PROSPECTIVE STUDENT GUIDE

MASTER OF BUSINESS ADMINISTRATION
(MBA & MBA Online)

CALIFORNIA STATE UNIVERSITY,
BAKERSFIELD

SPRING 2021
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MBA Application Period
For Fall 2020 & Spring 2021

Fall 2020:
October 1, 2019 to June 29, 2020
• Apply through: https://www2.calstate.edu/apply
  o Select MBA, MBA online, or MBA Antelope Valley
  o Online Application, official transcripts, resume, letters of recommendation, and statement of purpose must be submitted by June 29, 2020
• GMAT/GRE scores are due by July 17, 2020.
• Any pre-requisite courses must be completed before the first day of the semester.

Spring 2021:
Aug. 1, 2020 - Nov. 30, 2020
• Apply through: https://www2.calstate.edu/apply
  o Select MBA, MBA online, or MBA Antelope Valley
  o Online Application, official transcripts, resume, letters of recommendation, statement of purpose, and GMAT/GRE scores (if required) must be submitted by November 30, 2020
• Any pre-requisite courses must be completed before the first day of the semester (January 25, 2020).
Contact Information

**MBA Director**
Dr. Dan Zhou, Ph.D
Email: dzhou@csub.edu
Office BDC 212A

**BPA-Graduate Programs Coordinator**
Adrianne Silva, MBA
Email: MBA@csub.edu
Office BDC 120A

**BPA-Graduate Programs Assistant**
Luis Hernandez, MBA
Email: MBA@csub.edu
Office BDC 120A

**Admissions and Records**
Fax: (661) 654-3389
Email: admissions@csub.edu

**Financial Aid**
Fax: (661) 654-6800
Email: finaid@csub.edu
GMAT/GRE Temporary Waiver Policy

A GMAT/GRE waiver will be considered for:

1. An applicant with a business degree from AACSB accredited school with a minimum upper division GPA of 3.0.

2. An applicant with a non-business degree with a minimum upper division GPA of 3.2.

Students who are admitted using this policy will be Conditionally Classified. These students are required to earn grades of “B” (3.0 on a 4.0 scale) or above in the first 12 hours (4 classes) of MBA coursework. Students not meeting this standard are subject to dismissal.

This policy only applies to the applicants who apply and enter the program through Spring 2021.
Admission Pathways

Traditional Track
The criteria to apply for the traditional track are as follows:
1. Hold a baccalaureate degree from an accredited four-year university.
2. Have at least 2.75 undergraduate GPA (upper division classes).
3. Complete the GMAT or the GRE:
   - The minimum GMAT score is a 500. For more information on the GMAT see www.mba.com.
   - The minimum GRE scores are 148 (verbal section) and 149 (quantitative section). For more information on the GRE see www.ets.org.

Executive Track
The criteria to apply for the executive track are as follows:
1. Hold a baccalaureate degree from an accredited four-year university.
2. Have at least 2.75 undergraduate GPA (upper division classes).
3. Executive experience (In official Company Documents):
   - “Executive experience” is defined as including supervisory duties, management of a budget, or management of a set of accounts.
   - It would need to meet all of the following criteria:
     - The job title requires a bachelor’s degree.
     - The job title represents a promotion from entry level (“entry level” would not include “trainee” or “intern” positions).
     - The job title is specified as “executive or management level”
4. The GMAT or GRE is waived, unless advised otherwise.

National Certificate Track
The criteria to apply for the National Certificate track are as follows:
1. Hold a baccalaureate degree from an accredited four-year university
2. Have at least 2.75 undergraduate GPA (upper division classes)
3. Hold a current nationally recognized certificate:
   - Certified Public Accountant (CPA)
   - Certified Financial Accountant (CFA)
   - Chartered (or Certified) Property and Casualty Underwriters (CPCU)
   - Certified Liability Underwriter (CLU)
   - Professional in Human Resource Management (PHR)
   - Senior Professional in Human Resource Management (SPHR)
4. The GMAT or GRE is waived, unless advised otherwise.
Application Requirements

The application process for the three tracks is as follows:

1. Complete the online application at https://www2.calstate.edu/apply.
2. **One official transcript from each college or university attended.
   • You do not have to provide transcripts from CSUB.
   • Any transcript from a college/university outside of the USA will require a course-by-course analysis (please refer to page 7 for details).
3. *Provide a resume.
4. *Provide two letters of recommendation (*Academic or Professional*).
5. *Provide a statement of purpose.
   • This personal statement should be roughly one page.
   • It should talk about your background, your goals, and how the MBA can help you achieve those goals.
6. International Students, please refer to page 7 for additional requirements.

*The resume, letters of recommendation, and statement of purpose can be emailed to: MBA@csub.edu or mailed to the address below.

**Universities can electronically send transcripts to MBA@csub.edu or mail official transcripts to:

Attn: BPA Graduate Programs Office  
School of Business & Public Administration  
Mail Stop: 20 BDC/ 120A  
9001 Stockdale Hwy.  
Bakersfield, CA 93311-1022

7. Fulfill any pre-requisite course requirements (*See page 8*)
International Student Requirements

To apply to CSUB, please fill out an international application at: https://www2.calstate.edu/apply

After you have applied on calstate.edu/apply, gather the following documents:

1. Affidavit of Financial Support
   (if you are on a government scholarship, you still need to fill out this form-list your government as your sponsor)
   - Graduate student affidavit can be found at:
     http://www.csub.edu/admissions/_files/CSUB%20Affidavit%20of%20Financial%20Graduates.pdf

2. International Student Insurance Agreement Form
   https://www.csub.edu/isp/_files/Health%20Insurance%20Affidavit.pdf

3. Original Bank Certification Letter
   Bank statement in ENGLISH reflecting $32,000 USD in you or your sponsor’s account

4. Official TOEFL or IELTS Scores
   Minimum Scores: TOEFL=79 or IELTS=6.5
   Scores can be sent electronically to CSUB via school code: 4110

5. Clear Copy of Your Passport

6. Official Transcripts
   ALL college/university

Once you have obtained all your required documents, please MAIL them to:

ATT: Kelly Proffer
California State University-Bakersfield CA
Center for Global Outreach
9001 Stockdale Highway
30 BDC, Building C
Bakersfield, CA 93311
Program Pre-requisites Courses

All MBA applicants will be expected to demonstrate competency in the following areas identified as program prerequisites:

1. **Business Math & Statistics**  
   *(Equivalent to BA 3010 Data Analysis and Decision Making)*

2. **Financial Accounting** *(equivalent to ACCT 2200 Financial Reporting and Accounting)*

3. **Understanding Corporate Finance** *(equivalent to FIN 3000 Financial Management)*

4. **Fundamentals of Economics** *(equivalent to ECON 2018 Essentials of Microeconomics)*

5. **Principals of Management** *(equivalent to MGMT 3000 Organizational Behavior)*

**Competency can be established by any one of the following:**

1. Proof of appropriate coursework at the undergraduate level  
   • Transcripts are evaluated to decide what pre-requisite courses have been satisfied.

2. The CSUB MBA program has introduced low cost and self-paced foundation knowledge courses that will satisfy the foundation requirements.  
   • These will need to be completed by registration for your first semester.  
   • The online self-guided classes are $75.00 each, there is a standalone assessment for $25.00 as an option. The standalone assessment can be used to “test-out” of a class with a score of 80% or better.

Self-register at:  
MBA Course Requirements

*Up to 6 units may be transferred from other institutions
  • Transfer courses require a course description and/or syllabus for evaluation before they can be applied as a course requirement.

Core Courses

All admitted students must complete the following courses:
1. Accounting 6200: Accounting for Decision Making and Control
2. Finance 6000: Financial Management and Policy
3. Management 6020: Operations and Technology Management
4. Management 6050: Managerial Skills
6. Management 6900: Strategic Management
7. Management Information Systems 6100: Information Systems for Leaders
8. Marketing 6000: Marketing Management
9. BA 6900: Master’s Culminating Project

Elective Courses

• All admitted students are required to take 3 elective courses in addition to the 9 core courses mentioned above.
• While MBA program does not have formal concentrations, the MBA student may specialize in an area of interest.

Grade Point Average (GPA)

• All graduate students are required to maintain a cumulative 3.0 grade point average in all graduate course work. Students who receive below a “B-” in any course will not be able to use that result towards the fulfillment of any degree requirement.
GWAR Information

AM I ELIGIBLE TO WAIVE THE GWAR?

Waivers for Post-Baccalaureate and Graduate Students

You will be exempt from the GWAR if you meet any of the four criteria below:

(1) You graduated from a CSU or UC since 1980.

(2) As of winter 2007, as a post-baccalaureate or graduate student, you earned the following test scores--provided the test(s) were taken since 1980:

- **GMAT** 4.5 or higher on the writing portion of the GMAT
- **CBEST** 41 or higher on the writing portion of the CBEST
- **GRE** 4.5 or higher on the analytic writing portion of the GRE General Test

(3) Post-baccalaureate and graduate students who have one or more articles published as first author in a refereed professional journal may submit their work for review to the General Education Office* with a formal request to waive the GWAR.

(4) Post-Baccalaureate and graduate students who already have an MA or MS in any discipline that included a master’s thesis or project and are working on another degree or credential may submit their thesis or project for review to the General Education Office* with a formal request to waive the GWAR.

In the last two situations, waiver requests and supporting documents will be reviewed, and you will receive a decision in approximately two weeks.
GMAT vs GRE

GMAT General Info

Register through: https://www.mba.com/exams/gmat

The GMAT is taken by people who plan to attend business school and/or an MBA program. It’s used almost exclusively for admission to these types of programs.

The GMAT has four separate sections:

1. The Quantitative section has 37 questions.
   a. Multiple choice: Mainly algebra, geometry, and data sufficiency

2. The Verbal section has 41 questions.
   a. Multiple choice: Mainly grammar and sentence structure

3. The Analytical Writing Assessment consists of one 30-minute essay. (4.5 and above satisfies GWAR requirement) – Not required for CSU and UC Graduates.

4. Integrated Reasoning contains 12 questions. (Not considered in our MBA program)

Scoring

If you take the GMAT, the most important score you receive will be your composite score, which can range from 200 to 800. The composite score takes only your scores from the Verbal and Quantitative sections into account.

The score range for Analytical Writing is 0-6.

The GMAT is computer based, and it is an adaptive test. This means that, when you begin the Quantitative and Verbal sections, the first question you see in each section will be relatively easy. If you answered that question correctly, the next question will be slightly harder, and if you answered incorrectly, the next question will be slightly easier. This process continues throughout the entire section for both Quantitative and Verbal. Once you answer a question on the GMAT, you can’t go back to it. Adaptive testing is used to get accurate scores by selecting specific questions with varying difficulty levels from a larger pool.
GRE General Info

Register through: [https://www.ets.org/gre](https://www.ets.org/gre)

The most significant difference between the GMAT and the GRE is that the GRE is used as part of admissions for a wide variety of graduate school programs, while the GMAT is only used to apply to business schools.

The GRE has three major sections: Analytical Writing, Quantitative Reasoning, and Verbal Reasoning.

- **Quantitative Reasoning** has two 20-question sections (40 total)
  - Multiple choice: solve algebra, geometry, trigonometry
- **Analytical Reasoning** has two 20-question sections (40 total)
  - Multiple choice: sentence structure, vocabulary
- **Analytical Writing** consists of two essays, each of which you will be given 30 minutes to write. (4.5 and above satisfies GWAR requirement)
- The GRE will also include one 20-question research section which will not be included as part of your score. This will be either a Verbal or a Quantitative section, but you will not know which section the research section is in.

**Scoring**

Like the GMAT, the score range for GRE’s Analytical Writing section is 0-6, in half-point increments. Both Verbal Reasoning and Quantitative Reasoning are scored the same way. Their score range is 130-170, in one-point increments. The three section scores are generally reported separately and not combined into a single composite score.

The GRE gives you the option of computer based or written testing format and it is section-level adaptive. This means that your score on the first 20-question section of either Reasoning sections will affect the difficulty of the second 20-question section.

Unlike the GMAT, where each individual question determines the difficulty of the next question, on the GRE, your score on the entire section determines the difficulty of the next section on that subject. On the GRE, you can return to questions you have already answered within a section.
### GMAT vs. GRE: Structure and Scoring

<table>
<thead>
<tr>
<th></th>
<th>GMAT</th>
<th>GRE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Length</strong></td>
<td>3 hours and 30 minutes</td>
<td>3 hours and 45 minutes</td>
</tr>
<tr>
<td><strong>Number of Essays</strong></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td><strong>Number of Multiple-Choice Questions</strong></td>
<td>90</td>
<td>80 + 20 unscored research questions</td>
</tr>
<tr>
<td><strong>Number of Sections</strong></td>
<td>4</td>
<td>6 (Including an unscored research section)</td>
</tr>
<tr>
<td><strong>Composite Scoring</strong></td>
<td>Composite GMAT score ranges from 200-800, in ten-point increments</td>
<td>Verbal and Quantitative Reasoning each have score ranges of 130-170, in one-point increments, for a total score of 260-340</td>
</tr>
<tr>
<td><strong>Cost</strong></td>
<td>$250</td>
<td>$205</td>
</tr>
<tr>
<td><strong>How Long Are Scores Valid?</strong></td>
<td>5 years</td>
<td>5 years</td>
</tr>
</tbody>
</table>
Tuition + Fees: MBA Program (Estimates)
Per Semester

0 to 6 units
$2,992 Tuition + $270 Fee per Unit

Example:
$2,992 Tuition + $810 Fees (3 units or one course) = $3,802
$2,992 Tuition + $1,620 Fees (6 units or two courses) = $4,612

6.1 or more units
$4,428 Tuition + $270 Fees per Unit

Example:
$4,428 Tuition + $2,430 Fees (9 units or three courses) = $6,858
$4,428 Tuition + $3,240 Fees (12 units or four courses) = $7,668

*Graduate Business Professional Fees are an extra $270 per unit.

*Tuition and Fees breakdown can be found in page 16.

To receive financial aid from CSUB, you must fill out the FAFSA: www.FAFSA.gov

For Full Financial Aid information, visit: https://www.csub.edu/finaid/cost/budgets/index.html
Non-Resident Tuition + Fees: MBA Program (Estimates)  
Per Semester

0 to 6 units
$2,992 Tuition + $270 Fee per Unit + $396 non-resident fee per unit

Example:
$2,992 Tuition + $1,998 Fees (3 units or one course) = $4,990
$2,992 Tuition + $3,996 Fees (6 units or two courses) = $6,988

6.1 or more units
$4,428 Tuition + $270 Fees per Unit + $396 non-resident fee per unit

Example:
$4,428 Tuition + $5,994 Fees (9 units or three courses) = $10,422
$4,428 Tuition + $7,668 Fees (12 units or four courses) = $12,096

*Graduate Business Professional Fees are an extra $270 per unit.

*Non-California Resident Fees are an extra $396 per unit.