

SCHOOL OF BUSINESS ADMINISTRATION

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School of Business Administration

The mission of the School of Business Administration is to provide high quality, undergraduate management education that prepares students for positions of leadership and responsibility in industry, government, and health care. The business program emphasizes teaching and learning within a liberal arts environment, serving students with diverse educational backgrounds who come primarily from Upstate South Carolina.

In pursuit of its mission, the School of Business Administration seeks:

- To offer an integrated curriculum that emphasizes discipline knowledge, communication skills, and technological skills
- To support instructional innovations, professional development activities, and applied research by the faculty
- To strengthen linkages with the community through service.

Students who acquire this knowledge and apply these skills are prepared for continuous learning and the pursuit of career opportunities. To enhance teaching capabilities, the faculty seek to enhance their knowledge and skills through applied research, instructional development activities, and related faculty intellectual development and renewal opportunities.

BUSINESS ADMINISTRATION MAJOR

Students completing a **major in business administration** successfully will

1. Possess a basic understanding of accounting and economic concepts and know how they are used for decision-making purposes.
2. Be able to use financial and marketing tools for solving organizational problems.
3. Possess the ability to use computer and analytical techniques as problem solving tools.
4. Be knowledgeable about using organizational frameworks including total quality management to marshal the resources of an organization efficiently and effectively.

5. Understand the impact on business of a more culturally diverse workplace and a more globally oriented market.
6. Understand the influence of ethical and legal standards on decision-making.
7. Be able to demonstrate their understanding of previously learned communications skills through oral and written assignments.

Students majoring in business administration may select from four emphases: accounting, finance/economics, management/marketing, and health care management.

Accounting Emphasis

Students selecting the emphasis in accounting are required to take five specified courses and at least three selective courses. The selective courses may be chosen to reinforce an interest in public accounting, management accounting, or governmental accounting.

Students who apply to sit for the CPA exam must have 150 semester hours of education including a baccalaureate or higher degree. Lander University students may meet this requirement by following one of the options listed below.

1. Completion of the baccalaureate degree requirements at Lander including the business major and accounting emphasis (125 hours). Students may wish to add a minor outside of the School of Business Administration as part of their course of study to fulfill the additional 25 hours.
2. Completion of the baccalaureate degree requirements at Lander plus additional graduate school hours sufficient to meet the 150-hour requirement. The number of business and accounting courses required varies depending upon whether they are taken at the undergraduate or graduate level. For more details, see your academic advisor.

Accounting students who pursue careers that do not require the CPA license are unaffected by the 150-hour requirement.

Finance/Economics Emphasis

The finance/economics emphasis blends two closely related disciplines that focus on the proper use of scarce resources. Economics analyzes the use of alternative resources to produce and distribute private and public goods. Finance concentrates on the management of financial resources for accomplishing the objectives of businesses and individuals.

Management/Marketing Emphasis

The management/marketing emphasis focuses on how organizational objectives are developed, implemented, and changed and on those processes that add value for stakeholders. Management courses emphasize decision-making skills and the selection, motivation, and development of human resources. Marketing courses focus on the ways an organization can meet customer needs through product development and distribution and through promotional and pricing strategies.

Health Care Management Emphasis

The purpose of the health care management emphasis is to integrate the fundamentals of business administration with a comprehensive knowledge of the health care delivery system. The emphasis is designed to enable qualified students to acquire the skills and knowledge to assume management positions within various settings of the health care delivery system.

Requirements for Major in Business Administration

Pre-business majors

During the freshman and sophomore years, students interested in the business major are listed as pre-business majors. All students are assigned an advisor from the school to ensure compliance with the requirements and procedures necessary to be accepted into the major.

Before enrolling in business courses at the 300 level or above, students are required to complete an Application for Admission form, which is available in the School of Business Administration office. Applications are evaluated at the end of each academic term.

To be accepted into the major in business administration, a student must meet the regular university admission standards and must meet all of the following School of Business Administration requirements:

1. Have completed at least 54 hours at the end of the semester in which the application is made.
2. Have an average GPA of 2.00 or above on all courses attempted at Lander University.
3. Have completed each of the following courses with a grade of "C" or better: ENGL 101 and 102; MATH 121 and 123; ACCT 201 and 202; BA 205, 225, and 251; ECON 201 and 202; and ENGL 275.
4. To remain in the program, a student may repeat the following courses only **once**: ENGL 101 and 102; MATH 121 and 123; ACCT 201 and 202; BA 205, 225, and 251; ECON 201 and 202; and ENGL 275.

With the approval of the Dean of the School of Business Administration, students may be allowed to take up to

nine hours of upper-level business administration course work in the semester in which they are completing the course work listed in #3 above.

If a student fails to complete the preadmission course(s) successfully, then in the following semester, that student must repeat the preadmission course(s) and may not take any new upper-level business courses.

Transfer Students:

Transfer students from other divisions within the University or from other accredited institutions will be required to meet the same requirements. Grades of less than "C" will not be accepted for transfer credit from other institutions. Courses offered at the upper level (courses numbered 300 or above) at Lander University will not transfer from a junior or technical college.

Requirements for Majors

Business majors must maintain a cumulative GPA of 2.00 to remain in good standing.

Students who fall below this level will **not** be allowed to enroll in any new upper-level business courses but will be allowed to repeat previous courses that meet the following conditions:

Courses in the business core and those taken as part of the emphasis may be repeated **only once**. Students who fail to complete a core course or a course in the emphasis successfully (with a "C") or better may not continue as a major in business.

For graduation, majors must earn a grade of "C" or better on each 300- and 400-level course in the business core. A minimum grade of "C" is required on each course taken as a part of the emphasis.

Students also must earn at least 50 percent of their combined Business Core Requirements and Emphasis Requirements through instruction from Lander University.

Students in Other Divisions

Students in other divisions of the University who wish to take lower-level business courses are required to meet the prerequisite requirements for each course and the grade requirements as listed (#3 requirements) on this page for those prerequisites. Students in other divisions who wish to take business courses at the 300 level or above must meet the prerequisites listed for the business minor on page 88 and must complete successfully (with a "C" or above) ACCT 101 and ECON 101 or 201.

Business minors and other non-business students are limited to a **maximum of 27 semester hours** of credit in business courses.

The Dean of the School of Business Administration will consider exceptions to all of the preceding requirements on an individual basis.

BUSINESS ADMINISTRATION MINOR

The School offers a minor in business administration. Students in other divisions who have declared a minor in business must complete the 18-credit program of study as shown below with a “C” or better in each course. Students must also complete the following requirements before enrolling in upper-level courses.

1. Have completed 54 semester hours by the time the upper-level course is offered (first day of class).
2. Have and maintain an average GPA of 2.00 or above on all courses taken at Lander University.
3. Have completed each of the following prerequisites with a “C” or above: BA205 or proficiency in Word, Excel, PowerPoint; BA225; ENGL 275.

Courses	Credit Hours
ACCT 101 Survey of Accounting	3
ECON 101 or 201 Economics in Society	3
MGMT 301 Organizational Management and Behavior	3
MKT 301 Principles of Marketing	3
FINA 301 Business Finance	3
Elective*	<u>3</u>
*Any business course at the 300 level or above.	
TOTAL	18

Business minors and other non-business students are limited to a **maximum of 27** semester hours of credit in business courses.

HEALTH AGENCY MANAGEMENT MINOR

The School offers a minor in health agency management. Students in other divisions who have declared a minor in health agency management must complete the 21-credit program of study as shown below with a “C” or better in each course. Students must also complete the following requirements before enrolling in upper-level courses.

1. Have completed 54 semester hours by the time the upper-level course is offered (first day of class).
2. Have and maintain a cumulative GPA of 2.00 or above on all courses taken at Lander University.
3. Have completed each of the following prerequisites with a “C” or above: BA205 or proficiency in Word, Excel, and PowerPoint; BA225 or MATH 211; ENGL 275.

Courses	Credit Hours
ACCT 101 Survey of Accounting	3
ECON 101 or 201 Economics in Society	3
HCMT 201 Health Care in America	3
HCMT 302 Legal and Ethical Aspects of Health Care Administration	3
HCMT 321 Regulation of Health Care	3
MGMT 301 Organizational Management and Behavior	<u>3</u>
TOTAL	18

Business minors and other non-business students are limited to a **maximum of 27** semester hours of credit in business courses.

**STUDENT PROGRAM WORKSHEET FOR
2002-2003 CATALOG**

I. FRESHMAN REQUIREMENT

____ LU 101	0-1*
TOTAL FRESHMAN REQUIREMENT	0-1

II. GENERAL EDUCATION CORE REQUIREMENTS

Approved courses are listed on pages 65-68.

Course	Required	Hrs
____ Behavioral Science	_____	3
____ FALS	_____	1
____ Fine Arts	_____	3
____ Foreign Language 0-6**	_____	
____ Foreign Language	_____	
____ Global Issues/Nonwestern Studies	_____	3
____ History	_____	3
____ Humanities/Literature	_____	3
____ Humanities	_____	3
____ Laboratory Science	_____	4
____ Laboratory Science	_____	4
____ Logic & Analytical Thought	MATH 121	3
____ Mathematics	MATH 123	3
____ Political Economy	ECON 201	3
____ Prof Concerns Seminar	BA 414	1 [†]
____ Wellness	_____	3
____ Writing	ENG 101	3
____ Writing	ENG 102	3
TOTAL GENERAL EDUCATION CORE	46-52	

III. ADDITIONAL REQUIREMENTS

____ SPCH 101		3
____ ENGL 275	ENG 102	3
	<u>BA205 recommended</u>	

TOTAL ADDITIONAL HOURS 6

*First-time freshmen and all students transferring fewer than 13 semester hours to Lander (excluding AP credit) are required to pass Lander University 101 in their first year.

Student must have a minimum GPA of 2.0 before advancing to the junior level.

** See page 65 for information on foreign language requirement.

[†] Capstone course; total of 3 hours

**BACHELOR OF SCIENCE in BUSINESS
ADMINISTRATION
ACCOUNTING EMPHASIS**

IV. BUSINESS CORE REQUIREMENTS

Course	Prerequisite(s)	Hrs
____ ACCT 201	MATH 121	3
____ ACCT 202	ACCT 201	3
____ ECON 202		3
____ BA205	MATH 121	3
____ BA225	MATH 121	3
____ BA251		3

Upper-level courses require admission into SOBA:

____ MGMT 301		3
____ MKT 301		3
____ FIN 301		3
____ BA304	BA 205 MGMT 301	3
____ BA325	MGMT 301	3
____ MGMT 330	MGMT 301	3
____ BA414	MGMT 301 MKT 301 FINA 301 GRAD. SENIOR	2 [†]

TOTAL BUSINESS CORE 38

V. ACCOUNTING EMPHASIS

____ ACCT 301 (Fall)	ACCT 202	3
____ ACCT 302 (Spring)	ACCT 301	3
____ ACCT 321 (Fall)	ACCT 202	3
____ ACCT 331 (Spring)	ACCT 202	3
____ ACCT 402	ACCT 302	3
____ ACCT Selectives (select from BA 352, ACCT 307, ACCT 312, ACCT 322, ACCT 332, ACCT 403)		9

TOTAL EMPHASIS 24

VI. ELECTIVES (Must include a 3 credit non-business course if foreign language is waived.)

_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL ELECTIVES 4-11

TOTAL FOR BS DEGREE 125

**STUDENT PROGRAM WORKSHEET FOR
2002-2003 CATALOG**

I. FRESHMAN REQUIREMENT

____ LU 101	0-1*
TOTAL FRESHMAN REQUIREMENT	0-1

II. GENERAL EDUCATION CORE REQUIREMENTS

Approved courses are listed on pages 65-68.

Course	Required	Hrs
____ Behavioral Science	_____	3
____ FALS	_____	1
____ Fine Arts	_____	3
____ Foreign Language 0-6**	_____	
____ Foreign Language	_____	
____ Global Issues/Nonwestern Studies	_____	3
____ History	_____	3
____ Humanities/Literature	_____	3
____ Humanities	_____	3
____ Laboratory Science	_____	4
____ Laboratory Science	_____	4
____ Logic & Analytical Thought	MATH 121	3
____ Mathematics	MATH 123	3
____ Political Economy	ECON 201	3
____ Prof Concerns Seminar	BA 414	1 [†]
____ Wellness	_____	3
____ Writing	ENG 101	3
____ Writing	ENG 102	3
TOTAL GENERAL EDUCATION CORE	46-52	

III. ADDITIONAL REQUIREMENTS

____ SPCH 101		3
____ ENGL 275	ENG 102	3
	<u>BA205 recommended</u>	

TOTAL ADDITIONAL HOURS 6

*First-time freshmen and all students transferring fewer than 13 semester hours to Lander (excluding AP credit) are required to pass Lander University 101 in their first year.

Student must have a minimum GPA of 2.0 before advancing to the junior level.

** See page 65 for information on foreign language requirement.

[†] Capstone course; total of 3 hours

**BACHELOR OF SCIENCE
BUSINESS ADMINISTRATION
FINANCE/ECONOMICS EMPHASIS**

IV. BUSINESS CORE REQUIREMENTS

Course	Prerequisite(s)	Hrs
____ ACCT 201	MATH 121	3
____ ACCT 202	ACCT 201	3
____ ECON 202		3
____ BA205	MATH 121	3
____ BA225	MATH 121	3
____ BA251		3

Upper-level courses require admission into SOBA:

____ MGMT 301		3
____ MKT 301		3
____ FIN 301		3
____ BA304	BA 205	3
	MGMT 301	
____ BA 325	MGMT 301	3
____ MGMT 330	MGMT 301	3
____ BA414	MGMT 301	2 [†]
	MKT 301	
	FINA 301	
	GRAD. SENIOR	

TOTAL BUSINESS CORE 38

V. FINANCE/ECONOMICS EMPHASIS

____ ECON 301 (Fall)	ECON 201-202	3
____ FINA 311 (Spring)	ECON 201-202	3
____ FINA 310 (Fall)	FINA 301	3
____ FINA 330 (Spring)	FINA 301	3
____ FINA/ECON Selective (300 or above)		3
____ FINA/ECON Selective (300 or above)		3

TOTAL EMPHASIS 18

VI. ELECTIVES (Must include a 3 credit non-business course if foreign language is waived.)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL ELECTIVES 10-17

TOTAL FOR BS DEGREE 125

**STUDENT PROGRAM WORKSHEET FOR
2002-2003 CATALOG**

I. FRESHMAN REQUIREMENT

_____ LU 101	0-1*
TOTAL FRESHMAN REQUIREMENT	0-1

II. GENERAL EDUCATION CORE REQUIREMENTS

Approved courses are listed on pages 65-68.

Course	Required	Hrs
_____ Behavioral Science	_____	3
_____ FALS	_____	1
_____ Fine Arts	_____	3
_____ Foreign Language 0-6**	_____	
_____ Foreign Language	_____	
_____ Global Issues/Nonwestern Studies	_____	3
_____ History	_____	3
_____ Humanities/Literature	_____	3
_____ Humanities	_____	3
_____ Laboratory Science	_____	4
_____ Laboratory Science	_____	4
_____ Logic & Analytical Thought	MATH 121	3
_____ Mathematics	MATH 123	3
_____ Political Economy	ECON 201	3
_____ Prof Concerns Seminar	BA 414	1 [†]
_____ Wellness	_____	3
_____ Writing	ENG 101	3
_____ Writing	ENG 102	3
TOTAL GENERAL EDUCATION CORE	46-52	

III. ADDITIONAL REQUIREMENTS

_____ SPCH 101		3
_____ ENGL 275	ENG 102	3
	<u>BA205 recommended</u>	

TOTAL ADDITIONAL HOURS 6

*First-time freshmen and all students transferring fewer than 13 semester hours to Lander (excluding AP credit) are required to pass Lander University 101 in their first year.

Student must have a minimum GPA of 2.0 before advancing to the junior level.

** See page 65 for information on foreign language requirement.

[†] Capstone course; total of 3 hours

**BACHELOR OF SCIENCE
BUSINESS ADMINISTRATION
MANAGEMENT/MARKETING EMPHASIS**

IV. BUSINESS CORE REQUIREMENTS

Course	Prerequisite(s)	Hrs
_____ ACCT 201	MATH 121	3
_____ ACCT 202	ACCT 201	3
_____ ECON 202		3
_____ BA205	MATH 121	3
_____ BA225	MATH 121	3
_____ BA251		3

Upper-level courses require admission into SOBA:

_____ MGMT 301		3
_____ MKT 301		3
_____ FIN 301		3
_____ BA304	BA 205	3
	MGMT 301	
_____ BA 325	MGMT 301	3
_____ MGMT 330	MGMT 301	3
_____ BA414	MGMT 301	2 [†]
	MKT 301	
	FINA 301	
	GRAD. SENIOR	

TOTAL BUSINESS CORE 38

V. MANAGEMENT/MARKETING EMPHASIS

_____ MGMT 315	MGMT 301	3
_____ MKT 415	MKT 301	3
	BA 304	
_____ MKT 420	MKT 301	3
	MGMT 301	
	FINA 301	
	SR. STANDING	

_____ MGMT/MKT Selective (300 OR ABOVE)	3
_____ MGMT/MKT Selective (300 OR ABOVE)	3

TOTAL EMPHASIS 15

VI. ELECTIVES (Must include a 3 credit non-business course if foreign language is waived.)

_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL ELECTIVES 13-20

TOTAL FOR BS DEGREE 125

**STUDENT PROGRAM WORKSHEET FOR
2002-2003 CATALOG**

I. FRESHMAN REQUIREMENT

____ LU 101	0-1*
TOTAL FRESHMAN REQUIREMENT	0-1

II. GENERAL EDUCATION CORE REQUIREMENTS

Approved courses are listed on pages 65-68.

Course	Required	Hrs
____ Behavioral Science		3
____ FALS	_____	1
____ Fine Arts	_____	3
____ Foreign Language 0-6**	_____	3
____ Foreign Language	_____	
____ Global Issues/Nonwestern Studies	_____	3
____ History	_____	3
____ Humanities/Literature	_____	3
____ Humanities	_____	3
____ Laboratory Science	_____	4
____ Laboratory Science	_____	4
____ Logic & Analytical Thought	MATH 121	3
____ Mathematics	MATH 123	3
____ Political Economy	ECON 201	3
____ Prof Concerns Seminar	BA 414	1 [†]
____ Wellness	_____	3
____ Writing	ENG 101	3
____ Writing	ENG 102	<u>3</u>
TOTAL GENERAL EDUCATION CORE	46-52	

III. ADDITIONAL REQUIREMENTS

Course	Required	Hrs
____ SPCH 101		3
____ ENGL 275	ENG 102	3
	<u>BA205 recommended</u>	
____ HCMT 111		1
____ HCMT 201	Soph standing	<u>3</u>
TOTAL ADDITIONAL HOURS	10	

*First-time freshmen and all students transferring fewer than 13 semester hours to Lander (excluding AP credit) are required to pass Lander University 101 in their first year.

Students must have a minimum GPA of 2.0 before advancing to the junior level.

** See page 65 for information on foreign language requirement.

[†] Capstone course; total of 3 hours

**BACHELOR OF SCIENCE
BUSINESS ADMINISTRATION
HEALTH CARE MANAGEMENT**

IV. BUSINESS CORE REQUIREMENTS

Course	Prerequisite(s)	Hrs
____ ACCT 201	MATH 121	3
____ ACCT 202	ACCT 201	3
____ ECON 202		3
____ BA205	MATH 121	3
____ BA225	MATH 121	3
____ BA251		3

Upper-level courses require admission into SOBA:

____ MGMT 301		3
____ MKT 301		3
____ FIN 301		3
____ HCMT 304	BA 205 MGMT 301	3
____ BA325 or permission of instructor	MGMT 301	3
____ HCMT 331	HCMT 311 HCMT 321 MKT 301 MGMT 301 FINA 301	
	Co-Requisite: HCMT 302	
____ BA414	MGMT 301 MKT 301 FINA 301 HCMT 331 GRAD. SENIOR	2 [†]

TOTAL BUSINESS CORE 38

V. HEALTH CARE MANAGEMENT EMPHASIS

Course	Prerequisite(s)	Hrs
____ HCMT 321	HCMT 201	3
____ HCMT 311		3
	Co-Requisite: FINA301; HCMT 321	
____ HCMT 302	HCMT 201 or Permission of Instructor	3
____ MGMT 315	MGMT 301	3
____ HCMT 490	HCMT 331	<u>3</u>

TOTAL EMPHASIS 15

VI. ELECTIVES: (Must include a 3 credit non-business course if foreign language is waived.)

_____	_____	
_____	_____	
TOTAL ELECTIVES	9/16	
TOTAL FOR BS DEGREE	125	