



2017-2018 PROGRAM REQUIREMENTS Degree: Master of Business Administration

About This Program . . .

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. Demonstrate advanced written communication skills through presentation of literature review and original research. 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)

Advising Process and DegreeWorks

This document is intended for informational purposes to help determine what courses and associated requirements are needed to earn a certificate. Some courses are critical to complete in specific semesters while others may be moved around. Meeting with an academic advisor is essential in planning courses and discussing the suggested course sequencing. It is ultimately the student's responsibility to understand and fulfill the requirements for her/his intended degree.

DegreeWorks is an online degree audit tool available in MAVzone. It is the official record used by the Registrar's Office to evaluate progress towards a certificate and determine eligibility for graduation. Students are responsible for reviewing their DegreeWorks audit on a regular basis and should discuss questions or concerns with their advisor or academic department head. Discrepancies in requirements should be reported to the Registrar's Office.

Graduation Process

Students must complete the following in the first two months of the semester prior to completing their certificate requirements (for one semester certificates complete in the first week of class):

- Review their DegreeWorks audit and create a plan that outlines how unmet requirements will be met in the final semester.
- Meet with their advisor and modify their plan as needed. The advisor must approve the final plan.
- Submit the "Intent to Graduate" form to the Registrar's Office to officially declare the intended graduation date and commencement ceremony plans.
- Register for all needed courses and complete all requirements for each degree sought.

Submission deadlines and commencement details can be found at <http://www.coloradomesa.edu/registrar/graduation.html>.

If your petition for graduation is denied, it will be your responsibility to apply for graduation in a subsequent semester. Your “Intent to Graduate” does not automatically move to a later graduation date.

INSTITUTIONAL GRADUATE DEGREE REQUIREMENTS

The following institutional requirements apply to all CMU graduate-level degrees. Specific programs may have different requirements that must be met in addition to institutional requirements.

- Graduate certificates consist of a minimum of 5 credit hours. Master’s degrees consist of a minimum of 30 credit hours. Doctoral degrees consist of a minimum of 60 credit hours
- All credits in a graduate program must be minimally at the 500-level.
- At least fifty percent of the credit hours must be taken at CMU.
- Students must achieve a 3.00 cumulative GPA or higher in all CMU coursework.
- A course may only be used to fulfill one requirement for each degree/certificate.
- Capstone exit assessment/projects (e.g., Major Field Achievement Test) requirements are identified under Program-Specific Requirements.
- The Catalog Year determines which program sheet and certificate requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements you should follow.
- See “Requirements for Graduate Degrees and Certificates” in the catalog for a complete list of graduation requirements.

PROGRAM-SPECIFIC REQUIREMENTS

- 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 or STAT 241 - Intro to Business Analysis. This requirement must be met prior to acceptance to the MBA.
- 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.
- Admission to the program also follows all general admissions policies & procedures for graduate programs outlined in the university catalog.

MASTER OF BUSINESS ADMINISTRATION REQUIREMENTS (36-45 semester hours)

Required MBA Core Courses (24 semester hours)

- 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)

MBA Research Component (6 semester hours)

- BUGB 530 - Research Design (3)
- BUGB 595 - Research Practicum (3)

Track (6-15 semester hours) Select at least one of the following tracks:

Professional Track

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.

- 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)

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Management Information Systems Track

- CISB 500 - Management of Information Systems (3)
- CISB 505 - Advanced Project Management (3)

Sports Management Track

- KINE 500 - Facility and Equipment Management in Sport (3)
- KINE 510 - Event and Program Management in Sport (3)

Corporate Trainer Track

- EDUC 591 - Foundations of Curriculum, Instruction, and Assessment (9)

Medical Informatics Track

- HCSI 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

Other Requirements

The following three items must be passed in the last spring semester:

- 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.

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:
 - BS in Accounting, Public Accounting Concentration
 - BBA, Finance Concentration
 - 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.

SUGGESTED COURSE SEQUENCING: OPTION ONE
TWO YEAR GRADUATION PATH, REQUIRED OF 3+2 CONCURRENT PROGRAM STUDENTS

Year One, Fall Semester

- MANG 500 Advanced Management Theory (3)
- ACCT 500 - Managerial Accounting (3)
- Course from Track (3)

Year One, Spring Semester

- FINA 500 - Financial Strategy (3)
 - MARK 500 Marketing Strategy (3)
 - MANG 510 Organizational Theory and Behavior (3)
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Year Two, Fall Semester

- BUGB 500 - Advanced Business Law and Ethics (3)
- MANG 501 Operations Management (3)
- BUGB 530 - Research Design (3)

Year Two, Spring Semester

- MANG 590 Business Strategy (3)
- BUGB 595 - Research Practicum (3)
- Course from Track (3)

SUGGESTED COURSE SEQUENCING: OPTION TWO
THREE YEAR GRADUATION PATH, NOT AVAILABLE TO 3+2 CONCURRENT PROGRAM STUDENTS

Year One, Fall Semester

- MANG 500 Advanced Management Theory (3)
- ACCT 500 - Managerial Accounting (3)

Year One, Spring Semester

- FINA 500 - Financial Strategy (3)
 - MARK 500 Marketing Strategy (3)
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Year Two, Fall Semester

- BUGB 500 - Advanced Business Law and Ethics (3)
- MANG 501 Operations Management (3)

Year Two, Spring Semester

- MANG 510 Organizational Theory and Behavior (3)
 - Course from Track (3)
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Year Three, Fall Semester

- BUGB 530 - Research Design (3)
- Course from Track (3)

Year Three, Spring Semester

- MANG 590 Business Strategy (3)
 - BUGB 595 - Research Practicum (3)
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