Prerequisites
Prior to enrolling in the Foundation Courses, students should be proficient in mathematics, statistics, and computer usage. The faculty will assume that all master's students have these proficiencies. These skills may be attained through prior course work, review classes, or experience. These proficiency courses will not count as credit towards Program Requirements.

Statistics: introductory course work in probability and statistics.
Mathematics: one semester of calculus.
Computer Usage: ability to use common personal computing hardware and software, particularly word processing and spreadsheet programs.

Foundation Courses (0-21 units)
The Foundation courses provide an academic background in the various disciplines of business. All of the Business Administration graduate degree programs build upon this common background. Foundation courses should be taken after the student has attained the required entry proficiencies (prerequisites) and should be completed prior to taking Program Requirement courses. Foundation courses are two units and are nine weeks in length.

Course prerequisites are listed in brackets [ ].
- (3) ECON 204 Business Economics
- (2) MBA 201 Accounting
- (2) MBA 202* Business Communication
- (2) MBA 203 Legal Environment of Management
- (2) MBA 204 Management & Organization Concepts
- (2) MBA 205 Introduction to Managerial Issues in Information Technology
- (2) MBA 206 Managerial Statistical Analysis
- (2) MBA 207 Finance [ECON 204, MBA 201, MBA 206]

- (2) MBA 208 Marketing [ECON 204, MBA 201, MBA 203]
- (2) MBA 209 Production & Operations Analysis [ECON 204, MBA 201, MBA 206]

* This requirement will be waived for students who achieve a score of 4.5 or higher on the Analytical Writing Assessment (AWA) section of the GMAT exam.

After admission, a graduate student may request a challenge for waiver of a College of Business Administration foundation course via a Foundation Course Waiver Form if at least one of the following conditions is met:
- The student has taken an equivalent course at an AACSB International accredited college of business within 7 years of admission, with a minimum individual foundation course GPA of 2.0 and cumulative foundation course GPA of 3.0. Foundation course waivers will be determined automatically at admission for students who meet the criteria above.
- The student has achieved appropriate professional or academic qualification(s).
- The student has appropriate professional work experience.

The appropriate faculty advisor evaluates and decides whether to grant the foundation course waiver based on professional or academic qualifications or professional work experience.

Business Foundation courses will not be accepted for transfer credit from programs that are not AACSB International-accredited unless taken at institutions that satisfy the requirement of “national or International reputations of high quality programs.” To see if your university is AACSB International-accredited visit www.AACSB.edu.
The MBA Program requires 33 units and is composed of three parts:

1. **Program Requirements (21 units)**
2. **Elective/Concentration Courses (9 units)**
3. **Culminating Experience (3 units)**

The Program Requirement Courses set the framework for the MBA program by leading students through the major business domains: Accounting, International Management, Marketing, Finance, Operations, Information Systems, and Organizational Behavior. Elective courses allow students to customize their programs either by choosing individual courses that match his/her interests or by choosing the designated concentration courses. Finally, each student demonstrates his/her integrative capabilities via a Culminating Experience with the choice of a Thesis, Project, or MBA 290 - Advanced Strategic Management.

**1. Program Requirements (21 units)**

- (3) MBA 210 Management Accounting
- (3) MBA 220 Financial Management
- (3) MBA 230 Behavioral Science Applications in Management
- (3) MBA 240 Marketing Management
- (3) MBA 260 Management Information Systems
- (3) MBA 270 Management of International Operations
- (3) MBA 280 Issues in Productivity Management

**2. Electives (9 units)**

Elective/Concentration courses may be chosen from a broad array of graduate Business Administration courses. For a list of specific concentration requirements visit our website at [www.cba.csus.edu/prospectiveMBA](http://www.cba.csus.edu/prospectiveMBA).

The CBA offers the following MBA Concentrations:

- MBA - General Program
- MBA - Finance
- MBA - Human Resources
- MBA - Marketing
- MBA - Urban Land Development

**3. Culminating Experience (3 units)**

Select one of the following:

- MBA 290 Advanced Strategic Management
- MBA 500A Thesis
- MBA 500B Project

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**MBA CURRICULUM REQUIREMENTS**

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**MBA FACULTY**

Faculty in the College of Business Administration are committed to providing the highest quality of education to our students. Their diverse backgrounds and expertise serve as a valuable resource for students who seek educational and professional advice. To learn more about the CBA faculty visit [www.cba.csus.edu/MBAfaculty](http://www.cba.csus.edu/MBAfaculty).

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As a working professional, it was vital for me to invest in a business program with top accreditations and a steady commitment to the success of its students. Aside from emphasizing on business skills, knowledge and real world experience, the MBA program at Sacramento State provides a host of opportunities such as networking and events to enhance the professional experience. Classes comprised of students from a multitude of diverse educational and industry backgrounds offer a rich and diverse learning environment.

Michelle Kille | Director of Public Policy | City of Sacramento
The CBA’s graduate programs are very cost-effective. As part of the California State University system, Sacramento State offers the lowest available tuition and fees for an AACSB accredited graduate program in the Sacramento region.

For California residents, the Fall 2011 enrollment fees are $2,503.00 per semester for 0-6 units and $3,919.00 per semester for 7 units (see additional fees).

**Additional Fees: Graduate Business Professional Fee is $254 per unit** in 2011-2012 in addition to the above enrollment fees (applicable to both residents and non-residents).

**Non-residents** pay the resident fees plus $372 per unit tuition.

**Pre-MBA/Foundation Program Costs**

Pre-MBA/Foundation courses are administered by the College of Continuing Education (CCE). Students must register for all Foundation classes through the CCE as well as paying a per-unit fee for each class. The fee is currently **$420 per unit** paid through the CCE.

Please note that other fees such as parking and health insurance may also be applicable.

The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees.

**ADMISSION EXAM INFORMATION**

**Graduate Management Admission Test® (GMAT®)**

The GMAT exam is a standardized assessment, delivered in English that helps business schools assess the qualifications of applicants for advanced study in business and management. For details about the exam including how to register please visit the website of the Graduate Management Admissions Council (the company that manages the exam) at [www.mba.com](http://www.mba.com).

We require that the test be taken before the application filing date of the round in which you apply. You will receive an unofficial score on the day you take the exam. If you take the test within three weeks of the application filing deadline please scan and email your unofficial score to cba-gbac@saclink.csus.edu. We will accept this score as a place holder until we can retrieve your official score from the online score reporting websites. On the date of the test, you should instruct the testing service to send your official score directly to Sacramento State.

A minimum total GMAT score of 500, a quantitative percentile of 30 and a verbal percentile of 30 are required. GMAT scores are valid for five years and you may take the test as many times as allowed by the Graduate Management Admissions Council. We always take your highest score. The average Total GMAT score for admitted applicants is 585. The average GPA for admitted applicants is 3.21. You may register for the GMAT at [www.mba.com](http://www.mba.com).

The cost to take the GMAT exam is US $250 globally. The GMAT exam is delivered in testing centers around the world. We do not accept the LSAT, GRE or other tests.

**APPLICATION CHECKLIST**

(A) To the College of Business Administration Graduate Business Advising Center, submit the following:

1. One Set of Official Transcripts from all colleges and universities attended (even if it was only one course)**
2. Graduate Management Admission Test (GMAT) Scores via email to cba-gbac@saclink.csus.edu
3. Recommendation Form Waiver via email to cba-gbac@saclink.csus.edu
4. Two Recommendation Forms via email to cba-gbac@saclink.csus.edu
5. Current Resume via email to cba-gbac@saclink.csus.edu

(B) To the Sacramento State Office of Graduate Studies, submit the following by the Application Filing Deadline:

1. On-line CSU Graduate Application [www.csumentor.edu/admissionapp/grad_apply.asp](http://www.csumentor.edu/admissionapp/grad_apply.asp)
2. Application Fee (paid on-line when you file your application)
3. Mail one Set of Official Transcripts from all colleges and universities attended (even if it was only one course)**

**If you are a Sacramento State alumni, you need to only submit transcripts not previously submitted to the university.**
Please visit the Prospective MBA Frequently Asked Question section of our website as you may find answers to questions you didn’t even know you had: www.cba.csus.edu/prospectiveMBA. We have listed some of our most frequently asked questions below for your information:

**Does Sacramento State offer part-time graduate business programs to accommodate working professionals?**
Yes. Students may choose to attend Sacramento State on either a part-time or full-time basis. All classes are held in the evenings in order to meet the needs of working professionals.

**Can I apply if my undergraduate degree is in a non-business field?**
Yes, we encourage students of all fields to pursue our MBA Program.

**Can I take individual classes without being admitted to the program?**
No, all students must be admitted to the MBA Program before enrolling in classes.

**Can I speak to an Admissions Coordinator? How do I find out if I am qualified?**
The best way to contact our office with specific questions about the MBA Program and application process is to submit an email inquiry to cba-gbac@saclink.csus.edu or call 916-278-6772. Please keep in mind that we cannot evaluate your qualifications before you apply. However, you are able to view our minimum admission criteria at the following site, www.cba.csus.edu/prospectiveMBA. The admission advisors consider your entire application; therefore, it is impossible for us to determine your chances of admission in advance.

**Can I be conditionally admitted into the program if I plan to take/re-take the GMAT after the application period has ended?**
We do not offer conditional admittance. You must take the GMAT by the deadline and receive an acceptable score to be admitted to the program.

**Does Sacramento State require applicants to have work experience before applying to the MBA degree?**
Sacramento State does not require applicants to have work experience before they apply. However, learning may be enhanced for those graduate students who have real-world work experiences to apply towards course concepts.

**Do I need to submit community college transcripts and/or transcripts from other institutions I attended, even though they are indicated on the University transcripts I graduated from?**
Yes. You need to submit transcripts from all institutions that you have attended even if you only took one course. If you are a Sacramento State alumni, you need to only submit transcripts not previously submitted to the university.

**How do I find out the status of my application materials? When will I be notified of my application decision?**
You can check the status of your application by checking your application status on your MySacState portal. After all of an applicant’s materials have been received by Sacramento State, an admissions decision may take up to twelve weeks from the application deadline. Whether you are accepted or denied, you will be notified (via email).

**What foundation courses can I take at a junior college?**
The following three courses can be taken at a junior/community college: Micro Economics AND Macro Economics courses combined will waive the ECON 204 Foundation Course. Any Financial Accounting course will waive the MBA 201 Foundation Course.

**Which companies recruit Sacramento State students?**
The Sacramento State Career Center enjoys the support of employers representing local, national, and global companies. This support continues today because of the relationship between our students and the need for employers to access a high-performing pool of applicants. A small sample of the many employers that recruit CBA students is below. For a full list please visit our website at www.cba.csus.edu/companies. Apple Computer, Inc., California Department of General Services, California State Board of Equalization, Chevron Corporation, Deloitte & Touche LLP, FBI, Hewlett Packard, Intel Corporation, Lawrence Livermore National Laboratory, Wells Fargo, KPMG LLP, Woodbury Financial Services.

**Is financial aid available? What scholarships are offered?**
Please be assured that your financial need does not affect admission decisions. The staff of the Financial Aid Office is committed to helping you fund your MBA education once you are admitted to the MBA Program. Various types of aid, both need-based and non-need-based are available to students who qualify for assistance. Loan applications are available through the campus Financial Aid office. Internships may be available through the Career Center or the CBA Business Student Services. Scholarships are also available www.cba.csus.edu/scholarships. You may also want to visit fastWEB for custom scholarship opportunities. Please use the following link to access the Financial Aid office scholarship information https://webapps1.csus.edu/faid_general/default.asp. You may also view additional financial opportunities for Graduate Students on our Financial Opportunities page.