Wilkes University Curriculum Committee

PROPOSAL SUBMITTAL FORM

Directions:
- Use this set of forms for all proposals sent to the Curriculum Committee.
- Pages 1-3 of this document are required. Any unnecessary forms should be deleted from the packet before submissions. If multiple forms are needed (course addition, course deletion, etc), simply copy and paste additional forms into this packet.
- Note that all new programs (majors and minors), program eliminations, significant program revisions and all general education core revisions must be reviewed and approved by the Provost and Academic Planning Committee (APC) prior to submission to the Curriculum Committee. The Provost will make the decision if a program revision requires APC review.
- Completed and signed forms are due no later than the second Tuesday of every month. Submit one signed original hard copy and a scanned electronic copy with all signatures to the Chair of the Curriculum Committee.

1. Originator: Dr. Jennifer Edmonds, Mrs. Karen Alessi
   MBA Program | Sidhu School of Business & Leadership
   Jennifer.edmonds@wilkes.edu | 570.408.4719

2. Proposal Title: Modifications to the MBA Foundations Courses

3. Check only one type of proposal: (double click on the appropriate check box and change default value to “checked”).

   ☐ New Program. (Major or Minor Degree Programs). This requires prior review and approval by the Provost and by
   Major = minimum of 30 credits, minor = minimum of 18 credits.
   ☐ New Concentration, Track, or Certificate. The Provost determines if review and approval by APC is necessary.
   Concentration – minimum of 12 credits, certification, endorsement and track are discipline specific.
   ☐ Elimination of Program. (Major or Minor Degree Programs). This requires prior review and approval by
   the Provost and APC.
   ☐ Elimination of Concentration, Track, or Certificate. The Provost determines if review and approval by
   APC is necessary.
   ☐ Program Revision. Significant revisions to a program require review and approval by the Provost. The Provost
   determines if review and approval by APC is necessary.
   ☐ General Education Revision. Submissions only accepted from the General Education Committee (GEC). Must be
   reviewed and approved by the Provost.
   ☒ Creation of new departments, elimination of existing department. This requires prior review and approval by
   the Provost and APC.
   ☒ Course additions or deletions not affecting programs (such as elective courses, transition of “topics” courses to
   permanent courses).
   ☒ Change in course credit or classroom hours.
   ☒ Incidental Changes. Includes changes in course/program title, course descriptions, and course prerequisites.
     (Although these changes do require approval by the Curriculum Committee, they do not go before the full faculty
     for approval).
   ☐ Other (Specify)
4. Indicate the number of course modification forms that apply to this proposal:

- 2 Course Addition Forms (plus syllabi)
- 0 Course Deletion Forms
- 3 Course Change Forms

5. **Executive Summary of Proposal.** Briefly summarize this proposal. The breadth and depth of this executive summary should reflect the complexity and significance of the proposal. Include an overview of the proposal, background and reasoning behind the proposal and a description of how the proposal relates to the mission and strategic long-range plan of the unit and/or university. For incidental changes a one or two sentence explanation is adequate.

   We propose to split the current 3-cr MBA 501 Foundations of Business course into three 1-cr courses - one Foundation credit in each of Statistics (MBA 501), Finance (MBA 504), and Accounting (MBA 506) to alleviate some inefficiencies in content delivery and increase student preparation for the MBA courses in the essential business areas.

6. Other specific information. (Not applicable for incidental changes.)

7. Program Outline. (Not applicable for incidental changes.)
8. Signatures and Recommendations. (please date)

- Signatures of involved Department chair(s) and Dean(s) indicate agreement with the proposal and that adequate resources (library, faculty, technology) are available to support proposal.
- If a potential signatory disagrees with a proposal he/she should write “I disagree with this proposal” and a signed statement should be attached to this submission.

Dr. Jennifer Edmonds
MBA Program Director
Activation
Signature Date 10 APR 2018

Prof. Ruth Hughes
Chair - FAM Department
Signature Date 4/9/18

Dr. Ge. Xiao
Chair - MELSH Department
Signature Date 4/9/18

Dr. Abel Audicka
Dean - Siddhu School of Business & Leadership
Signature Date 4/10/18

Mrs. Susan Hritzak
Registrar
Signature Date

NA
Dr. Anne Skleder
Signature Date Provost (For new programs, significant revisions and revisions to the General Education Program revisions only). Provost should check here if this proposal is a program revision AND the significance of the revision requires review and approval by APC prior to Curriculum Committee.

NA
Print Name
Signature Date Chair, Academic Planning Committee. For new programs, program revisions sent via the provost. Signature indicates that the proposal has been reviewed and approved by APC.

NA
Print Name
Signature Date Chair, General Education Committee. For revisions to General Education program only. (Signature indicates that the proposal has been approved by GEC).
**Wilkes University Curriculum Committee**

**COURSE CHANGE FORM**

**Directions:** Use this form to change information relating to an existing course. Please note, changes to course number require separate course addition/deletion forms (not this form!). Only indicate changes that are proposed (existing and proposed), other fields should be left blank.

**Course Number:** MBA 501  
**Course Title:** Foundations in Business

**Discussion:** This course will transition to a one credit course concentrating in statistics only. The core components of the syllabus are provided since this course is substantially different.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Credit hours.</td>
<td>Foundations in Business</td>
<td>3</td>
</tr>
<tr>
<td>(Indicate classroom, lab or “other” hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Prerequisites</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Description (as proposed for Bulletin)¹</td>
<td>This course provides foundation for all functional areas of business, including accounting, economics, finance, information systems, international business, management, marketing, law, operations management, and statistics.</td>
<td>This course introduces the foundation of probability and statistics used in management and covers the basics of data analysis and display, descriptive measures. In addition, this course is designed to teach the basic and advanced features and functions of Excel, including summative, descriptive and reporting techniques.</td>
</tr>
</tbody>
</table>
**Course Description.** This course introduces the foundation of probability and statistics used in management and covers the basics of data analysis and display, descriptive measures. In addition, this course is designed to teach the basic and advanced features and functions of Excel, including summative, descriptive and reporting techniques.

**Course Learning Objectives:**

- Describe numeric and non-numeric data using clear, organized and unbiased methods;
- Understand the meaning of statistical terms and be able to use them in business statistics.
- Demonstrate their knowledge and comprehension of concepts and techniques

**Required Materials:**

Statistics for Management and Economics – by Gerald Keller  
*(this is the same textbook used for MBA 512 – Managerial Statistics)*

**Course Content:**

- Introduction to Statistics
- Numerical Descriptive Measures
- Graphical Descriptive Measures
- Basic Probability

**Grading:** Your final grade will be calculated on the basis of:

<table>
<thead>
<tr>
<th>Component</th>
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<tbody>
<tr>
<td>Homework Assignments</td>
<td>35%</td>
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<tr>
<td>Final Exam</td>
<td>40%</td>
</tr>
<tr>
<td>Course Project</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100.0%</strong></td>
</tr>
</tbody>
</table>

**Grading Scale:**

- 93-100   4.0 A
- 85-92.9  3.5 B+
- 80-84.9  3.0 B
- 75-79.9  2.5 C+
- Below 75  0 Failing
Directions: Use this form to change information relating to an existing course. Please note, changes to course number require separate course addition/deletion forms (not this form!). Only indicate changes that are proposed (existing and proposed), other fields should be left blank.

Discussion: With the creation of the more focused foundation courses, the prerequisites need to be modified.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Existing Prerequisite</th>
<th>Proposed Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 540</td>
<td>Managerial Finance</td>
<td>MBA 512*</td>
<td>MBA 504, MBA 512</td>
</tr>
<tr>
<td>MBA 560</td>
<td>Financial and Managerial Accounting</td>
<td>MBA 512*</td>
<td>MBA 506</td>
</tr>
</tbody>
</table>

*This is an addition to the prerequisite changes in the March 2018 proposal.*
<p>| | |</p>
<table>
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<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Course Title:</strong></td>
<td><strong>Foundations in Finance</strong></td>
</tr>
<tr>
<td><strong>2. Course Number:</strong></td>
<td><strong>MBA 504</strong></td>
</tr>
</tbody>
</table>

*Coordinate with Registrar to insure course number is available*

3. Course Credit Hours: 1

4. Course Prerequisites: NA

5. Course Description (as proposed for the Bulletin): *Course descriptions provide an overview of the topics covered. If the course is offered on a scheduled basis, i.e. every other year, or only during a set semester, note this in the description. Course descriptions should be no more than two to three sentences in length.*

This course surveys the fundamental financial concepts and principles including the role of the financial manager, valuation models, basic risk and return concepts, and the time value of money.
Dr. Shaokang Wang, Assistant Professor of Finance
Office:
Office Phone:
Email:
Office Hours:

Course Description. This course surveys the fundamental financial concepts and principles including the role of the financial manager, valuation models, basic risk and return concepts, and the time value of money.

Course Learning Objectives:

- Understand the traditional finance goal and current business ethic issue.
- Understand The balance sheet, with the emphasis on equity and liabilities.
- Understand how to quantify the level of risk; and differentiate capital market line (CML) vs. security market line (SML)

Required Materials:

...

Course Content:

(a) the role of financial managers;
(b) valuation models (discounted cash flow (DCF) model based on the concept of the time value of money);
(c) risk and return concepts (assuming the capital asset pricing model, CAPM)

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Grading Scale:
- 93-100  4.0 A
- 85-92.9  3.5 B+
- 80-84.9  3.0 B
- 75-79.9  2.5 C+
- Below 75  0 Failing
Course Citizenship.
Please note that class participation is part of your grade. **Students must be prepared, attend class, pay attention, be engaged, and contribute as an equal member.** Please turn cell phones off during class. If you have a family/personal emergency or a work-related call, please let me know in advance. Try to coordinate such calls for breaks. Each violation of cell phone infringement, personal texting, or IMing on iPad or computer is 10 points per offense. Social loafing is not acceptable. However, using technology such as an iPad or computer is allowed for taking notes, referencing slides, or accessing the Internet as appropriate for course-related activities.

**Class Attendance Policy:** Classes will start promptly. If you expect to be late or to miss a class, please call (and leave a message if necessary) or email me. Illnesses require documentation.

**Written Assignments:** The Wilkes University Jay S. Sidhu School of Business has officially adopted the American Psychological Association’s (APA) documentation style for research papers. All sources referenced must be cited within the text of the paper in the form of parenthetical references and in a separate page the references containing bibliographic information on each source.

**Academic Integrity:** Academic Integrity is a basic guiding principle for all academic activity at Wilkes University, allowing the pursuit of scholarly activity in an open, honest, and responsible manner. Accordingly, you must neither engage nor tolerate academic dishonesty. This includes, but is not limited to: cheating, plagiarism, fabrication of information or citations, facilitating acts of academic dishonesty by others, unauthorized possession of examinations, submitting work of another person or work previously used in another course without informing the instructor, or tampering with the academic work of other students.

**Academic Honesty:** Academic Honesty requires students to refrain from cheating and plagiarism, which are serious academic offenses that cannot be tolerated in a community of scholars. The practice of academic honesty includes completing your own work, completing and logging research hours honestly, citing all resources used, refraining from duplicating assignments, projects, or presentations across courses (self-plagiarism), and refraining from plagiarizing by submitting the work or ideas of others as your own, including Internet sources.

Penalties for violations of academic honesty may range from failure for the particular assignment to failure for the course. In accordance with the academic grievance procedures of Wilkes University, cases of academic dishonesty will be addressed first by the instructor. Any appeal by the student should be directed to the department or program chairperson. Violations of academic honesty will be addressed at the programmatic and university levels and may result in a decision of course failure or program dismissal.

Types of Plagiarism include:

1. **Deliberate Plagiarism** centers on the issue of intent. If a student claims another’s language, ideas, or other intellectual or creative work as their own, they are engaged in a form of intellectual theft. This is not tolerated in academic, business, and professional communities, and confirmed instances of plagiarism usually result in serious consequences. Similarly, submitting the work of another person or submitting a paper purchased / downloaded from another person or agency is a clear case of intentional plagiarism for which students will be subject to the severest penalties.

2. **Unintentional Plagiarism** often results from misunderstanding conventional documentation, oversight, or
inattentive scholarship. Unintentional plagiarism can include forgetting to give authors credit for their ideas, transcribing from poor notes, and even omitting relevant punctuation marks.

(3) **Self-plagiarism** occurs when students submit papers presented for another course. Students may submit papers for more than one course only if all instructors involved grant permission for such simultaneous or recycled submissions.

**Disabilities**

Wilkes University maintains reasonable accommodations within classrooms and residence halls for students with physical and learning disabilities. Such accommodations are made, whenever reasonably possible, to allow students with disabilities to undertake tasks essential to their programs of instruction. Services are coordinated by the Office of the Deans of Student Affairs and University College in cooperation with Health Services, the University Learning Center, Registrar’s Office, Campus Security, and Office of Campus Counseling. Please refer to the Student Handbook for additional information.
1. Course Title: Foundations in Accounting

2. Course Number: MBA 506
   Coordinate with Registrar to insure course number is available

3. Course Credit Hours: 1

4. Course Prerequisites: NA

5. Course Description (as proposed for the Bulletin): Course descriptions provide an overview of the topics covered. If the course is offered on a scheduled basis, i.e. every other year, or only during a set semester, note this in the description. Course descriptions should be no more than two to three sentences in length.

This course provides a background in both the concepts and practice of accounting that assist management in the decision-making process. In addition, the course will include general coverage about the accounting cycle, financial statements, and a base in managerial accounting.
Course Description: This course provides a background in both the concepts and practice of accounting that assist management in the decision-making process. In addition, the course will include general coverage about the accounting cycle, financial statements, and a base in managerial accounting.

Course Learning Objectives:

- To develop a basic understanding of the nature, function, and environment of accounting, including the accounting information system, account analysis, and decision-making;
- To develop an understanding of accounting issues and objectives for proper interpretation and analysis of financial accounting information;
- Understanding financial accounting principles and the link to information used in managerial accounting decisions; and
- Beginning to learn how to critically analyze financial statements.

Required Materials:
(this is the same text used for MBA 560. Financial and Managerial Accounting)

Course Content:

1) GAAP, Financial Statement Analysis and Key Ratios.
2) Cost terminology
3) Budgeting, Control and Variance Analysis
4) Incremental Analysis (if time permits)

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