governing the accounting profession, and the responsibility of the profession to the public, not limited by traditional accounting rules. *Prerequisite: Approval of the Chair of the MSA Program.*



UNIVERSITY OF ST. THOMAS
Office of Student Affairs
Crooker Center
(713) 525-3570

UST ID CARD APPLICATION and AGREEMENT
 (Photo identification and proof of current enrollment required.)

PLEASE CHECK THE APPROPRIATE BOX:

Student FT Faculty PT Faculty FT Staff PT Staff Other: _____

UST ID#: _____ Date of Birth: _____

(mm/dd/19XX)

First Name: _____ M.I.: _____ Last Name: _____

Phone Number: _____ E-mail Address: _____

Is this your first UST ID card? ____ Yes ____ No If you are requesting a replacement ID card, please indicate the reason:

*** ID Card Replacement Fees: \$10 (first card), \$20 (second card), \$40 (all subsequent cards)**

GUINAN HALL residents MUST bring replacement cards to the Dir. of Residence Life (or an RA) to have dorm doors RE-KEYED.

If you have been issued a Temporary Key Card, you MUST turn it in upon receipt of your new replacement ID card.

ALL ID cards that have been replaced (for any reason) will be deactivated. DO NOT attempt to use a card that has been replaced.

A valid picture ID (driver's license/passport/state ID card/permanent resident card) and proof of current enrollment (registration form/class schedule) must be presented before a UST ID card will be issued.

For purposes of the ID photo, cardholders may not wear any article of clothing, eyewear or facial makeup or coloring that would conceal or obscure his/her facial features or obscure a positive identification.

*** The above fees apply to replace lost, stolen, damaged or altered cards (i.e., hole-punched, cut, marked, glued, taped, etc.).**

Worn (image no longer visible) or defective cards (problem chips or magnetic strip) will be replaced at no charge.

The UST ID Card is the official UST identification card for students, faculty, and staff.

IT IS A:

- Guinan Hall Key*** for cardholders who live in Guinan hall.
- Parking Garage Access Card*** for cardholders who have paid the parking fee.
- Dining Plan Card*** for cardholders participating on a residential meal plan.

IT ASSIGNS PRIVILEGES SUCH AS:

- Library Privileges*** for cardholders that meet status criteria for library privileges.
- Jerabek Athletic Center*** for cardholders that meet status criteria (current student, staff, faculty and membership owners).

Signature of Cardholder

Date

IMPORTANT – READ TERMS AND CONDITIONS BEFORE SIGNING

* Replacement Fees Effective June 1, 2008

Rev: 05-01-08 – VP SA/EM

UST ID CARD AGREEMENT TERMS AND CONDITIONS

The UST ID Card is the official UST identification card for all students, faculty, and staff. The card is required identification for all active members of the UST community. Use and acceptance of the card indicates agreement to the terms and conditions that govern its use. These terms and conditions are:

1. The UST ID Card entitles the cardholder to all privileges associated with his/her status.
2. Individuals are entitled to only **one ID card at a time**. If an individual has more than one “status” (i.e., Staff/Student), each status may be printed on a single card at the individual’s request.
3. Registered students and employees receive their first ID Card free. ***See ‘Policy’ below for replacement card fees.***
4. Students under 18 years of age will be issued a card only with parental/guardian signature.
5. Rights and privileges associated with the card are contingent upon active status as a student, faculty or staff person.
6. Alumni who wish to continue the use of card privileges on campus may do so for a fee of \$10.00. The new status will be reflected on the face of the new card “ALUMNA” or “ALUMNUS”.
7. Rights and privileges associated with the card are non-transferable.
8. The card must be carried at all times and presented to a UST official upon request.
9. Photo images captured for the identification card become part of the cardholder’s educational record and therefore may be used for official University business.
10. The University will disclose information to third parties only as required by law, or with cardholder written permission.
11. Cardholder will have responsibility for reporting and replacing lost, stolen or damaged cards in a timely fashion. For cards reported defective, verification forms must be obtained from department staff where card reader problems occurred. ***(Student-residents must obtain a verification form for all card problems before applying for a replacement card.)***
12. Cardholder must surrender ID card to the Office of Student Affairs when:
 - 1) leaving the university (employees and students), 2) replacing a card that has not been lost, 3) original card is found (If a card has been replaced due to loss or theft and it is found, that card must be surrendered.)
13. No card that has been replaced may be reactivated in the UST ID Card system or any other card reader-system under any circumstance. (Includes dorm doors/card-key system, parking garage, library and laboratory card reader-systems.) Cardholders should not attempt to use a card that has been replaced.
14. The UST ID Card may not be altered in any way (i.e., hole punched, marked, glued, taped, etc.). Altered cards will be subject to the replacement fee policy. (See Policy below.)

POLICY: Reporting Obligations for Lost, Stolen or Replacement Cards & Photos, Unauthorized Use Notice of lost/stolen cards or of unauthorized card use should be reported immediately by phone, in person, or in writing to University of St. Thomas, UST ID Card Office, Student Affairs Office in the Crooker University Center, Houston, Texas 77006. The phone number is (713) 525-3570. **The card replacement fees are: \$10.00 (1st card), \$20 (2nd card), \$40 (all subsequent cards) and are payable by cash or check.**

Credit card payments are accepted at the Business Office located at 4115 Yoakum Street, Herzstein Enrollment Service Center, 2nd floor. ***A credit card payment must be made prior to visiting the Student Affairs Office, and a receipt must be presented to Student Affairs staff before a replacement card will be issued.***

1. The cardholder is responsible for care of the card. Unlike credit cards, UST ID cards should not be carried in back pockets, nor handled roughly. The cards should not be stored in warm or hot spaces (i.e., behind auto sun visors, etc.). If a card is damaged due to these or similar reasons or is deliberately altered, there will be an initial \$10 fee to replace it. ****See Policy above for subsequent replacement fees.***
2. Until the card is reported lost or stolen the cardholder may be held responsible for transactions made with the card.
3. In the rare instance where there is no current image on file, the cardholder is required to present a photo ID when requesting a replacement card.
4. For purposes of the ID photo, cardholders may not wear any article of clothing, eyewear or facial makeup or coloring that would conceal or obscure his/her facial features or obscure positive identification.



UNIVERSITY
ST. THOMAS

University of St. Thomas
Application for **STUDENT** Motor Vehicle Permit

Name: _____
Last First M.I.

Home Phone #: _____ Cell Phone #: _____

Permanent Address _____
Street City State Zip

Description of Vehicle:
License
Plate# Make Model Year Color State

Description of Vehicle:
License
Plate# Make Model Year Color State

Description of Vehicle:
License
Plate# Make Model Year Color State

I have read and understood the student registration and parking regulations of the University of St. Thomas.

Signature: _____ Date _____

For Office Use Only

	Date Issued	Permit No.
Vehicle 1		
Vehicle 2		
Vehicle 3		

Prox Card Number: _____ **UST ID Number:** _____

Receipt Number: _____ **Amount Paid:** _____

NOTES:



Cameron
School of Business

UNIVERSITY *of* ST. THOMAS

3800 Montrose Boulevard • Houston, Texas 77006
Phone: 713.525.2100 • Fax: 713.525.2110 • cameron@stthom.edu
www.stthom.edu/bschool