Master of Business Administration

Requirements (60 units)

The Master of Business Administration (M.B.A.) program provides postbaccalaureate students with a high-quality master-level education in the field of business administration. The program is designed to prepare promising students for positions of increasing responsibility and leadership through education in the broad scope of business. It is open to all qualified students regardless of undergraduate major. The degree program has three options:

MBA - Traditional Option (60 units): For qualified applicants seeking to develop in-depth, graduate-level knowledge in one or more specialized business areas.

MBA - Professionals Option (48-60 units): For qualified applicants possessing early- or mid-career experience who seek to expand their professional knowledge and skills through graduate business education.

MBA - Executives Option (48 units): For senior-level managers or executives who seek advanced business instruction to help them become more effective decision makers.

Admission to the M.B.A. Program

Suitability for admission to the program will be based on an examination of the entire application package. In addition to the general requirements of the university, specific requirements for admission to classified graduate status are:

1. Bachelor’s Degree: A bachelor’s degree from an accredited college or university, with required minimum GPA of 3.0 calculated using the entire degree or the last 90 quarter (60 semester) units, which may include post baccalaureate work. Students with significant GMAT/ GRE scores and/or professional experience may be permitted to join with a 2.5 GPA;
2. Work Experience Requirement for Professionals and Executives Options: Minimum five years substantive work experience as indicated above for "Professionals" and "Executives" (There is no work experience requirement for the Traditional MBA). Students with substantive work experience may be permitted to join with a GPA of 2.5 calculated using the entire degree or the last 90 quarter (60 semester) units, which will include post baccalaureate work;
3. Personal Statement: Academic motivation and personal qualifications demonstrated through submission of a 200-250 word statement of reasons for wishing to pursue the MBA at California State University, San Bernardino, and personal qualifications that will contribute to successful completion of the program;
4. English Proficiency for International Students: All international applicants who have not completed three years of full-time study at the secondary or post-secondary level where English was the language of instruction must also achieve an acceptable score, as determined by the MBA committee, ratified by the College Curriculum Committee, and in alignment with the Office of Graduate Studies requirements on the Test of English as a Foreign Language (TOEFL), the IELTS exam or complete CSUSB’s ESL program. The current minimum acceptable TOEFL score is 550/PBT, 213/CBT, 79-80/IBT taken within the past two years; IELTS score of 6.5 taken within the past two years; or complete level 6 of CSUSB’s Intensive English Program;
5. Resume: Submission of a current resume;
6. Letters of Recommendation: Three letters of recommendation are required;

Business Aptitude Requirement: Applicants for MBA must meet the Business Aptitude Requirements or its waiver conditions as indicated below:

A. Submission of an acceptable score on the Graduate Management Aptitude Test (GMAT) or Graduate Record Exam (GRE) as determined by the MBA committee, ratified by the College Curriculum Committee, and conforming with Office of Graduate Studies requirements. The current acceptable GMAT or GRE score must meet a minimum GMAT score of 470 (minimum 10% on GMAT Verbal Ability and Quantitative Ability percentile rankings) or a minimum GRE score of 298 (minimum 10% on GRE Verbal Ability and Quantitative Ability percentile rankings).

B. Proof of completion of an accredited graduate degree (e.g. J.D., Ph.D., M.D.) from an accredited college or university with a minimum GPA of 3.0 in the graduate program; or

C. Minimum five years of post-undergraduate professional experience (defined as exempt level) and/or managerial (defined as responsibility for scheduling, hiring, firing, evaluating, developing and/or rewarding employees) experience; or

D. 3.5 cumulative GPA from an AASCB accredited undergraduate business program.

Advancement to Candidacy

To be advanced to candidacy, a student must have:

1. Achieved classified standing.
2. Successfully completing the Foundation courses (ADMN 601 with a C or better and ADMN 602 with a B or better;
3. Successfully completed the MBA Boot Camps;
4. Successfully completed 16 units with a minimum of a 3.0 grade point average in the program;
5. Completed an approved graduate program plan in consultation with the Graduate coordinator;
6. Secured approval of the Graduate director in charge of the MBA program.

Requirements for Graduation

1. A grade point average of 3.0 (“B”) in all course work taken after admission to conditionally classified or classified status, and grades of “C” (2.0) or better in all courses in the program;
2. After advancement to candidacy, students must complete ADMN 691, an experiential course integrating the MBA core, in addition to what may be required by their focus area (e.g. thesis, project or comprehensive exam);
3. Successful completion of ADMN 691 meets the culminating experience requirement and successful completion (a grade of B, 3.0, or better) in ADMN 602 meets the graduate writing requirement;
4. Students are expected to complete online MBA Business Boot Camp before the start of their second quarter, unless later completion is approved by the MBA program. Prior to enrolling in each Essential
class and Advancement to Candidacy, students are required to complete the associated MBA Boot Camp module;
5. Successful completion of Foundation, Essential, and Elective/ Focus Area classes as shown in the “Degree Requirements”;
6. No more than 8 quarter units of lower than 600-level course work;
7. Successful completion of ADMN 995 (MBA Portfolio) which includes preparation and submission of a portfolio of course work. The portfolio includes a reflective essay showing how the portfolio demonstrates accomplishment of essential goals for the program. Students register for this 0-unit course after advancement to candidacy, completion of 32 units of coursework, and are eligible for ADMN 691;
8. A minimum of 48 quarter units for the Professional and the Executive Options or 60 quarter units for the Traditional MBA of acceptable graduate-level work, consistent with the program plan (with a minimum GPA of 3.0);
9. At least 70% of the units for the degree completed at California State University at San Bernardino;
10. Any additional general requirements not cited above and listed in Graduate Degree Program Requirements.

A “no credit” (NC) designation will be entered on the student’s transcript if he/she fails the MBA Culminating Experience course. Students who do not receive a passing grade on the first attempt must petition the college's administration to reapply for this 0-unit course after advancement to candidacy, completion of 32 units of coursework, and are eligible for ADMN 691;

Students wishing to change from one option to another must reapply to the desired option, meeting all admission requirements.

**Degree Requirements for the Master of Business Administration (60 units)**

**Foundation (8)**
- ADMN 601 Data-Driven Decision Making 4
- ADMN 602 Advanced Managerial Communications 4

**Essentials (28)**
- ACCT 606 Accounting for Managerial Decision-Making 4
- FIN 602 Financial Theory and Corporate Finance 4
- IST 609 Information Systems and Technology Management 4
- MGMT 601 Organization Theory and Behavior 4
- MGMT 685 Corporate Strategy in a Global Economy 4
- MKTG 605 Marketing Management 4
- SCM 607 Managing the Supply Chain 4

**Culminating Experience (4)**
- ADMN 691 Culminating Business Analyst Project 4
- ADMN 995 MBA Portfolio 0

Professional and Executive Options - Electives (8). Choose any 500 or 600-level course from the focus areas (ADMN, ACCT, CYBER, ENT, FIN, IST, MGMT, MKTG, SCM) in consultation with academic advisor.

Professional students may also select the Cyber Security Focus (20 units), as outlined below instead of 8 units of electives as outlined above.

**Focus Area (20)**
- Twenty units from one of the following focus areas, chosen in consultation with an advisor.

<table>
<thead>
<tr>
<th>Accounting Focus (Program Code: ACTM)</th>
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<tbody>
<tr>
<td>ACCT 610</td>
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<tr>
<td>ACCT 615</td>
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<tr>
<td>ACCT 620</td>
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<tr>
<td>Four units chosen from:</td>
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<tr>
<td>ACCT 625</td>
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<td>ACCT 629</td>
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<td>ACCT 642</td>
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<tr>
<td>ADMN 580A-E</td>
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<td>FIN 555</td>
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One additional elective either chosen from the two courses not chosen in category 4 above, or any other 600-level business administration concentration course approved by the MBA director and the department chair.

| Total Units | 20 |

<table>
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<tr>
<th>Business Intelligence and Information Technology Focus (Program Code: BITM)</th>
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<tbody>
<tr>
<td>IST 645</td>
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<td>IST 646</td>
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<td>IST 647</td>
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<td>IST 650</td>
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<td>Four units chosen from:</td>
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<tr>
<td>IST 648</td>
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<td>IST 670</td>
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<tr>
<td>SCM 505</td>
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<td>or IST 505</td>
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<td>MKTG 640</td>
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| Total Units | 20 |

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<thead>
<tr>
<th>Cyber Security Focus (Program Code: CSEC)</th>
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<tr>
<td>IST 511</td>
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<tr>
<td>IST 610</td>
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<tr>
<td>IST 646</td>
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<tr>
<td>IST 647</td>
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<td>IST 648</td>
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| Total Units | 20 |

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<tr>
<th>Entrepreneurship Focus (Program Code: ENTP)</th>
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<tbody>
<tr>
<td>ENTR 621</td>
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<tr>
<td>ENTR 623</td>
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<tr>
<td>ENTR 625</td>
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<tr>
<td>ENTR 998</td>
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<tr>
<td>Eight units chosen from:</td>
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<tr>
<td>ENTR 541</td>
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<tr>
<td>ENTR 545</td>
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<tr>
<td>ENTR 547</td>
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<td>ENTR 620</td>
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</tbody>
</table>

| Total Units | 20 |
Finance Focus (Program Code: FINN)
Finance Focus Area requires students to successfully pass ADMN 999 Comprehensive Exam (0 unit) for graduation. Before taking ADMN 999, students are required to finish FIN 651, FIN 653, FIN 654, and FIN 680.

FIN 651 Financial Institutions and Markets 4
FIN 653 Investment Analysis and Portfolio Management 4
FIN 654 International Finance 4
FIN 680 Corporate Financial Strategy 4
ADMN 999 Comprehensive Examination 0

Four units chosen from:
- FIN 523 Security Trading and Analysis
- FIN 527 Financial Derivatives
- FIN 546 Student Managed Investment Fund
- FIN 555 Trade and Business in Asia
- FIN 585 Real Estate Finance
- FIN 622 Entrepreneurial and Venture Finance
- FIN 655 Management of Financial Institutions
- FIN 675 Internship
- FIN 690 Advanced Topics in Finance
- IST 646 Information Systems Planning, Strategy and Policy

Total Units 20

Global Supply Chain Management Focus
(Program Code: GSCH)

SCM 515 Project Management 4
SCM 611 Global Supply Chain Management and Logistics 4
SCM 660 Transportation and Supply Chain Management 4
SCM 690 Seminar in Supply Chain and Transportation Strategy 4

Four units chosen from:
- SCM 590 Seminar in Supply Chain Management
- SCM 614 Advanced Quality Management
- SCM 650 Information Decision Systems
- MGMT 626 International New Venture Development
- MGMT 650 Managing and Leading Global Business
- MKTG 696 Marketing Strategy

Total Units 20

Management Focus (Program Code: MANM)
Twenty units chosen from:

ADMN 580A-E Doing Business Internationally
MGMT 641 Managing Human Resources
MGMT 642 Communication and Interpersonal Processes
MGMT 644 Industrial Relations
MGMT 645 Negotiation and Bargaining
MGMT 650 Managing and Leading Global Business
MGMT 655 Leadership for Modern Organizations
MGMT 660 Managing Teams in the Workplace
MGMT 690 Advanced Topics in Management
COMM 522 Mediation Theory and Practice

Total Units 20

Marketing Management Focus (Program Code: MRKM)

MKTG 610 Consumer and Organizational Buying Behavior 4
or MKTG 620 Advertising Management
MKTG 640 Advanced Marketing Research 4
MKTG 696 Marketing Strategy 4

Eight units from 500- or 600-level courses chosen in consultation with an advisor.

Total Units 20