

About This Major . . .

The Colorado Mesa University Master of Business Administration degree is a challenging program designed to prepare graduates for the changing business world. The degree is awarded after successful completion of 36-45 semester hours of rigorous study. The program is designed to provide the student with a broad background in business while allowing the student to focus on a specified area of study, if desired. To this end, students acquire knowledge of management operations; an appreciation of the interrelationships involved in business; an understanding of the economic, political and social environment in which businesses function; and behavioral skills that are essential in the manager's role in the implementation of business decisions. The MBA program endeavors to provide an atmosphere conducive to the development of each student's ability to think in a creative manner and to effectively problem solve. The program makes extensive use of lectures, seminars, group projects, case studies and independent research.

An MBA student can pursue any one of several tracks. Each track has three basic components: a 24 hour core, a 6 hour research component, and 6-15 hours of additional masters level coursework consistent with a chosen track. Electives include such courses as managerial economics, entrepreneurship, management information systems. A student in the BS Concentration in Public Accounting program, the BBA Concentration in Finance program, or the BS in Construction Management program may qualify to pursue the MBA as part of a 3+2 program.

All CMU master-level graduates are expected to demonstrate proficiency in critical thinking, communication fluency, quantitative fluency, and specialized knowledge/applied learning. In addition to these campus-wide student learning outcomes, a **Master of Business Administration** graduate will be able to:

1. Demonstrate an advanced level of analytical thinking in the functions of business to include management, marketing, finance, accounting, business law, organizational behavior, business strategy, and operations management via comprehensive examinations and by completing individual and team projects. (Specialized Knowledge/Applied Learning)
2. Demonstrate an advanced level of analytical thinking in the functions of business. (Quantitative Fluency)
3. A. Demonstrate advanced written communication skills through presentation of literature review and original research.
B. Demonstrate advanced oral communication skills through presentation of literature review and original research to fellow MBA students and the business community. (Communication Fluency)
4. Demonstrate an advanced level of critical thinking in the functions of business. (Critical Thinking)
5. Demonstrate individual skills to contribute to scholarly advancement of business as a discipline. (Information Literacy)
6. Demonstrate an advanced level of ethical thinking in the functions of business. (Ethical Reasoning)

POLICIES:

1. It is your responsibility to determine whether you have met the requirements for your degree. Please see the catalog for a complete list of graduation requirements.
2. You must turn in your "Intent to Graduate" form to the Registrar's Office **by September 15 if you plan to graduate the following May, and by February 15 if you plan to graduate the following December.**
3. This program sheet must be submitted with your graduation planning sheet to the MBA Office during the **semester prior to the semester of graduation, no later than October 1 for spring graduates, no later than March 1 for fall graduates.**
4. The MBA Director will sign and forward the Program Sheet and Graduation Planning Sheet to the Department Head for signature.
5. Finally, the Department Head or the department administrative assistant will take the signed forms to the Registrar's Office. (Students cannot handle the forms once the advisor signs.)
6. If your petition for graduation is denied, it will be your responsibility to reapply for graduation in a subsequent semester. Your "Intent to Graduate" does not automatically move to a later graduation date.

NAME: _____ **STUDENT ID #** _____

LOCAL ADDRESS AND PHONE NUMBER: _____ () _____

I, (Signature) _____, hereby certify that I have completed (or will complete) all the courses listed on the Program Sheet. I further certify that the grade listed for those courses is the final course grade received except for the courses in which I am currently enrolled and the courses which I complete next semester. I have indicated the semester in which I will complete these courses.

Signature of MBA Advisor	20 Date
Signature of MBA Director	20 Date
Signature of Department Head	20 Date
Signature of Registrar	20 Date

Students should work closely with their MBA advisor when selecting and scheduling courses prior to registration.

Admission to the MBA Program. An applicant must:

- Possess an undergraduate degree from a regionally accredited college or university;
- Demonstrate evidence of a strong academic background and the ability to pursue advanced study;
- Demonstrate evidence of appropriate English, reading, and writing skills;
- Demonstrate critical thinking skills;
- Have earned a GPA of 3.0 or better from the most recent 60 credit hours of course work earned toward a bachelor’s degree, including required leveling courses;
- Have a cumulative 3.0 GPA or better in prior graduate work;
- Take the GRE or GMAT and have results sent to the MBA Office.
- Write a 750 word essay in APA style on an assigned, important global business current topic, demonstrating potential for MBA-level writing ability. The essay is written in a controlled setting. See MBA Office to schedule.
- Provide a current resume containing a detailed work history;
- Provide two professional and/or academic recommendations;
- Interview, if required, with members of MBA Committee;
- Meet other program admission requirements as determined by the MBA Director/Committee;
- An international student must take the TOEFL and achieve a score of 550 or higher, and meet other requirements as specified under International Student Admission criteria.
- An applicant must demonstrate—through academic transcripts, CLEP, or a formal test-out process—an appropriate background in Financial Accounting, Business Information Technology, Managerial Finance, Principles of Management, Principles of Marketing, and Business Statistics. An applicant without this background will be required to score at a sufficient level on an entrance qualifying examination administered by the CMU MBA Office. The exam will cover the topics listed above. A student can prepare for the exam through independent study based on a program-supplied study guide. CMU courses that provide that background are: ACCT 201 Financial Accounting, CISB 101 Business Info Technology, FINA 301 Managerial Finance, MANG 201 Principles of Management, MARK 231 Principles of Marketing, and CISB 241 Intro to Business Analysis or Stat 241.. This requirement must be met prior to acceptance to the MBA.

Degree Requirements:

- Admission to the program also follows all general admissions policies & procedures for graduate programs outlined in the university catalog.
- 36-45 Semester Hours are required for the MBA Degree.
- No class grade lower than “B” will be counted in the degree.
- It is the student’s responsibility to read, understand, and follow all policies and procedures in the MBA Handbook.
- **Prior to completing his/her first semester or first six hours of the program a student must file a Degree Planning Sheet with the MBA office to delineate that student’s specific degree requirements.**

MBA Program (36-45 semester hours)

I. Required MBA Core Courses (24 Semester Hours):

Course No	Title	Sem.Hrs	Grade	Term
ACCT 500	Managerial Accounting	3	_____	_____
BUGB 500	Advanced Business Law and Ethics	3	_____	_____
FINA 500	Financial Strategy	3	_____	_____
MANG 500	Advanced Management Theory	3	_____	_____
MANG 501	Operations Management	3	_____	_____
MANG 510	Organizational Theory and Behavior	3	_____	_____
MANG 590	Business Strategy	3	_____	_____
MARK 500	Marketing Strategy	3	_____	_____

II. MBA Research Component (6 Semester Hours):

BUGB 530	Research Design	3	_____	_____
BUGB 595	Research Practicum	3	_____	_____

III. Track (6-15 Semester Hours):

Choose at least one track from those on the following page.

IV. Other Requirements:

Following three items must be passed in the last spring semester:

Requirement	Date Completed	Pass/Fail
Written Comprehensive Exam	_____	_____
Written Research Report	_____	_____
Oral Research Presentation	_____	_____

During a student’s entire MBA program, the student must also have followed all policies and procedures contained within the MBA Handbook.

MBA Tracks

Each MBA student will select at least one of the following tracks.

Course No	Title	Cr Hrs	Grade	Term
<u>Professional Track (6 credit hours)</u>				
Select 6 semester hours of 500-level electives from the list below				
or from 500-level courses in Department of Business as approved by MBA Director.				
_____	_____	3	_____	_____
_____	_____	3	_____	_____
	ACCT 505 Advanced Fraud & Forensic Accounting	3		
	BUGB 520 Seminar in Current Business Topic	3		
	CISB 500 Management of Information Systems	3		
	CISB 505 Advanced Project Management	3		
	CISB 560 Electronic Commerce Systems	3		
	ECON 505 Advanced Econometrics	3		
	ECON 530 Managerial Informatics	3		
	HRMA 520 Human Resource Management	3		
	ENTR 550 Entrepreneurship	3		
<u>Management Information Systems Track (6 credit hours)</u>				
CISB 500	Management of Information Systems	3	_____	_____
CISB 505	Advanced Project Management	3	_____	_____
<u>Sports Management Track (6 credit hours)</u>				
KINE 500	Facility and Equipment Management in Sport	3	_____	_____
KINE 510	Event and Program Management in Sport	3	_____	_____
<u>Corporate Trainer Track (9 credit hours)</u>				
EDUC 591	Foundations of Curriculum, Instruction, and Assessment	9	_____	_____
<u>Medical Informatics Track (15 credit hours)</u>				
HSCI 501	Health Informatics I: Data Analysis	1	_____	_____
NURS 502	Health Information Systems	3	_____	_____
NURS 505	Quality Assessment/Improvement in Health Care Setting	3	_____	_____
HCSI 506	Health Informatics II: Project Design & Implementation	2	_____	_____
CISB 500	Management of Information Systems	3	_____	_____
CISB 505	Advanced Project Management	3	_____	_____

Bachelor Degree/MBA 3+2 Concurrent Enrollment Program

Admission into the Bachelor Degree/MBA 3+2 Concurrent Enrollment Program is an application process, which must be approved by the MBA Program.

Admission is restricted to those students who meet the following criteria in addition to all the criteria for the MBA program.

1. Must be accepted into one of the following four-year bachelor degree programs.
 - a. BS in Accounting, Public Accounting Concentration
 - b. BBA, Finance Concentration
 - c. BS in Construction Management
2. Must be classified as a senior (i.e., at least 90 credit hours including hours in which student is currently enrolled and for which the student is registered for a future semester.).
3. Must have completed the number of additional hours in the bachelor degree major as specified by that program's faculty
4. Must have completed or be enrolled in specific courses in the bachelor degree major as specified by that program's faculty.
5. Must have at least a 3.00 overall GPA.
6. Must have at least a 3.00 GPA in courses in the student's declared major.
7. Must submit a 3+2 Concurrent Enrollment application form to the MBA Office.
8. Must submit to the bachelor degree department representative and to the MBA Office, a program completion plan demonstrating how all remaining bachelor degree requirements and all MBA requirements will be met in two years.
9. Must provide to the MBA Office a letter of recommendation from a faculty member in the bachelor degree department.
10. Must complete the MBA program admission process.
11. Must have met with MBA Office and have been approved for study in the 3+2 concurrent enrollment program.

After admission into the Bachelor Degree/MBA Concurrent Enrollment Program, the student:

1. Must follow the two year recommended course sequence (see below) for the MBA course component.
2. Must notify the MBA Office immediately if justifiable life circumstances do not allow the student to complete both undergraduate and graduate programs within two years of admission into the program.
3. Must complete ALL bachelor degree graduation requirements in the same semester or prior to completing all MBA graduation requirements.
4. Must submit the necessary paperwork to graduate with the bachelor degree to the Business Department with a copy to the MBA Office AND must submit the necessary paperwork to graduate with the MBA to the MBA Office. This requirement must be met before the published deadline in the semester prior to intended graduation.

RECOMMENDED COURSE SEQUENCING FOR THE MASTER OF BUSINESS ADMINISTRATION

Certain courses may have prerequisites or are only offered during Fall or Spring semesters. It is the student's responsibility to meet with the assigned advisor and check the two-year course matrix for course availability. Students may take more or fewer courses, but must complete all program requirements within six years.

Option 1. The following is a recommended sequence of course work for those on a two-year graduation path who have been admitted to the program. This sequence is required of any student in the 3+2 Concurrent Enrollment Program.

YEAR ONE

Fall Semester	Hours	Spring Semester	Hours
*MANG 500 Advanced Management Theory	3	*FINA 500 Financial Strategy	3
*ACCT 500 Managerial Accounting	3	*MARK 500 Marketing Strategy	3
Course from Track	<u>3</u>	MANG 510 Organizational Theory/Behavior	<u>3</u>
	9		9

YEAR TWO

Fall Semester	Hours	Spring Semester	Hours
MANG 501 Operations Management	3	**BUGB 595 Research Practicum	3
BUGB 500 Adv. Business Law and Ethics	3	**MANG 590 Business Strategy	3
**BUGB 530 Research Design	<u>3</u>	Course from Track	<u>3</u>
	9		9

Option 2. The following is a recommended sequence of course work for any student on a three-year graduation path who has been admitted to the program. Tracks containing more than 6 hours might require the student to follow this option. This sequence is not available to students in the 3+2 Concurrent Enrollment Program.

YEAR ONE

Fall Semester	Hours	Spring Semester	Hours
*MANG 500 Advanced Management Theory	3	*FINA 500 Financial Strategy	3
*ACCT 500 Managerial Accounting	<u>3</u>	*MARK 500 Marketing Strategy	<u>3</u>
	6		6

YEAR TWO

Fall Semester	Hours	Spring Semester	Hours
MANG 501 Operations Management	3	MANG 510 Organizational Theory/Behavior	3
BUGB 500 Adv. Business Law and Ethics	<u>3</u>	Course from Track	<u>3</u>
	6		6

YEAR THREE

Fall Semester	Hours	Spring Semester	Hours
**BUGB 530 Research Design	3	**BUGB 595 Research Practicum	3
Course from Track	<u>3</u>	**MANG 590 Business Strategy	<u>3</u>
	6		6

***Course must be taken in the indicated semester in the student's first year in the MBA program.**

****Course must be taken in the indicated semester in the student's last year in the program.**