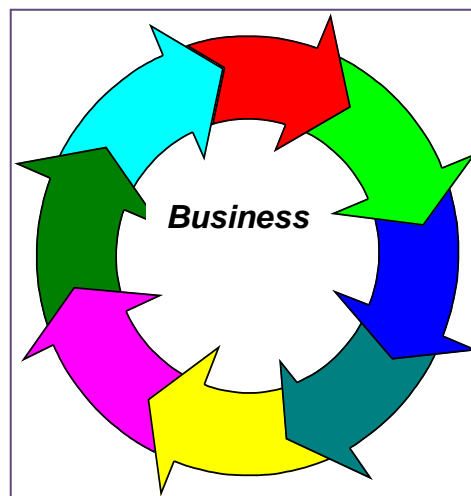


THE
LeMoyné-Owen
COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

*Division of Business and Economic Development
W. W. Herenton Renaissance Center, Suite 202
807 Walker Avenue
Memphis, Tennessee 38126
www.loc.edu*

*Accelerated Studies for Adults and
Professionals (ASAP)*



Helping You Reach Your Career Potential!

STUDENT GUIDE 2016-2017



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LeMoyne-Owen College
Division of Business and Economic Development
Accelerated Studies for Adults and Professionals

Dr. June Chinn-Jointer, ASAP Executive Director

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The Accelerated Studies for Adults and Professionals (ASAP) provides a non-traditional learning environment designed for working adults to complete a bachelor's degree by attending class one night a week (or on Saturday mornings). Knowledge and skills learned in class can be applied to the student's workplace from the beginning of the very first class.

Students will experience significant improvement in their communication skills, leadership abilities, and decision-making skills. The Division of Business and Economic Development in conjunction with ASAP will provide each student with a solid foundation for further career development.

ASAP faculty members possess solid academic backgrounds and extensive practical work experience in business, government, and consulting. This blending of experience and education enables our instructors to apply the theories and concepts of business to real issues faced in today's workplace. Careful attention is taken to select faculty members who understand the special needs of the mature learner.

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About LeMoyne-Owen College

LeMoyne-Owen College is a liberal arts institution with a history and vision of building tomorrow's leaders today. LeMoyne-Owen College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-40976; Telephone number 404-679-4501) to award the baccalaureate degree. It has a diverse, well-qualified faculty. By combining these strong academic credentials with a demonstrated commitment to service, the College is positioned to serve traditional and non-traditional students of the future.



Program Benefits

ASAP

1. **Complete a bachelor of business administration degree in approximately 18 months, if college core requirements are met and 120 credit hours are successfully completed.** Students typically transfer a minimum of 45 credit hours. This program is ideal for students who have completed an Associate's degree.
2. **Convert learning from work experience into credit.** After entering the program, students can earn up to 15 credit hours for knowledge gained through work experience through Credit for Prior Learning (CPL). Students can take advanced placement tests through the college level examination program (CLEP, www.collegeboard.com/clep) or by taking an approved placement test for selected college core courses to earn a maximum of 24 credit hours. Veterans can use their official military transcript (Form DD-214) to earn credit hours for military training.
3. **Attend class only one night per week.** Classes are scheduled from 5:30pm to 10:30pm or 8:00am to 1:00pm noon on Saturdays so that students with full-time responsibilities at work and home are able to participate and complete the program. (*Note: College core courses and some elective courses typically meet twice per week in the evening.*)
5. **Excellent instruction presented in a small class setting.** Professors are experienced in working with adult students. Students are scheduled into small cohort groups and remain together through completion of the program.
6. **Exciting new possibilities.** Graduates are more marketable in the workplace. Some graduates continue on to graduate school.

Admission and Acceptance Process

ASAP students apply for admission to the college as new, transfer or as re-admitted students. (See college catalog for further details). To apply for admission, prospective students should complete the following steps:

- Submit an online admission application along with a \$25 application fee to the admissions office. Application: www.loc.edu (Click on "Apply for Admission" link.)
- Request official academic transcripts from each college or university previously attended. *Transfer credits are subject to the approval of the Registrar.*
- Contact ASAP staff for evaluation of transcripts.
- Apply for financial aid if applicable www.fafsa.ed.gov. School code **003501**. Make arrangements with employer for reimbursement and/or speak with a program staff member about other payment alternatives and complete validation process in Fiscal office.
- Participate in new cohort group orientation.

Program of Study

ASAP

As adults, ASAP students present a unique profile sharing a common educational goal and contributing their diverse individual experience to the learning process. Students are committed to producing high quality course work in their individual reports and group projects. In addition to their strong work ethic, most ASAP students have:

- Completed a substantial number of semester hours (usually 45) in an accredited post-secondary academic program
- Reached the age of 25 or older and worked full-time for the past three (3) continuous years.

The Accelerated Studies for Adults and Professionals program leads to the Bachelor of Business Administration (B.B.A.) degree with a focus in Management, Finance, or Supply Chain Management. All ASAP-Business students will complete the **Management** track. Students also have the option of completing the **Finance** and/or **Supply Chain** tracks while completing the Management focus. The curriculum, including transfer credits, requires 120 semester hours of course work. The course work includes a general academic core of 36 hours, major concentration of 45 hours and the remaining 39 hours represent elective course work. The major concentration currently contains 15 classes with each class representing 3 semester hours of credit. Major courses are offered one evening per week from 5:30pm – 10:30p.m. or on Saturday from 8am–1pm. Classes typically meet over a 4-week period. Classes are organized sequentially as listed below. Each five-class block represents one semester of course work.

I. Elective Credit Hours (39 credit hours)

Electives can include optional business tracks, other non-concentration business courses, non-college core courses, credit for prior learning, credit for military experience and pertinent transfer coursework.

II. Program Core Requirements (36 credit hours)

| | | | |
|---------------------|---------|--------------------------|---------|
| English Composition | 6 hours | Social Science | 3 hours |
| Humanities | 6 hours | African American Studies | 3 hours |
| Mathematics | 6 hours | Computer Science | 3 hours |
| Natural Science | 6 hours | Literature Introduction | 3 hours |

III. Major and Concentration Requirements and Sequence of Courses (45 credit hours)

See ASAP-Business Program of Study on the next page for details.

Tuition and Fee Schedule 2016-2017

ASAP

| Tuition * | Semester | Year |
|--------------------------------------|---------------------------------------|----------|
| Full-time (12-17) credit hours | \$5,230 | \$10,460 |
| (Per semester credit hour) | \$436 | |
| ASAP Fee | \$75 | |
| (Per semester credit hour) ** | Part-time (less than 12 credit hours) | |
| Overload (More than 17 credit hours) | | |
| Audit Fee (Per course) *** | \$436 | |
| Student Activity Fee | \$100 | \$200 |

* The tuition fee includes science and computer laboratory fees.

** This rate also applies to summer academic terms and to courses offered outside the regular semester schedule.

*** Registration to audit a particular course may be denied because of class size.

- (1) Tuition and fees are set annually and are subject to change.
- (2) 12-17 credit hours are covered in a flat rate as shown above.
- (3) Books and housing are not included in the above.

All fees for tuition are due at registration and prior to the first class session. Books and other materials will be available at the bookstore for purchase. Students who wish to withdraw must follow the withdrawal process as outlined in the school catalog. Students who withdraw may receive a tuition credit for those classes not yet started. See the college catalog for additional information.

Capstone Project

The Capstone Project is a culminating experience required of every major at LeMoyne-Owen College. The ASAP Capstone Project is a research project related to the study of business administration and helps the student develop:

- Effective research skills.
- Sound decision-making processes.
- Better writing skills.
- Appropriate presentation skills.
- New areas of expertise.

In the Research Writing course (ADCP 360), students develop a list of possible capstone projects and perform basic research in the area of each project. Through consultation with the course instructor, students select a capstone project. The project will be completed over the final two semesters with a preliminary project presentation at the end of semester two and the final project presentation at the end of semester three.

Graduation Requirements

ASAP

The College offers the Bachelor of Business Administration degree through the Accelerated Studies for Adults and Professionals Program. The college catalog describes in detail the courses, requirements, and policies for earning the Bachelor's degree. In summary, candidates will be awarded their degree after:

- Completing at least 120 semester hours of course work with a minimum cumulative grade point average of 2.00. At least 30 of these credit hours must have been earned at LeMoyne-Owen and at least 45 credit hours must have been earned in junior/senior level courses. The College may accept transferable, non-developmental course work for credit towards a degree, if such work was completed with a grade of C or better.
- Completing college Core Requirements with a minimum grade of C in all English, Computer Science and Mathematics courses.
- Meeting the specific requirements for the major concentration area with a minimum grade of C in all courses required for the major.
- Making formal application for the degree including appropriate fees and completing the College exit interview.

Information Sessions

Throughout the year, LeMoyne-Owen College holds information sessions to acquaint prospective students and employers with the Accelerated Studies for Adults and Professionals Program. The sessions normally cover the following topics:

- Nature of the degree and program
- Admission process
- Beginning dates and schedules for cohort classes
- Loans, grants, and College payment plans.

If the scheduled sessions are not convenient or if an individual conference is preferred, prospective students may call the Division of Business and Economic Development at (901) 435-1255 or (901) 435-1260 to arrange an appointment. In addition to regular office hours, the staff will meet with candidates during alternate times by appointment. Off-campus meetings with individuals or groups of any size can be arranged anywhere in the Greater Memphis area.

Financial Assistance

ASAP

Any student wishing to apply for financial assistance should do so by completing the forms contained in the College's admission application package. Students must submit a completed Free Application for Federal Student Aid (FAFSA) along with their most recent tax transcript (Form 1040) in the envelope provided. **Online submission is available and recommended (www.fafsa.ed.gov)**. Students should also mail a copy of the completed free application and tax documents to the College's Office of Financial Aid. We encourage students to complete the financial aid application **concurrently with applying for college admission**. Students are encouraged to discuss financial aid options with Office of Student Financial Services at (901) 435-1550. Available aid programs include the following:

Pell Grants This is a need-based federal grant. Eligibility is based on information provided in a completed Free Application for Federal Student Aid.

Tennessee Student Aid This is an educational assistance program for Tennessee residents. Enrolled residents must complete the Free Application for Student Aid prior to May 1 of the award year.

Veterans Benefits This is an earned benefit program based on prior military service. The Veterans Administration determines eligibility. Potentially eligible student must contact their local VA representative for this benefit.

Educational Loan Program This is a need based federal loan program. Subsidized and unsubsidized direct student loans are available to students enrolled in the Accelerated Degree Completion Program.

The Payment Plan This plan allows a student to make a down payment at registration. The student then pays the balance in equal installments during the term. Students interested in this Plan must contact the College's Fiscal Office to make arrangements at (901) 435-1579 or 435-1474.

Employer Support Many businesses offer tuition assistance to employees who enroll in accredited educational programs. The College works with students to meet tuition assistance requirements. Students, however, must obtain information on educational benefits and their individual eligibility from the employer. Students approved for tuition assistance may postpone payments to the College until the end of the term. Students interested in this plan must contact the College's Fiscal Office to make arrangements, (901) 435-1579.

Workforce Investment Network Some students may qualify for tuition assistance from the Memphis Area Career Center (MACC) through the State of Tennessee Workforce Investment Network (www.workforceinvestmentnetwork.com). MACC offices are located in the Memphis Area Transit Authority 901-636-7955.

Business Student Association

The Division of Business and Economic Development launched the Business Student Association (BSA) in Fall 2000. The BSA offers interested students the opportunity to participate in business enrichment activities including internship opportunities, event planning, specialty business related workshops and seminars, and participation in various Mid-South economic development activities.

Curriculum

ASAP

Course offerings are subject to change by the Division of Business and Economic Development.

ELECTIVE COURSES

ADCP 302 Group Process (3) (formerly ADCP 210)
This course deals with group behavior and how group functioning affects organizational effectiveness. The emphasis is on decision-making and conflict resolution groups. Student in this course develop strategies for efficient and productive group management and consider which tasks are best handled by groups or by individuals.

ADCP 304 Career and Life Assessment (3)
(formerly ADCP 320)
Career patterns are reviewed and analyzed, and goals assessed through exercises and activities. Theories about life development and life stages are explored. Future trends are examined in relationship to changing lifestyles. Students prepare a portfolio of professional experiences that involve college level learning.

ADCP 322 Leadership within the Organization (3)
(formerly ADCP 330)
Students examine the formal and informal functions of leadership in an organization and analyze an agency or other organization based on a systems model. Students analyze organizational problems using a formal step by step method. The work in this course is applied to the senior thesis.

ADCP 422 Ethical Issues (3) (formerly ADCP 440 Ethical Issues in Leadership)
This course focuses on values, both social and personal. It is designed to help students identify the value systems they and others possess, to understand the world views from which they arise, and to explore the practical implications of these value systems, particularly in the area of business.

BUAD 251 and BUAD 252 Special Studies in Business Administration (1-3)
(See description under Division of Business and Economic Development listing.)

BUAD 399 Business Administration Co-op Experience (3)
(See description under Division of Business and Economic Development listing.)

BUAD 451 and BUAD 452 Special Studies in Business Administration (1 to 3)
(See description under Division of Business and Economic Development listing.)

BUAD 499 Business Administration Co-op Experience (3)
(See description under Division of Business and Economic Development listing.)

REQUIRED MANAGEMENT TRACK

ADCP 303 Career Education and Skills Seminar (3)
This introductory course in the Accelerated Degree Completion Program provides students with a detailed overview of the program in which career patterns are reviewed, future trends are examined, and goals assessed through exercises and activities. Students will prepare a portfolio of professional learning experiences. Fall and Spring.

ADCP 308 Organizational Communications (3)
(formerly ADCP 311 Business Communication)
This course is concerned with professional writing and oral presentation in a business environment. Heavy emphasis is placed on the writing and oral presentation of business letters, memoranda, reports, and executive summaries. Students receive instruction and feedback on preparing for a presentation, content and use of visual aids and technology; effective delivery, handling of questions and criticisms. Students will be given group projects to help to improve their ability to interact within small groups. Fall and Spring.

ADCP 309 Managerial Economics (3) (formerly ADCP 310 Applied Economic Principles)
This course provides an overview of basic economic principles and their application to a single business unit. Some case studies are used. Fall and Spring.

ADCP 313 Principles of Financial Accounting (3)
(formerly ADCP 300)
This course covers the principles of financial accounting focusing more on the interpretation of reports rather than the preparation of reports. Fall and Spring.

ADCP 321 Management Theory (3) (formerly ADCP 305 Principles of Management)

This course is concerned with the management functions and tasks that are common to all organizations. Topics to be covered include: schools of management thought, planning, organization, control, motivation, work groups, leadership, organization change, managerial decision-making and information systems. Fall and Spring.

ADCP 335 Managerial Marketing (3) (formerly ADCP 306 Principles of Marketing)

This course emphasizes the marketing function in the aggregate economy. Topics include: marketing principles; interpreting the consumer behavior in light of culture; values and social norms in buying and selling; marketing theories and their applications in the business world; and selected case-studies and discussion. Fall and Spring.

ADCP 345 Human Resource Management (3) (formerly ADCP 315)

This course is designed to cover issues concerning human resource management. Students will be taught the theory and application of current human resource management topics. Topics include staffing, performance appraisal, training, compensation, legal issues, and other programs for organization. Fall and Spring.

ADCP 356 Business Statistics (3) (formerly ADCP 362 Statistics I)

This course is intended for students majoring in accounting, business administration and economics. The course covers methods of collecting, analyzing, and presenting data. It includes computation of measures of central tendency and variation, regression, correlation, and time series analysis. Fall and Spring.

ADCP 360 Introduction to Business Research (3) (formerly ADCP 312 Research Writing)

This course focuses on the basics of research writing including the research process, using the library, reading for research, evaluating and using evidence, and Internet resources. This provides the foundation for the senior capstone project. Students have to do a substantial amount of work outside the class extending into the next semester. Fall and Spring.

ADCP 413 Managerial Accounting in Business (3) (formerly ADCP 307 Managerial Accounting)

This course covers the study of accounting as it relates to managerial control. Topic studies include financial statement analysis, cost control, budgeting and quantitative accounting techniques for decision-making in management. Fall and Spring.

ADCP 420 Business Legal Environment (3) (formerly ADCP 301 Business Law)

This course is designed to acquaint students with principles of law involved in ordinary business transactions with special emphasis on general contracts, negotiable instruments and bailments, real and personal property, deeds, mortgages, torts, sales, and insurance. Fall and Spring.

ADCP 445 Labor Relations and Negotiating Skills (3) (formerly ADCP 340)

This course examines negotiations as a skill used by all managers and executives. Collective bargaining is used to explore dynamics, leverage and tactics in the process of reaching agreement without giving in to opponents. Specific emphasis is given to styles of behavioral and persuasion used by negotiators. Topics include history of labor relations, current trends in collective bargaining, characteristics of effective negotiator, phases of bargaining, and techniques for impasse. Fall and Spring.

ADCP 450 The Global Business Environment (3) (formerly ADCP 350 The Global Economy and International Business)

This course deals with the world economic environment in which international business operations take place. The topics covered include the nature and scope of international business, the rationale for international trade policies, and the problems and issues facing the multinational corporation today. Fall and Spring.

ADCP 457 Capstone Project I (3) (formerly ADCP 455)

The senior capstone is the most challenging part of the program. Each student engages in a research project addressing a problem related to his/her work or area of interest. Students will complete extensive secondary research for topics defined in ADCP360. Fall and Spring.

ADCP 460 Capstone Project II (3) (formerly ADCP 456)

This course is the continuation of ADCP 457 and the culmination of the process begun in ADCP 3602 Research Writing. Students will complete extensive primary research for topics further refined in ADCP 457. The completed project will be turned in to the capstone coordinator and an in class presentation will be completed to the class. Fall and Spring.

OPTIONAL FINANCE TRACK

ADCF 218 Advanced Microcomputer Applications to Business (3)

This course will provide students with advanced applications in Microsoft Excel geared toward courses in finance. Prerequisites: BUAD 118 or COSI 118 or permission of the instructor.

ADCF 300 Introduction to Financial Management (3) (formerly ADCF 310 Financial Markets)

This is an introductory course in finance. The course considers markets in which funds are traded, the institutions that participate and facilitate the flow of funds, and the principles and concepts of financial management needed for making sound decisions. Prerequisites: Permission of the division chair or ADCF coordinator. Fall and Spring.

ADCF 320 Corporation Finance (3) (formerly ADCF 314 Corporate Finance)

This course is concerned with the tools of financial analysis. Topics include financial statement analysis, forecasting, cash flow analysis, current asset management, capital structure, and capital budgeting. Prerequisites: ADCF 300. Fall and Spring.

ADCF 400 Investments (3) (formerly ADCF 406)

This course covers the use of analytical techniques to evaluate investment opportunities. The course addresses available investment instruments and considers the ways capital markets currently work; provides a consideration of ways for evaluating current investments and futures in the financial market. Prerequisites: ADCF 320. Fall and Spring.

ADCF 457 Seminar in Business Finance (formerly BUAD 451/452 Seminar in Finance)

This course utilizes periodicals, online resources, and guest speakers to focus on current topics in finance. Students are given an opportunity to apply principles previously learned and to prepare for final case studies and projects in ADCF 460. This course is recommended for finance concentrators. Prerequisite: ADCF 400 or permission of instructor. Fall and Spring.

ADCF 460 Strategic Financial Management (formerly ADCF 403/455 Cases in Financial Management (3)

This course utilizes the case method and basic tools of corporation finance for integrated topics in finance. The course embraces liquidity planning, profit control, debt capacity, the cost of capital, and an analysis of the concept of leverage as applied to source of funds. This course is recommended for

finance concentrators. Prerequisite: ADCF 457 or permission of instructor. Fall and Spring.

OPTIONAL SUPPLY CHAIN MANAGEMENT TRACK.

ADSC 407 Intro to Supply Chain Management.

Introduces the interrelationships and integrates the supply chain functions across all entities at execution, operational and strategic levels. This course provides an overview of the entire supply chain planning process. This course also introduces the essential concepts and components of the physical distributions and standardization as elements of the total supply chain.

ADSC 451 Transportation/Logistics. This course will introduce the role of logistics and transportation planning in the supply chain as a whole. Provides an overview of the key elements and components of logistics as well as the different logistic channels and the implications of different competitive positions. Topics will also include transportation routing and scheduling, the integration of transportation strategy with supply chain strategy.

ADSC 452 Warehouse Operations. This course will introduce basic inventory concepts to include inventory fulfillment, managing inventory, and inventory performance metrics. Topics to include are distribution, hazmat, household goods, warehouse processes, metric theory, storage and retrieval, tracking and returns management.

ADSC 455 Contract Law and Negotiations. This course examines the basic elements of an agreement, identifying contracting considerations, contract performance and rights in contract relationships. Also identifies responsibilities, obligations and defenses to performance, warranties and product liability, introduction to the negotiation process and conducting the negotiation.

ADSC 456 Total Quality Management. This course provides the framework for optimum quality, specifications and supplier certification. Will review fundamentals of quality. Course will also address the manufacturing resource planning process to include system characteristics, planning hierarchy, and assessment.

ADSC 457 APICS (Advancing Productivity, Innovation and Competitive Success). Introduction of certification requirements for Production Inventory Management and Supply Chain Management.

ADSC 457 APICS (Advancing Productivity, Innovation and Competitive Success). Introduction of certification requirements for Production/Inventory Management and Supply Chain Management.

ADSC 454 Supply Chain Leadership. Course examines how companies determine competitive advantage from their supply chains. Course is designed as a research project to observe the today's and tomorrow's leaders and the growing industry impact of supply chain excellence.

ADSC 430. Value Analysis/Value Engineering. Course identifies lower-cost product and service designs. Course describes the principles, evaluation and decision making components of value analysis and value engineering.