
College of Business and Technology

DR. ROBERT B. ROGOW, Dean

(859) 622-1409

www.cbt.eku.edu

DR. JANNA VICE, Associate Dean

(859) 622-1574

The College of Business and Technology, in association with the Office of Graduate Education and Research, offers the Master of Business Administration degree and the Master of Science degree in Career and Technical Education and Industrial Technology. The Master of Science in Career and Technical Education has options in (1) technical education administration; (2) technology education; and (3) occupational training and development.

Various departments of the College provide specialized courses in support of graduate programs in their respective disciplines leading to the Master of Arts in Education degree.

Vision

The College of Business and Technology will provide the educational opportunities to enhance the entrepreneurial, technological, and professional capacity of its region.

Mission

The mission of the College of Business and Technology is to serve as a school of opportunity for students from varied cultural and educational backgrounds by providing conceptual, applied, and experiential educational approaches through instruction, research and service. The College's programs and services prepare students and others for their future and improve the economic development of the University's service region, the Commonwealth, and the nation.

Goals

To fulfill its mission, the College of Business and Technology is committed to the following goals: (1) The College will recruit, retain, and prepare a diverse student body (both undergraduate and graduate) for participation in a regionally, nationally, and globally competitive economy. (2) The College will serve as a resource to students, businesses, professionals, and communities by providing a faculty who are engaged in providing quality instruction, scholarly activities (basic, applied, and instructional), and service. (3) The College will engage in continuous improvement processes that involve its appropriate stakeholders to ensure its programs and services are relevant, current, and meet national standards.

Master of Business Administration Degree Program

CIP Code: 52.0101

Dr. Rich Robinson, MBA Director

The MBA Program is offered by the MBA Faculty, a select group of faculty in the Department of Accounting, Finance and Information Systems and the Department of Management, Marketing and Administrative Communication. The MBA Faculty meet high standards of academic achievement in research and instruction.

Program Objectives

The Master of Business Administration degree program provides for breadth of study in the functional areas of business administration and management. The program is intended to prepare students for responsible careers in business enterprises, governmental organizations, and nonprofit institutions. It is designed to provide opportunities for developing skill in scientific analysis and in an ability to integrate concepts and research findings of business and the social sciences. Students are prepared to draw logically sound conclusions, to think creatively, to communicate effectively, and to appreciate the role and responsibilities of business enterprise in our broad social framework. No academic specializations are provided within this program.

Special Program Requirements

Admission — Minimal requirements for clear (unrestricted) admission to the Master of Business Administration program are as follows: Applicants must (1) hold a bachelor's degree from a regionally accredited institution with a minimum overall undergraduate grade point average (UGPA) of 2.5 (or 2.75 on the last 60 hours of the baccalaureate program), (2) score no less than 400 on the Graduate Management Admission Test (GMAT), and (3) have a total of at least 950 points based on the formula: 200 times the overall UGPA plus the GMAT score; or have at least 1,000 points based on the formula: 200 times the upper division UGPA plus the GMAT score. [This minimal admission formula is subject to revision by the MBA Faculty.]

In addition to the above formula, applicants must obtain a GPA of at least 2.75 on the following prerequisite courses, or equivalent courses:

ACC 201	ACC 202	CIS 300	FIN 300
MGT 300	MKT 300	QMB 200	

Applicants who have not completed all of these courses, but who meet the minimum formula stated above, will be admitted provisionally until these courses are completed. Once these courses are completed with a GPA of 2.75, they will be granted clear admission. Students must obtain clear admission prior to taking MBA core or elective courses.

MBA applicants are required to take the GMAT (not the GRE) and meet all admission requirements prior to enrolling in MBA courses. Official GMAT score results from ETS must be submitted to the Office of Graduate Education and Research. All application material must be submitted, processed and approved for admission by the Graduate School and the MBA Office prior to five weeks before the first day of classes of the intended enrollment. Beyond University minimums, the MBA Director is responsible for administering and interpreting all admission requirements.

Additional Prerequisites — Applicants are expected to have sufficient background to function effectively in graduate courses that require computer-related knowledge or skills. Proficiency in word processing, spreadsheets, database management and computer applications as well as knowledge of differential calculus is assumed.

In addition to the prerequisites listed above, the student must complete ECO 230 and ECO 231 or equivalent courses, with minimum grades of C-, prior to taking MBA Core or Elective courses. The student must also complete one semester of business communication (CCT 300) or equivalent with a minimum grade of at least B-, or complete CCT 850. A minimum grade of B- is required for QMB 200 (or equivalent) prior to taking QMB 850. A minimum grade of B- is required for FIN 300 (or equivalent) prior to taking FIN 850.

Students with undergraduate degrees older than seven years will need to have their transcripts evaluated in order to determine which of the above prerequisites have been satisfied.

It is assumed that all applicants can demonstrate proficiency in spoken and written communication. On the basis of GMAT verbal scores, interviews, TOEFL scores samples of written work, or appropriate indicators of speaking and writing proficiency, MBA applicants may be required as a precondition for admission to satisfactorily complete courses or tutorial experiences designed to enhance their communication skills.

Admission to Candidacy — Students should initiate candidacy proceedings for the MBA degree with the Director of the MBA Program after completing nine hours of MBA courses. Students will not be permitted to enroll in any of the last 12 hours of the MBA program requirements if their candidacy has not been approved.

Probation and Progress in the Program — If, in any semester of study, a student's graduate grade point average falls below 3.0 for either all courses taken after admission to the Program, or for MBA Core and Elective, the student will automatically be on academic probation. The student will be dismissed from the program following any second semester with a cumulative GPA below 3.0 for either of the two categories indicated above.

A student in the MBA program is allowed to earn no more than one C, and no Ds or Fs in courses taken after admission to the Program. A second grade of C, or one D or F for any course taken after admission will result in dismissal from the program. In addition, a student who drops any prerequisite or MBA course without prior approval of either the MBA Director or the Dean of the College may face dismissal from the program.

<u>MBA Program Requirements</u>	<u>Semester Hours</u>
ACC 850, Managerial Accounting	3 hours
CIS 850, Information Systems	3 hours
QMB 850, Business Forecasting	3 hours
FIN 850, Problems in Managerial Finance	3 hours
MGT 850, Administrative Analysis	3 hours
MKT 850, Marketing Problems	3 hours
GBU 851, Business Policy	3 hours

Electives

Approved Business Electives	9 hours
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Non-Thesis Option

Total Hours	30 hours
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Thesis Option

GBU 891	6 hours
Total Hours	36 hours

Students may either complete a comprehensive exam, or a thesis, approved by a Thesis Committee of three MBA Faculty. The thesis will be guided by an Advisor, who is also a member of the MBA Faculty, and who will serve on the Committee. Students who pursue the Thesis Option will register for three credit hours of GBU 891 per semester, up to a maximum of six credit hours, until the thesis is approved. Those who pursue the Comprehensive Exam Option, but fail the Comprehensive Exam, are not allowed to pursue the Thesis Option. Students who pursue the Thesis Option, but who did not complete the thesis may change to the Comprehensive Exam Option.

Comprehensive examinations are scheduled and given by the MBA Director during each semester. Students pursuing the comprehensive Exam Option must pass this exam during the semester for which it is expected that they will complete their MBA course work. The Dean of Graduate Education and Research must receive certification of satisfactory completion of the comprehensive exam no later than ten days prior to commencement. A student who fails the comprehensive exam may petition the MBA director for not more than one additional attempt to pass. The second examination must be taken and passed in not less than 60 days nor more than 12 months following the semester or summer session in which the student first failed.

General Information — Classes for the MBA program are offered at times which are convenient for part-time students.

Each student must have his/her program of elective courses approved by the MBA Director. Determination of equivalent and substitute courses will be made by the MBA Director in consultation with department chairs.

Upon written petition, subject to approval by the Dean of Graduate Education and Research and the Director of the MBA Program, students may transfer a maximum of nine semester hours of acceptable graduate level work from another regionally accredited institution.

The maximum course load for MBA students normally is 9 semester hours. Students who have full-time employment are discouraged from taking more than six semester hours.

MBA students must also meet general requirements of the Graduate School.

GRADUATE COURSE CREDIT

All 700 level courses have undergraduate counterparts bearing the same last two digits. The 700 level courses are offered only for graduate level credit and require additional appropriate experiences for all students enrolled. Students who have previously taken the undergraduate counterpart of these courses at the 500 level will not be permitted to enroll for graduate level credit in the 700 level counterpart. Credit will not be awarded for both the 700 and 500 level of the same course.

Cross Listed Courses — Some courses are offered under different prefixes with the same course content. Students will not be awarded credit for any course which they have previously received credit under a cross listed prefix.

DEPARTMENT OF ACCOUNTING, FINANCE AND INFORMATION SYSTEMS

Dr. Jessica Johnson Frazier, Chair
www.accounting.eku.edu
(859) 622-1087

The Department of Accounting, Finance, and Information Systems in cooperation with the Office of Graduate Education and Research and the College of Business and Technology, participates in the Master of Business Administration program. ACC 750 cannot be taken by students who have an undergraduate major in accounting.

DEPARTMENT OF MANAGEMENT, MARKETING, AND ADMINISTRATIVE COMMUNICATION

Dr. Norb Elbert, Chair
www.management.eku.edu
(859) 622-1377

The Department of Management, Marketing, and Administrative Communication in cooperation with the Office of Graduate Education and Research and the College of Business and Technology, participates in the Master of Business Administration program.

DEPARTMENT OF AGRICULTURE

Dr. Bruce Pratt, Interim Chair
www.agriculture.eku.edu
(859) 622-2228

The Department of Agriculture provides courses at the graduate level in technical agriculture and horticulture. Students receiving graduate credit must meet additional specified requirements.

The Master of Arts in Education degree with an option in agriculture education is offered in the College of Education with the cooperation of the Department of Agriculture. The regulations for the degree may be found in the College of Education section of this *Catalog*.

DEPARTMENT OF COMMUNICATION

Dr. Maureen Everett, Chair
www.communication.eku.edu
(859) 622-1871

The Department of Communication provides courses at the graduate level in public relations and communication studies. Students receiving graduate credit in these courses must meet additional specified requirements.

Some of these courses are offered in conjunction with the Physical Education, Master of Science degree, Sports Administration option. The full requirements for this degree may be found in the College of Health Sciences section of this *Catalog*.

DEPARTMENT OF TECHNOLOGY

Dr. William E. Davis, Chair
www.technology.eku.edu
(859) 622-3232

Graduate courses leading to the satisfaction of requirements for the degrees Master of Science in Career and Technical Education and Master of Science in Industrial Technology are offered by the Department of Technology.

The Master of Science degree in Career and Technical Education is available in three options:

Technology Education — designed to meet the needs of experienced and prospective teachers of technology subjects in junior colleges, high schools, and middle schools. It has also proven to be an excellent program for those who continue graduate study to obtain the doctoral degree in Industrial Education.

Technical Education Administration — designed to meet the needs of experienced and prospective vocational/technical education administrators. The program provides students the opportunity for advanced study in vocational/technical administration, and also fulfills the graduate curriculum requirements specified for Kentucky vocational/technical administration certification.

Occupational Training and Development — designed to provide experiences through course work that will cause those who desire to become trainers of existing or prospective employees in an occupational setting. Graduates of this program are usually employed in the human resource development sector of a business or industrial organization.

The Master of Science Degree in Industrial Technology has been planned for those individuals who are interested in careers in industrial management. Courses in the program have been designed to cause students to examine principles, concepts, attitudes, and methods for dealing with many of the challenges that confront industry now and in the future. The program will be of value to those who are currently employed in industry and have professional growth aspirations. It will also be of value to those who have recently completed undergraduate study and want more preparation before embarking upon their career.

Special Program Requirements*

**MASTER OF SCIENCE
Career and Technical Education**

CIP Code: 13.1309

Admissions — Applicants are expected to present an appropriate undergraduate technical teaching major and provide proof of acceptable professional and scholarly aptitude. An undergraduate grade point average of 2.5 and a combined Graduate Record Examination score of 700 on the Verbal and Quantitative sections are expected.

Admission to Candidacy — A satisfactory score on the Graduate Record Examination is required. Attributes related to professional promise will be reviewed by the department Graduate Studies Committee. Refer to the General Academic Information section of this *Catalog* for degree completion requirements.

Curriculum for Master of Science in Career and Technical Education

Core Courses 12 hours
CTE 865, 888; EPY 869; TEC 830.

Technology Education Option (GA8)

***Technical Teaching** 12 hours
CTE 863, 864; TEC 831, 867.
Supporting Work 6 hours
Selected from EAD 827, 828; EDF 855; EMS 880; ESE 872.
Total 30 hours

Technical Education Administration Option (GA9)

Administrative Core 6 hours
CTE 861, CTE 863.
Supporting Work 12 hours
CTE 864; EAD 801, 827, 828.
Total 30 hours

Occupational Training and Development Option (GA0)

Industrial Instruction 12 hours
CTE 800*, 801*, 802 (6 hrs).
Supporting Work 6 hours
PSY 873, 874, 875 or other courses (approved by advisor).
Total 30 hours

*Those students with a background in education should complete six semester hours of additional support work or six semester hours of TEC 867, Research in Technology, (approved by advisor) rather than CTE 800 and 801.

Thesis — The thesis is optional in the Master of Science in Career and Technical Education program.

Comprehensive Examinations — The candidate will have an opportunity to show professional growth through a written or oral examination covering the program components during the term in which graduation is scheduled.

*Students must also meet the general requirements of the Graduate School.

The Master of Arts in Education degree with an option in Technology Education is offered in collaboration with the College of Education. The requirements for the M.A.Ed. degree may be found in the College of Education section of this *Catalog*.

Special Program Requirements*

**MASTER OF SCIENCE
Industrial Technology**

CIP Code: 15.0603

Admission – Applicants are expected to present proper prerequisite preparation or industrial management experience. They should have an understanding of materials and processes, the principles of production control, and the economics of industry; computer literacy; the ability to communicate graphically; and the ability to apply statistics to the solution of industrial problems. The program may have appeal to those with undergraduate preparation in such areas as industrial or manufacturing technology, business administration, and engineering or other graduates who have more than five years of experience in industrial management. An undergraduate grade point average of 2.5 and a combined score on the Verbal and Quantitative Sections of the Graduate Record Examination of 800 or 420 on the Graduate Management Admissions Test are expected. Attributes of the applicant related to managerial and technical promise and other life experiences will be considered by the department Graduate Studies Committee.

Admission to Candidacy – Clear admission required. Attributes related to managerial and technical promise will be reviewed. Refer to the General Academic Information section of this *Catalog* for degree completion requirements.

Comprehensive Examinations – The candidate will have an opportunity to show professional growth through a written or oral examination covering the various program components during the term in which graduation is scheduled.

*Students must also meet the general requirements of the Graduate School.

Program – Individual plans of study will include work from three areas:

Major Courses **18 hours**
INT 706, 801, 802, 804, 805, and TEC 830.

Supporting Courses **6 hours**
Selected from ACC 820, CIS 826, FIN 851, GBU 850, MGT 821, MKT 825, QMB 850, STA 700 and other courses by advisement.

Synthesis Experience **6 hours**
INT 820, 821 or INT 822.

Total **30 hours**