



Colorado State University

**PROFESSIONAL MBA PROGRAM
STUDENT GUIDE**

2011-2012 Academic Year



PROFESSIONAL MBA PROGRAM, COLLEGE OF BUSINESS
110 Rockwell Hall West
1270 Campus Delivery, Fort Collins, CO 80523-1270

WELCOME FROM THE ASSOCIATE DEAN AND PROFESSIONAL MBA PROGRAM DIRECTOR

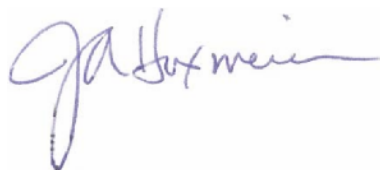
Welcome to the Professional Master of Business Administration (MBA) Program within the College of Business at Colorado State University. You are about to enter a challenging yet rewarding phase of your academic and professional career. This guide contains information intended to help you transition into the program and serve as a reference as you complete your degree.

There is a reason why the MBA degree is popular. The requirement for business-educated individuals has expanded with the demands of project-based collaboration, globalization, new organizational structures, and rapidly changing technologies. Today's enterprise requires leaders who value people and understand the importance of personal and professional integrity while sustaining financial health.

The College is committed to offering a rigorous MBA that will prepare you for a position of business leadership; whether that is starting a company, leading a global team, advancing in position, or running an organization. Our MBA degree has responded to this need with a well-rounded curriculum that is based on a firm understanding of business processes from an entrepreneurial viewpoint.

Colorado State's Professional MBA began in 1964 and supports one of the leading Online Professional MBA Programs in the nation. The staff is highly committed to graduate business education. We work together with you in an environment that encourages mutual respect, professional communication, individual responsibility, and personal integrity. Our goal is the enhancement of the graduate student experience.

Thank you for making the commitment to the CSU MBA and the investment you are making in us and yourself. We look forward to your journey as we help prepare another leader to *make a difference*.



John A. Hoxmeier, Ph.D.
Associate Dean, College of Business



John Weiss
Director, Professional MBA Program

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SECTION 1

PROGRAM INFORMATION & RESOURCES

PROFESSIONAL MBA PROGRAM PROFILE

Vision

An MBA from Colorado State University is a lifetime partnership between the College of Business and working professionals for the purpose of building and expanding managerial knowledge and executive development.

Mission

Our mission is to provide total enrichment of the graduate education experience through rigorous content, innovative delivery, and superior customer service.

Core Values

The Professional MBA program has a solid reputation for balancing rigor and workload without sacrificing quality. We encourage an environment that is based on four tenets.

- Mutual Respect
- Professional Communication
- Individual Responsibility
- Personal Integrity

Our work is shaped by these simple values. You should expect this from us; we expect it from you.

Program Outcomes

1. To develop full-spectrum managers knowledgeable in accountancy, finance, management, marketing, operations, and legal and economic environments;
2. To understand the role of information systems and technology, quantitative methods, analytical techniques and model building;
3. To identify and solve business problems through collaboration and application of strategic management;
4. To ensure an appreciation of the sustainable global business environment and the demands of international cooperation and competition;
5. To refine and promote business leadership potential while applying ethical business practices;
6. To create an environment that produces a high level of satisfaction among stakeholders including students, faculty, administration, alumni, and employers.

Accreditation

The Association to Advance Collegiate Schools of Business (AACSB International)

Graduate MBA Degree Programs

Executive MBA – in downtown Denver

Professional MBA

- Online– available anywhere
- On-campus – available in Fort Collins

Global Social & Sustainable Enterprise MBA – in Fort Collins

Student Profile

Number of students

Denver Executive MBA.....	37
Online Professional MBA.....	1240
On-campus Professional MBA.....	64

Graduate student averages

Denver Executive MBA

Age	34
Years professional experience	11
Undergraduate GPA	3.2

Professional MBA

Age	35
Years professional experience	11
Undergraduate GPA	3.2

Gender

Male	70%
Female	30%

Year of program initiation

Denver Executive MBA.....	1988
Online Professional MBA.....	1975
On-campus Professional MBA.....	1964

Class or section size

Denver Executive MBA.....	20
Online Professional MBA.....	40
On-campus Professional MBA.....	35

Geographic representation over time

States within the U.S.....	50
Canadian provinces	5
International countries	37

Industries represented

Engineering	Non-profit
Government/Military	Service Sector
Health Care	Technology
Manufacturing	Education

ONLINE MBA PORTAL

As an online student, the MBA Portal is an essential resource for you. It provides a one stop to course registration, your student account, classes in RamCT, program plans, calendar of important dates, financial aid information, library services and more.

Access this website at <http://biz.colostate.edu/onlineMBAPortal>.

WHAT TO EXPECT

As a leader in the online/distance MBA market, Colorado State University continues to innovate in the delivery of a quality MBA program. This section provides you an overview of what to expect in regards to instruction, course work and more.

Netbook

The Professional MBA Program provides you with an HP 1103 Netbook computer that can be used as a primary or supportive computing tool. It includes the licensed software and the supportive files you will need to begin the program. The netbook is web ready for accessing RamCT for viewing and downloading course lectures and is equipped with software to allow you to interact with teams virtually. To receive the complimentary netbook, students must be admitted to the Professional MBA program, be registered for classes and have executed an End-User License Agreement for the included Microsoft products.

Instruction

Your Instruction Team: Professor, Lead Distance Section Coordinator, & Distance Section Coordinators

- The professor of the course has overall responsibility for the sections; however, you will have a designated Distance Section Coordinator (DSC) who will be your first and primary point of contact for issues and questions related to the course. Each DSC will have a section with no more than 40 students. Your DSC is also responsible for grading your exams/assignments as well as assessing your overall participation contribution. There is also a Lead Distance Section Coordinator for each class who can be a resource to you.

Viewing Class Sessions (Bizcast)

- Each on-campus MBA class session is filmed and can have a mix of activities including lecture, guest speakers or panelists, videos, student presentations, discussion, etc.
- First-year MBA classes are held on Tuesday and Thursday evenings. Class sessions are available for online students by noon the day following class. Class sessions for 8 week courses are approximately 3 hours in length once a week.
- There are two options for viewing class sessions on Bizcast.
 - 1.) **Live Streaming:** Allows you to watch it on the internet.
 - 2.) **Zip Download:** Allows you to save the session as a zip file and play on your Media Player. This is a great option if you are flying or do not have a good internet connection.
- If you are in a unique situation that makes you unable to access streaming and/or download bizcast class sessions, you can complete a DVD Fee Waiver Form available on the Online MBA Portal at <http://biz.colostate.edu/onlineMBAPortal>.

RamCT

- RamCT is the communications portal where you will access your classes and all course materials.
- See the Technology Services section on pages 7-9 for more information.

Syllabus

1. General

- Print out each course syllabus and read it carefully. Your syllabus outlines expectations and provides you a schedule of dates and deadlines. Understanding the content of your syllabi is essential for success.

2. Deadlines

- Deadlines will be set by your professors. However, keep in mind that Colorado is on Mountain Time and deadlines may follow it. It is expected that assignments are turned in on time. Your DSC and Professor will have the discretion to accept late work, but do not expect it. If you have an extenuating circumstance that requires you to ask for special consideration on a deadline, please contact your DSC before the deadline to request an extension. These will be approved on a case by case basis at the discretion of the DSC and faculty.

3. Grades

- You need to earn at least a 3.0 to stay in good standing as an MBA student, which means that you generally need to earn a B or higher in classes. A grade of C will count toward graduation if your overall GPA is above 3.0 and you are admitted to the program during the semester you earned the C.

Class Work/Assignments

The average study time per class is 10-15 hours per week. This is in addition to the time you will spend watching the lectures.

1. Reading & Homework Assignments

- Complete your reading and homework before watching the class session. Even though the class is on video, prepare like you would if you were physically attending class. If you are mentally prepared for class, you will know what is going on and gain so much more from the experience.
- Instructors expect high caliber written assignments and place a premium on conciseness and clarity.
- Keep up with your reading and assignments. As an online student, it can be tempting to put them off. However, it will catch up with you.

2. Team Projects

- Many courses will require you to work with a team on a class project. Teams will typically be formed by administrative staff though requests made by students will be considered.
- Your netbook includes Office Communicator and Live Meeting to allow you to meet virtually with your teams.
- Instructors expect equality of effort by all team members. Disproportionate member contribution (quality and quantity) can happen and will be dealt with by the DSC and professor. However, as a graduate student, we sincerely hope that you will participate fully on your teams.

3. Quizzes and Exams

- You will likely have quizzes and exams in your classes, which can consist of multiple choice and problems/essays. You must work independently on your exams.

4. Group Discussions

- You will participate in topical discussions within your section in RamCT. These discussions will allow you to share your experiences, ideas, questions and discuss class material with your fellow distance classmates. Your participation will be assessed by your DSC and may be reflected in your grade.

MBA STUDENT SURVIVAL TIPS

A special thanks to our MBA alumni who have contributed to these tips!

So, you've decided to take the plunge and start the Professional MBA program. Now that you've made the decision you are starting to worry about how you are going to be successful at the program, with all those other activities that you have become accustomed to in your life. Don't worry; you aren't the only one and the environment the program has put together for you will be very helpful in balancing the load between personal commitments, work commitments and school commitments. Here are a few helpful hints at getting through the program provided by former students who successfully completed the program.

Study Habits

- Outline every chapter in your textbooks. It gives you a fast way to review for tests speeding up the retention process.
- Develop disciplined study habits from day #1. Read it all, outline it all, do all the homework, and take meticulous notes. It will pay off in the end.
- Time management — you must learn to manage your time well and not be a procrastinator. Set a study schedule and stick to it, and never leave assignments until the last minute if you can help it. This is the best advice I can give for balancing life and school.
- Plan to read a text book or article anytime you have a free moment.
- When you know a project is due in 3 weeks, work backward from the due date and build a schedule for the rough draft, re-write, and presentation practice. Schedule for holidays and time off as well.

Study Location

- I went to the public library every Saturday when the doors opened and booked a study room. I spent the entire day there. No phones, no distractions, just quality study time.

Teams

- Organization within groups — there are a lot of group assignments. Attack them early and establish what each person is responsible for along with deadlines. Do not allow dead weight to persist; everyone has to pull their weight and contribute in different ways. Every project offers something different for people to stand out, so don't feel badly if you have the least amount of knowledge in the group on a certain topic. At the same time, do not let others do the heavy lifting for you because in the end you are cheating yourself.
- Having group meetings after class in the evening is easier than trying to schedule outside time.
- Rely on others — if you feel weak in some subject, ask others that have strength to fill you in. Remember that this is school, so you can jump in and experiment on a portion of a project where you have no background and use it as a learning experience.

Personal Strengths & Attitude

- Self-discipline — most students come into the program motivated to keep up, but that can quickly vanish as people begin to figure out the minimum effort needed to get by. Stay disciplined even when motivation is low.
- Learn to say no to requests on your time that is not critical.
- Commitment — When you promise members in your group that you will complete your portion of the project by a certain date, meet the commitment, or communicate early that you cannot meet the date so that the group can re-assign tasks.
- Decide what is not important in your personal life and at work and give it up during the duration of the program. Allowing unimportant time-wasting activities into your day will detract from the time you could be doing fun things — like sleeping.
- Learn to delegate. Once you do, trust the person to whom you delegated to get the task done and let it go.

- Communicate: When you know a project is due in 3 weeks, let your employer and family know early
- NOTE: Formatting issue here that a deadline is coming up.
- Accept the fact that neither you nor those around you are perfect. Be flexible and do the best you can.

Family

- If you're in the MBA program, forget about balancing "the rest of your life." Find balance after you graduate; while you're in the program, immerse yourself (but have this discussion with your family first so that they understand).
- Ensure the support and commitment from your spouse and family. To complete your degree while maintaining all the other parts of your life is very demanding and you must have full support to be successful.
- Let your family know that there will be times that you will be unable to interact with them. Balance that time with time when you focus on only them.
- If you can afford it, get a house cleaner.

Class Work

- Do all the homework. Many times the lectures and discussion go fairly fast. The only way to know if you understand the concepts is to do every question that the professor assigns. If you still have trouble with a question, bring it to the next class for clarification (some of the books can seem unclear, or even contradictory so the professors insight is a big help).
- If you're struggling with something, schedule a meeting with the professor. I found them to be remarkably accessible, and often welcomed a 1-1 conversation.
- Review the syllabus for each class and mark all deliverables on your calendar. Once you know when item is due you can also mark in the time you will need to prepare the deliverable. If you are not sure what the expected deliverable is, clarify with your professor before you go down the wrong path.
- Rest and celebrate, after the project is complete.

The Big Picture

- Look ahead at the beginning of each term and start mentally picturing the work load. Start early and the work load will not seem overwhelming.
- Approach program term to term — each term is only eight weeks, so do not look beyond what is in front of you. The terms move quickly, and the pain is only short-term. There will be times when it seems like the end is nowhere in sight, and the stress mounts.
- Create a time schedule including the time you need to dedicate to school and also include the personal stuff.
- While balancing the schedule of a full time job, family commitments, exercise, and school assignments, realize that "good" in each of these areas is better than great in one and poor in another. Keep balance.
- Take care of yourself. You can't afford to be sick.
- Just keep in mind that one of the advantages of the program is its length. Don't let yourself get too overwhelmed; everyone feels the heat. But it will be done before you know it.
- Investment in yourself — do not view the expense, both time and money, as a sacrifice to get an MBA. The program is an opportunity to better yourself and become more valuable as a business resource. Do it for yourself, not the degree.
- Don't be afraid— you can do it!

LIBRARY SERVICES

The Colorado State University libraries provide numerous services to online students including electronic reserve, access to over 200 electronic databases, and mail service of books.

- General library information: <http://lib.colostate.edu> and <http://lib.colostate.edu/services/distance>
- Business Graduate Student Library Guide: <http://libguides.colostate.edu/bizgradstudents>
- CSU Libraries Business Research Portal: <http://libguides.colostate.edu/business>

If you have a question about services or need assistance with a reference question, please contact the Business Librarian, Louise Feldmann at the contact information below.

Louise Feldmann

Email: Louise.Feldmann@Colostate.edu

Phone: (970)491-4262

IM (Aim, Google, Yahoo): louisebizlib

Skype: lfeldmann1

Business Blog: <http://lib.colostate.edu/blogs/business>

TECHNOLOGY SERVICES

The MBA Technical Support staff is available 7 days a week via phone and email to assist you with any technical issues, access to RamCT or streaming issues. You can expect a response within 24 hours.

Hours of Operation: Monday – Thursday: 8:00am-8:00pm MST
Friday: 8:00am – 6:00pm MST
Saturday and Sunday: 8:00am-8:00pm MST
**Note: Weekend coverage includes frequent checks throughout the day to return voice messages and respond to emails.*

Email: TechSupport@business.colostate.edu

RamCT: Enter “Tech Support” in the “To” field of your email

Telephone: 800-491-4622 ext 5

RamCT Access

RamCT is an intranet platform based off of WebCT and is the communications portal for all graduate business students, faculty, DSCs, and staff. You will access this platform through the Online MBA Portal at <http://biz.colostate.edu/onlineMBAPortal>. Click on “Access Your Classes/RamCT.”

- **Logging-in**

After submitting your signed copyright form to the MBA Advisors, you will receive a College of Business RamCT login and password within an email from MBA Technical Support.

Note: If you mistakenly log in using your eID, you will gain access but will not see your classes.

- **Resetting Your Password**

Once you have received your College of Business login, you may reset the password yourself at any time. Go to <http://apps.business.colostate.edu/eidpasswordreset> and use your eID login and password. You will see your College of Business login and be able to change your password. Though its name may seem to suggest otherwise, this **does not** change your eID password, **ONLY** your College of Business password. If you have problems, contact MBA Technical Support.

Recommended Laptop and Desktop Specifications

Hardware

Note: These are minimum recommendations for existing hardware. For new hardware purchases, ask for Windows 7 Certified Hardware.

Processor:	<ul style="list-style-type: none"> Recommended for laptops: Mobile Intel® 943GML Express Chipset or better Minimum for desktops: Intel® Pentium® 4 805 Recommended for desktops: Intel® Pentium® 2 Core Duo T23 10 or better Note: Intel has changed their processor naming convention to a more intuitive method; the greater the number on the end, the more power and capability it will have. To see technical specifications for Intel specific processors go to: : http://www.intel.com/products/processor_number/info.htm
RAM:	<ul style="list-style-type: none"> Minimum: 1 GB Recommended: 2 GB+
Hard Drive:	<ul style="list-style-type: none"> Minimum: 80 GB Recommended for laptops: 80GB+ Recommended for desktops: 250GB+
Warranty:	<ul style="list-style-type: none"> 2+ years is highly recommended
CD/DVD Drive:	<ul style="list-style-type: none"> Minimum: 8x DVD drive Recommended: CD-RW/DVD combo drive.
Video Card:	<ul style="list-style-type: none"> Windows 7 Compatible or Aero Interface usually requires 128MB but Windows 7 will run on minimum 64MB Minimum: 64MB Recommended: 256 MB+ PCIex16 High end: 512 MB+ PCIex16
Sound Card for Desktops:	<ul style="list-style-type: none"> Minimum: Sound card built in Recommended: 3rd party sound card
Monitors:	<ul style="list-style-type: none"> Recommended for desktops: 19 inch monitor. Optional for laptops: 19 inch monitor. A monitor for a laptop is not required because it already has an LCD screen built-in, yet it is possible to work on a full-fledged external monitor using your laptop. If you wish to do this, consult your laptop documentation on how to access this feature.
Laptop Batteries:	<ul style="list-style-type: none"> Minimum: 1 Some laptop batteries have extended battery life when compared to similar batteries for the same laptop. These are recommended. Laptop batteries, just like AA batteries do expire (or become unable to carry a worthwhile charge) so having a spare battery to distribute the stress of normal use will extend battery life. Never use a laptop battery in a laptop for which it was not designed to work. Consult the manufacturer for compatibility information.
Wireless:	<ul style="list-style-type: none"> Minimum: Should support 802.1 1b, 802.1 1g, and 802.1 1a. Recommended: Should support 802.1 1n. Please note that many manufactures have released 802.1 1n ready cards before the standard was ratified and may require a firmware upgrade.
USB Thumbstick/	<ul style="list-style-type: none"> Recommended: 2 GiB or more The flashdrive should contain data on how to contact the owner and the drive itself

Thumbdrive/ Flashdrive/ Jumpdrive:	should be marked distinctively.
Uninterruptible Power Supply (UPS):	A UPS functions like a big battery that will power any device plugged into it for a short time during a power outage. Often not needed, but it may allow you to save a term paper if a power outage strikes. Due to the size and weight, this is not recommended for mobile laptops.
<p><u>Upgrading Your Computer Hardware:</u></p> <ul style="list-style-type: none"> • Laptops: It is generally best to maximize the capacity, as much as you are willing to, when purchasing. Upgrading a laptop may be possible with some special offers from the manufacturer but it is generally not available. • Desktops: Upgrades usually consist of buying the desired part and inserting it. If you don't feel confident with upgrading your computer yourself, consult your phone book or online for a qualified technician. 	
Software	
Operating System (OS):	<ul style="list-style-type: none"> • Minimum: Microsoft Windows Vista Home or Windows 7 <p>NOTE: Admitted students to the MBA program may be able to obtain a copy of the most current version of Microsoft Windows and Microsoft Office, paid by student technology fees at http://apps.business.colostate.edu/softwarecheckout/.</p> <p>You will be prompted to log in and you will use your College of Business domain, user name and password.</p>
Antivirus Software: REQUIRED	<ul style="list-style-type: none"> • With newer and more malicious viruses, it is imperative that antivirus software be installed and be updated on a weekly basis. McAfee, Symantec Antivirus, and Once Care are recommended.
Adware/ Spyware Removal Tools: HIGHLY RECOMMEND ED	<ul style="list-style-type: none"> • As the internet grows, more types of programs appear that are automatically downloaded to your machine. Some can be classified as Adware and or Spyware. Adware means the software pops up ads and Spyware tracks your activities and reports them. Side effects can range from unnoticeable to annoying pop-ups to a fully-fledged system take over. These types of programs typically run without your consent or knowledge. To combat this, we recommend running Spybot Search and Destroy alongside Ad-Aware (you want to download the free personal version). Microsoft also puts out a free utility from their Windows Update Service. It is unclear at this time if Microsoft will charge for this in the future. • Searching Google will yield a wealth of information if you are interested in learning more.
Additional Required Equipment	
Financial Calculator	<ul style="list-style-type: none"> • BUS640 – Financial Principles and Practice and BUS641 – Financial Investments and Markets, taken in the second or third semester, will require a financial calculator. • Your professor will provide you will acceptable types of calculators. In the past, TI BA II-Plus, has been recommended; however, HP 10B, HP10C, HP 12C, HP 17BII, HP 18BII, Sharp EL-733A, TI-83, or TI-83 Plus have also been used.

Email Account Information

E-mail is the primary communication channel of the Professional MBA program and Colorado State University. As a result, it is vital that you indicate an email address that you check regularly in RamWeb (<https://ramweb.colostate.edu/>). Communication will include important registration announcements and deadline reminders regarding your classes.

Available CSU and College of Business (CoB) Email Addresses

1. College of Business (CoB) email

- As soon as you register for classes, your CoB email address will be set up. It will be setup in the format of your CoB login for RamCT (CoB login here@business.colostate.edu). If you do not know your CoB login, please contact MBA Technical Support at support@business.colostate.edu or 1-800-491-4622 ext. 5.
- To check your email at this account, go to <http://biz.colostate.edu/Pages/studentITResources.aspx>
- To forward this email address to a different account, go to <http://apps.business.colostate.edu/ContactManager/>

2. Lamar (eName@lamar.colostate.edu) email

- This email address is automatically set up for you when you create your eID. If you do not change your email address in RamWeb, your Lamar email address will be your default.
- To check your email at this account, login in to <https://acnsmail.colostate.edu/>
- To forward this email address to a different account, go to <https://eid.colostate.edu/> and click on “Change Lamar Email Options.”

3. Google Apps for CSU (eName@rams.colostate.edu) account

- You can elect to set an email account up at <http://mail.rams.colostate.edu/>
- To check your email at the account, login in to <http://mail.rams.colostate.edu/>
- To forward this email address to a different account, [review these instructions](#)

Changing your email address in RamWeb

- Login to RamWeb (hyperlink to <https://ramweb.colostate.edu/>) with your eID
- Click on “Change My Email Address” under Records and enter the email address that you prefer to receive communication to. Below are options that you can choose. Again, make sure to indicate an email address that you check regularly
 - Your personal or work email address
 - College of Business (CoB) email address
 - Lamar (eName@lamar.colostate.edu) email account
 - Google Apps for CSU (eName@rams.colostate.edu) account

Forwarding your RamCT email to a personal/work/CSU email address

- You have the ability to forward your email from RamCT to **the personal/work/CSU email address** of your choice. This is helpful to notify you that you have received a message in RamCT. However, you must login to RamCT to respond.
- To do so, log into RamCT (<https://ramct.colostate.edu/webct/entryPageIns.dowebct>) and click on “My Settings” at the top of the page. Be sure the email address you want to use is listed on your profile. If it is not, click “Edit Profile” and update your email
- If you have questions, please contact MBA Technical Support at support@business.colostate.edu or 1-800-491-4622 ext. 5.

ACADEMIC ADVISING

The Academic Advising team helps you navigate the administrative tasks of your graduate program, supports you, and answers your questions. Key services include:

Scheduling classes

Academic requirements

Announcements and reminders

Options for course completion

Understanding curriculum

**Help for balancing life, work
and school**

Class registration

Liaison for on-campus services

Advisors: Denise Pearson, Andrea Fortney and Chuck Hancock

Email: MBAdvisor@business.colostate.edu

Phone: 800 491-4622 ext.4 or 970 491-2865

Hours: Advisors are available to assist you via email 7 days a week and via phone M-F from 9:00 a.m.-5:00 p.m. Mountain Time. You can expect a response within 24 hours.

CAREER SERVICES

Career Services helps current students and graduates create a path toward the career they have always envisioned and helps match organizations' specific needs with the talents of CSU students. Resources include:

Career Management Course

This one credit elective class is targeted specifically at mid-career professionals and teaches MBA students to effectively manage their careers and make strategic career decisions through effective job-search and networking strategies.

On-Campus and Online Seminars

Seminars are held regularly on career management topics including resumes, interviewing strategies, job searching, and networking.

Career Counseling

One-on-one career counseling is available through the College of Business both in person and by phone.

Career Ram

Career Ram is a listing of more than 9,000 jobs and internship opportunities, on-campus interview opportunities, employer information sessions, and workshop information.

Career Shift

Career Shift is a job-search-tracking software system that helps CSU students and alumni access in-depth information about companies, key contacts, and job postings. Job searches can be saved for future access, printed, or e-mailed.

Career Networking Events

The College of Business hosts networking events open exclusively to College of Business graduate students and alumni to help match employers with potential candidates.

Support Continues After Graduation

The Career Services support that CSU provides doesn't end at graduation. Alumni are eligible to access College of Business Career Services throughout their careers.

If you have any questions or would like to schedule an appointment, please contact:

Jennifer Vancil, MBA Career Counselor

Phone: 970 491-2214

Email: Jennifer.Vancil@colostate.edu

SECTION II POLICIES

As an admitted student in the Professional MBA program at Colorado State University, you are responsible for understanding and following the policies and procedures of the Graduate School and the College of Business. In this section, you will find selected policies, standards and requirements of the Graduate School and College of Business. For an extended version, please consult the Graduate and Professional Bulletin available via the web at <http://www.graduateschool.colostate.edu/index.asp?url=catalog>.

THE COLLEGE OF BUSINESS HONOR CODE

While some universities have a lengthy honor code and significant policy and procedure statements regarding the implications of code violations, we prefer to keep the approach very simple:

Cheating, attempted cheating, plagiarism, lying, unauthorized collaboration, and stealing in relation to academic work is prohibited.

Derived from the Graduate School Bulletin:

Colorado State University has twice been ranked among the nation's top Character Building Institutions by the Templeton Foundation. MBA students at Colorado State University develop knowledge and skills to engage as respectful managers in a diverse society, recognize the implications of their many choices, and become ethically responsible business leaders.

We recruit students who we believe will conform to our guidelines and standards of conduct and who will ultimately represent the values of Colorado State University and the College of Business.

ACADEMIC DISHONESTY

Academic misconduct includes, but is not limited to, such acts as cheating, plagiarism, falsification of data or documents or collaboration on individual assignments. Colorado State University policy states that if a faculty member has evidence that a student has engaged in an act of academic misconduct, the faculty member will notify the student of the concern and make an appointment to discuss the allegations with the student. The student will be given the opportunity to give his or her position on the matter. In addition, the office of Conflict Resolution and Student Conduct Services (CRSCS) is to be contacted to see if the student has any prior record of academic misconduct.

If the student admits to engaging in academic misconduct or if the faculty member judges that the preponderance of evidence supports the allegation of academic misconduct, the faculty member may then assign an academic penalty. The course instructor shall notify the student in writing of the infraction and the academic penalty to be imposed. A copy of this notification shall be sent to CRSCS. If the student disputes the decision of the faculty member regarding alleged academic misconduct, he or she may request a hearing with CRSCS.

According to the Student Conduct Code, sanctions for academic misconduct can include the following:

- No Action
- Warning or written reprimand
- General disciplinary probation
- Disciplinary probation with loss of good standing
- Discretionary sanctions such as:
 - Educational Programs
 - Restorative Justice Assignments

- Grading penalties such as:
 - An "F" on the assignment or exam
 - Failure of the class
 - Reduced grade
 - Academic misconduct "AM" noted on transcript
- Loss of repeat/delete privilege
- Disciplinary suspension
- Disciplinary expulsion
- Revocation of admission or degree
- Withholding of degree

Students have the right to request a hearing by CRSCS regardless of the option chosen by the instructor. Students and instructors have the right to appeal decisions made by CRSCS to the University Discipline Panel, but grading penalties cannot be appealed if the decision of responsibility is upheld.

SCHOLASTIC STANDARDS / IMPORTANCE OF GRADES

MBA students must maintain a 3.0 program GPA that includes all courses required in their program of study. MBA students must also maintain a 3.0 in their cumulative overall graduate GPA which includes all graduate courses taken at CSU. A 3.0 GPA is a B average.

- Any grade lower than “C” is not acceptable to fulfill credit towards the degree. Therefore, if a student receives a grade lower than a “C”, the student must retake the course in order to obtain a grade of a “C” or better. Both grades will be calculated toward the students cumulative GPA; however, only the grade of a “C” or better will count toward graduation.
- A cumulative GPA of 3.0 or higher must be maintained in all regular and non-regular coursework after a student is admitted to the MBA program to remain in good standing. If courses were taken before admission to the MBA Program, those are not counted in your program GPA but will be considered in calculation of your overall GPA. Both grades (should this be GPA’s?) must be maintained at the 3.0 level or higher

The University’s Graduate School is very strict on adherence to this policy. If a student’s cumulative GPA falls below 3.0 in any one semester, the student is placed on academic probation and given one semester to raise the cumulative GPA up to at least a 3.0. If good academic standing is not achieved in that semester, then the student may be dismissed by the Graduate School. It may be possible for the College of Business to petition on the student’s behalf, allowing the student one more semester to successfully elevate their GPA. However, it is imperative that students stay in close contact with the MBA advisors, their professors, and Distance Section Coordinators (DSCs) if they feel they are not performing well in a class.

For a more complete explanation of the scholastic standards and probationary requirements, please refer to the Scholastic Standards section of the Bulletin at <http://www.graduateschool.colostate.edu/current-students/bulletin.aspx>. If you have additional questions or have received a letter from the Graduate School notifying you of a probationary status, please consult with the MBA advisors.

PROFESSIONAL MBA PROGRAM REQUIREMENTS

Credit Requirements: Your MBA degree requires 40 credit hours of prescribed coursework. Of those 40 credit hours, a minimum of 21 credits must be earned after admission to the Graduate School. If you have been admitted to the online or on-campus Professional MBA Program, you have been admitted to the Graduate School and the College of Business. However, in the event you took coursework as a non-

admitted graduate student prior to being admitted to the program, you must have earned a grade of B or above better (a B- will not be accepted) in order for those courses to be applied to your degree. Although counted toward the 40 hours required for graduation, those courses will not be counted in your program GPA.

Transferring Programs: Students must participate in the graduate program format to which they were admitted, i.e. the online or on-campus Professional MBA Program. Due to travel or relocation, students are allowed one transfer from the on-campus MBA Program to the online MBA Program.

Transfer Credits/Course Substitutions: Transfer credits are not accepted in the Professional MBA program. Because of the lock-step nature of the curriculum, classes are carefully scheduled for maximum learning. Transfer credits could undermine the program foundation. There are no course substitutions in the Professional MBA program.

Comprehensive Examination Requirement for Graduation: There is no comprehensive exam, thesis or professional paper required for the MBA degree.

CREDIT REQUIREMENTS FOR FINANCIAL AID

Students receiving financial assistance other than graduate assistantships must register for the minimum number of credits required by their sponsor. **Students must enroll in five or more credits to receive federal financial aid.** Note that you may need to add elective credits to your schedule to raise your credits to five each semester including the summer session.

REPEATING COURSES

Graduate programs does not allow the “repeat/delete” feature seen in undergraduate programs. Regardless of the grade earned, it will remain on your transcript and be calculated into your cumulative GPA. If you repeat a course, both grades appear on your transcript and will average into the overall GPA.

Any class with an earned grade lower than C must be repeated prior to graduation. All classes that require repeating must be done prior to any other class for which that class was a prerequisite. If either the overall graduate GPA or the MBA program GPA falls below 3.0, the student will be placed on probation and eventually be subject to dismissal if a return to good standing is not achieved in the required time frame.

INCOMPLETE (I) GRADES

While uncommon, it is possible for a student to not finish the final requirements in a class. When there are extenuating circumstances, an Incomplete may be granted that will allow the student to complete course requirements within the weeks following the end of class. Course instructors will determine whether an Incomplete is an appropriate grading option for a given situation.

As a temporary grade, the “I” will be recorded instead of a final course grade. It is important to note that at the expiration of a year an “I” automatically converts to an “F” in the University system. It is the student’s responsibility to follow through with the instructor on the requirements necessary to clear any “I” grade in order to avoid a failing grade.

All students engaged in any class must be in an “Active” status within the University. If no other classes are taken then it is necessary for the student to register for Continuous Registration (CR). This process is described in the next section. If a student has not been continuously registered up to the term in which an Incomplete is finished, a readmission may be required.

DROPPING/WITHDRAWING FROM CLASSES

If you wish to drop a class, refer to the “Dates and Deadlines” page on the OnlinePlus website for applicable deadlines (<http://www.online.colostate.edu/answers/policies/drop-deadlines.dot>). During the first two weeks of a class, you may drop for 100% tuition refund and the class will disappear from your transcript. After the drop period but within the first half of the class, you may withdraw for 50% tuition refund; a “W” grade will be posted on your transcript but will not affect your GPA.

There are two ways to drop or withdraw from classes:

1. If you are dropping or withdrawing from one class but will still be registered in other classes, you may drop or withdraw by logging into RamWeb with your eID at www.ramweb.colostate.edu.
2. If you are dropping or withdrawing from all of your classes or your only class, you must send an email to csu_onlineplus_registration@mail.colostate.edu requesting to be withdrawn from all classes, a university withdrawal. If you withdraw from the University, you are no longer considered an enrolled student. In order to maintain an “active” student status, you need to register for Continuous Registration (CR) or stay enrolled in at least one credit before withdrawing from your classes. See page 17 for information about CR. If it is after the second week of classes, it is too late to register for CR status for that semester. You would need to apply for readmission to register the following semester. Contact your advisor for advice on readmission or CR.

Note: Students cannot drop Continuous Registration on RamWEB if it is the student’s last class. This may happen if a student registers for CR and then decides to withdraw from the program completely. The student must call the Center for Advising and Student Achievement (CASA) so that the student can fill out a form to override this in the University system. Online Plus cannot do university withdrawals involving dropping CR since CR is not a class but a status. The contact for CASA is 970-491-7095.

GRADUATE SCHOOL AND COLLEGE OF BUSINESS FORMS

The following table shows information on common forms used by graduate business students. Below the table you will find descriptions of each form. Additional information on all Graduate School and College of Business forms is available in the *Graduate and Professional Bulletin* and from your MBA advisor.

Form GS 1B	Graduate application for <u>Readmission</u> (re-entering program after an absence)	Contact Graduate Admissions
Form GS 1C	<u>Application Update or Change of Admission Term</u>	Contact Graduate Admissions
Form GS 6	<u>Program of Study</u> (documents courses required to obtain degree & advising committee)	Due prior to the beginning of the third term and after 12 credits
Form GS 7	Request for <u>Change of Department and/or Degree Program</u> (used to change department or degree, such as MBA to MS)	Contact Graduate Admissions
Form GS 25	<u>Application for Graduation</u> (reconciles GS6 to actual courses taken)	Due prior to the fourth week of graduating term (1 st week for summer)
Copyright Form	<u>Required by the College of Business for all MBA students</u>	Due before registration for the first semester

Professional MBA Program Copyright Agreement

This Copyright Agreement explains the copyright laws as they pertain to the DVDs and streamed video distributed within the Professional MBA program. It must be signed and submitted prior to receiving access to course material in RamCT.

Form GS-6

The Program of Study (GS-6) document must be submitted to the College of Business early in the program. This document is an academic contract that lists all courses required for the completion of the Professional MBA program. This form also serves to formally identify the student's advisor. The GS-6 is signed by the student, advisor, and department head. An academic hold will be placed on student accounts if GS-6 forms are not returned by the required date.

The submission of Form GS-6 Program of Study requires completion of an online form and then signing a printed copy and submitting it to the MBA Advising Office. You will receive an email with detailed instructions and a website link to a brief video tutorial.

Once your Form GS-6 is received by MBA Advising, you will be notified if there are any modifications required on your GS-6. Your GS-6 will be further processed through the College of Business and the University's Graduate School. Once fully approved, you will be notified and you will be able to view it on RamWEB at www.ramweb.colostate.edu (log in with your eID) and then click on Graduate Degree Audit. As you progress through the program, you can take note of requirements met and requirements still outstanding.

Form GS-25

The GS-25 (Application for Graduation) is your declaration of intent to graduate and is completed by the beginning of your final semester in the program and is a requirement for graduation. If you do not meet the deadline for submittal of the GS-25 - Application for Graduation, you will not graduate at the end of your final semester. Refer to the Graduate School website at www.graduateschool.colostate.edu for deadlines and pay close attention to notices from the MBA Advisors.

Form GS-7

The GS-7 or "Change of Department and/or Degree Program" form is used to change from one degree to another. If you are considering changing your program of study, consult with your MBA advisor.

STUDENT RIGHTS AND RESPONSIBILITIES

Colorado State University expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution. It is the student's responsibility to know and follow the policies of the University. A complete section on student rights and responsibilities is available in the Graduate and Professional Bulletin at <http://www.graduateschool.colostate.edu/files/Bulletin/StuRights.pdf>. This section of the Bulletin covers the guiding principles of the university including, but not limited to, its commitment to diversity, freedom of expression and inquiry, and freedom from personal abuse. It also outlines the policies that support those principles. Student rights, including those regarding educational records, grade appeals, and assembly are detailed. Student responsibilities as they pertain to academic integrity and classroom behavior are explained. Examples of academic dishonesty such as cheating in the classroom, plagiarism, falsification, facilitation, and unauthorized possession or disposition of academic materials are provided so that there can be no misunderstanding on the part of the student as to what can be expected. You will find a summary of the Student Code of Conduct as well as a link to the complete Student Code of Conduct document. There is also a section on student governance.

CONTINUOUS REGISTRATION – MAINTAINING AN ACTIVE STATUS

All graduate students are required to be continuously registered (registered in at least one course) in the fall and spring semesters throughout their degree program. The policy applies once the student is admitted and extends through the graduation term. Students may fulfill the requirement by registering for any MBA course including electives in which a grade is assigned.

Continuous Registration (CR - CONRG) may be used as a registration option when no graded course is available or the student opts to take a break from his/her studies for a semester (*summer semester is not considered to be a regular semester and no CR-CONRG is required.*) Students must register for CR status by the end of the second week of the beginning of a semester. CR is \$150.00 per semester (a \$50 late fee is assessed for registrations received after the first day of the semester). To register for CR, go to www.ramweb.colostate.edu and click on “Registration.” Search for “CR- CONRG” and click on the results to register. The \$150 will be added to your student account.

Continuous Registration may also be required if a student’s course work is completed in a term other than the one in which they will graduate. This may happen if the appropriate graduation forms are not completed in a timely manner. Your MBA Advisor can give you guidance if this happens.

READMISSION

Any student who does not register for a semester becomes “inactive” and must apply for readmission prior to returning to the Professional MBA program. Contact the College of Business Graduate Admissions Office by phone at 800 491-4622 ext 2 or through GradAdmissions@business.colostate.edu. The process is the submission of a Form GS 1B <http://www.graduateschool.colostate.edu/documents/GS1B.pdf> and a check to Colorado State University for \$150.00. The Graduate Admissions Office will provide further information.

SECTION III CURRICULUM

OVERVIEW

The Professional MBA program at Colorado State University consists of 36 core credits and 4 approved elective credits for a total of 40 credits. The core coursework follows a lock step sequence meaning that the earlier classes provide a foundation for the later classes. However, there is flexibility in how you can progress through the coursework. Students starting in the fall can complete the program in 2, 3 or 4 years. See the course plans on pages 19-24 for your options.

Core Courses

The MBA core courses are carefully planned so that knowledge gained in one class is often a foundation for your success in subsequent classes. As a result, the order of classes is predetermined following a lock step sequence and corresponding prerequisites. All but two of the core classes are two credits each. Core courses are offered one semester (the same semester) each year following the schedule below.

Fall		Spring		Summer
1 st 8 Weeks	2 nd 8 Weeks	1 st 8 Weeks	2 nd 8 Weeks	8 Weeks
BUS 620	BUS 621	BUS 601	BUS 626	BUS 616
BUS 640	BUS 641	BUS 630	BUS 650	BUS 635
BUS 655	BUS 656	BUS 660	BUS 662	
16 Weeks		16 Weeks		
BUS 615		BUS 665		

Electives

There is a set of approved elective options that are designed to supplement your education in the core classes (See page 26-27). It is your choice how you space these credits in the program and which classes from the approved list of electives you that you choose to fulfill them.

Certificate Options: You can elect to complete three BUS690F courses to earn a Certificate in Finance. Additionally, you can complete three CIS courses to earn a Certificate in Computer Information Systems.

Enrollment Status

Colorado State University determines enrollment status based on the number of credits in which a student is enrolled per semester. MBA students are considered half-time or part –time students unless they are registered in 9 credits. Credit requirements are as follows:

- Half-time – 5-8 credits
- Full-time – 9 or more credits

Students must enroll in five or more credits to receive federal financial aid.

Questions

The MBA Advisors are your resource for any questions pertaining to the curriculum. You can contact them at MBAdvisor@business.colostate.edu or 800 491-4622 ext.4 or 970 491-2865. Advisors are available to assist you via email 7 days a week and via phone M-F from 9:00 a.m.-5:00 p.m. Mountain Time. You can expect a response within 24 hours.

CSU Online Professional MBA Approved Plan: Fall Start 2 Year Plan

SEMESTER	FIRST 8 WEEKS	SECOND 8 WEEKS	APPROVED ELECTIVE CREDITS 4 CREDITS REQUIRED
FALL YEAR 1	BUS 615 Accounting Systems 4 credits, 16 weeks		<p>In addition to the 36 core credits, there are 4 credits of approved electives that you need to complete during the entire program.</p> <p>It is your choice how you space these credits in the program and which classes from the approved list of electives you that you choose to fulfill them.</p> <p>Please see the approved elective list on pg. 26-27 for options and consult your advisor with any questions.</p>
	BUS 620 Leadership and Teams 2 credits, 8 weeks	BUS 621 Strategic Decision Making 2 credits, 8 weeks	
SPRING YEAR 1	BUS 601 Quantitative Business Analysis 2 credits, 8 weeks	BUS 626 Managing Human Capital 2 credits, 8 weeks	
	BUS 630 Information Management 2 credits, 8 weeks	BUS 650 Supply Chain Management 2 credits, 8 weeks	
SUMMER YEAR 1	BUS 616 Financial Reporting and Analysis 2 credits, 8 weeks		
	BUS 635 Business Economics for the World Market 2 credits, 8 weeks		
FALL YEAR 2	BUS 640 Financial Principles and Policies 2 credits, 8 weeks	BUS 641 Financial Markets and Investments 2 credits, 8 weeks	
	BUS 655 Marketing Management 2 credits, 8 weeks	BUS 656 Marketing Strategy and Planning 2 credits, 8 weeks	
SPRING YEAR 2	BUS 660 Ethical, Legal, and Regulatory Issues 2 credits, 8 weeks	BUS 662 International Business 2 credits, 8 weeks	
	BUS 665 MBA Capstone 4 credits, 16 weeks		

CSU Online Professional MBA Approved Plan: Fall Start 3 Year Plan

SEMESTER	FIRST 8 WEEKS	SECOND 8 WEEKS	APPROVED ELECTIVE CREDITS 4 CREDITS REQUIRED
FALL YEAR 1	BUS 615 Accounting Systems 4 credits, 16 weeks		<p>In addition to the 36 core credits, there are 4 credits of approved electives that you need to complete during the entire program.</p> <p>It is your choice how you space these credits in the program and which classes from the approved list of electives you that you choose to fulfill them.</p> <p>Please see the approved elective list on pg. 26-27 for options and consult your advisor with any questions.</p>
		BUS 621 Strategic Decision Making 2 credits, 8 weeks	
SPRING YEAR 1	BUS 601 Quantitative Business Analysis 2 credits, 8 weeks	BUS 626 Managing Human Capital 2 credits, 8 weeks	
SUMMER YEAR 1	BUS 616 Financial Reporting and Analysis 2 credits, 8 weeks		
FALL YEAR 2	BUS 640 Financial Principles and Policies 2 credits, 8 weeks	BUS 641 Financial Markets and Investments 2 credits, 8 weeks	
	BUS 620 Leadership and Teams 2 credits, 8 weeks		
SPRING YEAR 2	BUS 630 Information Management 2 credits, 8 weeks	BUS 650 Supply Chain Management 2 credits, 8 weeks	
	BUS 660 Ethical, Legal, and Regulatory Issues 2 credits, 8 weeks		
SUMMER YEAR 2	BUS 635 Business Economics for the World Market 2 credits, 8 weeks		
FALL YEAR 3	BUS 655 Marketing Management 2 credits, 8 weeks	BUS 656 Marketing Strategy and Planning 2 credits, 8 weeks	
SPRING YEAR 3		BUS 662 International Business 2 credits, 8 weeks	
	BUS 665 MBA Capstone 4 credits, 16 weeks		

CSU Online Professional MBA Approved Plan: Fall Start 4 Year Plan

SEMESTER	FIRST 8 WEEKS	SECOND 8 WEEKS	APPROVED ELECTIVE CREDITS 4 CREDITS REQUIRED
FALL YEAR 1	BUS 615 Accounting Systems 4 credits, 16 weeks		<p>In addition to the 36 core credits, there are 4 credits of approved electives that you need to complete during the entire program.</p> <p>It is your choice how you space these credits in the program and which classes from the approved list of electives you that you choose to fulfill them.</p> <p>Please see the approved elective list on pg. 26-27 for options and consult your advisor with any questions.</p>
SPRING YEAR 1	BUS 601 Quantitative Business Analysis 2 credits, 8 weeks	BUS 626 Managing Human Capital 2 credits, 8 weeks	
SUMMER YEAR 1	BUS 616 Financial Reporting and Analysis 2 credits, 8 weeks		
FALL YEAR 2	BUS 620 Leadership and Teams 2 credits, 8 weeks	BUS 621 Strategic Decision Making 2 credits, 8 weeks	
SPRING YEAR 2	BUS 630 Information Management 2 credits, 8 weeks	BUS 650 Supply Chain Management 2 credits, 8 weeks	
SUMMER YEAR 2	BUS 635 Business Economics for the World Market 2 credits, 8 weeks		
FALL YEAR 3	BUS 640 Financial Principles and Policies 2 credits, 8 weeks	BUS 641 Financial Markets and Investments 2 credits, 8 weeks	
SPRING YEAR 3	BUS 660 Ethical, Legal, and Regulatory Issues 2 credits, 8 weeks	BUS 662 International Business 2 credits, 8 weeks	
FALL YEAR 4	BUS 655 Marketing Management 2 credits, 8 weeks	BUS 656 Marketing Strategy and Planning 2 credits, 8 weeks	
SPRING YEAR 4	BUS 665 MBA Capstone 4 credits, 16 weeks		

CSU Online Professional MBA Approved Plan: Spring Start 2.5-Year Plan

SEMESTER	FIRST 8 WEEKS	SECOND 8 WEEKS	APPROVED ELECTIVE CREDITS 4 CREDITS REQUIRED
SPRING YEAR 1	BUS 601 Business Decision Making 2 credits, 8 weeks	BUS 626 Managing Human Capital 2 credits, 8 weeks	<p>In addition to the 36 core credits, there are 4 credits of approved electives that you need to complete during the entire program.</p> <p>It is your choice how you space these credits in the program and which classes from the approved list of electives you that you choose to fulfill them.</p> <p>Please see the approved elective list on pg. 26-27 for options and consult your advisor with any questions.</p>
FALL YEAR 1	BUS 615 Accounting Systems 4 credits, 16 weeks		
	BUS 620 Leadership and Teams 2 credits, 8 weeks	BUS 621 Tools for Decision Making 2 credits, 8 weeks	
SPRING YEAR 2	BUS 630 Information Management 2 credits, 8 weeks	BUS 650 Supply Chain Management 2 credits, 8 weeks	
SUMMER YEAR 2	BUS 635 Business Economics for the World Market 2 credits, 8 weeks		
	BUS 616 Financial Reporting and Analysis 2 credits, 8 weeks		
FALL YEAR 2	BUS 640 Financial Principles and Practice 2 credits, 8 weeks	BUS 641 Financial Markets and Investments 2 credits, 8 weeks	
	BUS 655 Marketing Management 2 credits, 8 weeks	BUS 656 Marketing Strategy and Planning 2 credits, 8 weeks	
SPRING YEAR 2.5	BUS 660 Ethical, Legal, and Regulatory Issues 2 credits, 8 weeks	BUS 662 International Business 2 credits, 8 weeks	
	BUS 665 Strategic Management 4 credits, 16 weeks		

CSU Online Professional MBA Approved Plan: Spring Start 3.5-Year Plan

SEMESTER	FIRST 8 WEEKS	SECOND 8 WEEKS	APPROVED ELECTIVE CREDITS 4 CREDITS REQUIRED
SPRING YEAR 1	BUS 601 Business Decision Making 2 credits, 8 weeks	BUS 626 Managing Human Capital 2 credits, 8 weeks	<p>In addition to the 36 core credits, there are 4 credits of approved electives that you need to complete during the entire program.</p> <p>It is your choice how you space these credits in the program and which classes from the approved list of electives you that you choose to fulfill them.</p> <p>Please see the approved elective list on pg. 26-27 for options and consult your advisor with any questions.</p>
FALL YEAR 1	BUS 615 Accounting Systems 4 credits, 16 weeks		
		BUS 621 Tools for Decision Making 2 credits, 8 weeks	
SPRING YEAR 2	BUS 630 Information Management 2 credits, 8 weeks	BUS 650 Supply Chain Management 2 credits, 8 weeks	
SUMMER YEAR 2	BUS 635 Economics for the World Market 2 credits, 8 weeks		
FALL YEAR 2	BUS 640 Financial Principles and Practice 2 credits, 8 weeks	BUS 641 Financial Markets and Investments 2 credits, 8 weeks	
	BUS 620 Leadership and Teams 2 credits, 8 weeks		
SPRING YEAR 3	BUS 660 Ethical, Legal, and Regulatory Issues 2 credits, 8 weeks		
SUMMER YEAR 3	BUS 616 Financial Reporting and Analysis 2 credits, 8 weeks		
FALL YEAR 3	BUS 655 Marketing Management 2 credits, 8 weeks	BUS 656 Marketing Strategy and Planning 2 credits, 8 weeks	
SPRING YEAR 3.5		BUS 662 International Business 2 credits, 8 weeks	
	BUS 665 Strategic Management 4 credits, 16 weeks		

CSU Online Professional MBA Approved Plan: Spring Start 4.5-Year Plan

SEMESTER	FIRST 8 WEEKS	SECOND 8 WEEKS	APPROVED ELECTIVE CREDITS 4 CREDITS REQUIRED
SPRING YEAR 1	BUS 601 Business Decision Making 2 credits, 8 weeks	BUS 626 Managing Human Capital 2 credits, 8 weeks	<p>In addition to the 36 core credits, there are 4 credits of approved electives that you need to complete during the entire program.</p> <p>It is your choice how you space these credits in the program and which classes from the approved list of electives you that you choose to fulfill them.</p> <p>Please see the approved elective list on pg. 26-27 for options and consult your advisor with any questions.</p>
FALL YEAR 1	BUS 615 Accounting Systems 4 credits, 16 weeks		
SPRING YEAR 2	BUS 630 Information Management 2 credits, 8 weeks	BUS 650 Supply Chain Management 2 credits, 8 weeks	
SUMMER YEAR 2	BUS 635 Economics for the World Market 2 credits, 8 weeks		
FALL YEAR 2	BUS 620 Leadership and Teams 2 credits, 8 weeks	BUS 621 Tools for Decision Making 2 credits, 8 weeks	
SPRING YEAR 3	BUS 660 Ethical, Legal, and Regulatory Issues 2 credits, 8 weeks		
SUMMER YEAR 3	BUS 616 Financial Reporting and Analysis 2 credits, 8 weeks		
FALL YEAR 3	BUS 640 Financial Principles and Practice 2 credits, 8 weeks	BUS 641 Financial Markets and Investments 2 credits, 8 weeks	
SPRING YEAR 4		BUS 662 International Business 2 credits, 8 weeks	
FALL YEAR 4	BUS 655 Marketing Management 2 credits, 8 weeks	BUS 656 Marketing Strategy and Planning 2 credits, 8 weeks	
SPRING YEAR 4.5	BUS 665 Strategic Management 4 credits, 16 weeks		

Core Courses and Descriptions

BUS601 Quantitative Business Analysis (2 Credits – Spring)	Course in basic descriptive and inferential statistics; Use and management of information; decision tools and concepts; quality control
BUS615 Accounting Systems (4 Credits - Fall)	Financial and managerial accounting information systems. Use of accounting information for management decision-making, planning and control
BUS616 Financial Reporting and Analysis (2 Credits - Summer) Prerequisite: BUS615	Tools and techniques for analysis of financial reports of public companies
BUS620 Leadership and Teams (2 Credits – Fall)	Ethical Leadership and team dynamics; basic models of motivation utilized by leaders.
BUS621 Strategic Decision Making (2 Credits – Fall)	Key decision areas and tools that help managers make better decisions based on data and structured analysis
BUS626 Managing Human Capital (2 Credits - Spring) No prerequisite	This course examines the management of human capital for competitive advantage and superior results.
BUS630 Information Management (2 Credits - Spring) Prerequisite: BUS615	Role and value of information in business functions; risks and rewards of enterprise information; fundamentals of information storage and retrieval
BUS635 Business Economics for the World Market (2 Credits - Summer) Prerequisites: BUS601, BUS615	Strategic and tactical uses of information technology in the global business environment
BUS640 Financial Principles and Policies (2 Credits - Fall) Prerequisite: BUS601	Financial environment; tools and techniques of corporate financial decision making
BUS641 Financial Markets and Investments (2 Credits - Fall) Prerequisite: BUS640	Operating of financial markets, techniques for security valuation, and portfolio management
BUS650 Supply Chain Management (2 Credits - Spring) Prerequisites: BUS601, BUS630	Value-driven supply chain principles. Design and management of supply chains, and supply chain software and applications
BUS655 Marketing Management (2 Credits - Fall) Prerequisite: BUS635	Examines processes of customer value creation (e.g., product development, communications, and distribution) and value capture (e.g. pricing).
BUS656 Marketing Strategy and Planning (2 Credits - Fall) Prerequisites: BUS616, BUS640, BUS655	Basic marketing strategy analysis, formulation, evaluation, and implementation concepts and tools.
BUS660 Ethical, Legal, and Regulatory Issues (2 Credits - Spring) Prerequisites: BUS615	Legal, regulatory, societal, and ethical issues encountered by business professionals; analytical skills for making judgments
BUS662 International Business (2 Credits - Spring) Prerequisites: BUS626, BUS635, BUS641, BUS650	Role of government regulations and how international firms affected; cultural aspects of business, global marketing, finance, and management
BUS665 MBA Capstone (4 Credits - Spring) Prerequisites: BUS626, BUS641, BUS650, BUS656	Capstone course which integrates the business disciplines through strategic thinking and experiential learning.

Approved Elective Course Descriptions

Elective course options are designed to enhance your educational experience in the Professional MBA program. It is your choice how you space these credits in the program and which classes from the following approved list of electives that you choose. Elective offerings include the following categories of classes.

MBA Curriculum Preparation

The following five tutorial classes are designed for skill building in areas where students may have an academic weakness. They are graded satisfactory/unsatisfactory. Students are provided access shortly after registration and have until the end of the semester to complete the tutorials.

BUS 690B Accounting Tutorial (1 Credit – Fall, Spring & Summer)	Prepares students without an accounting background for BUS615 Accounting. The tutorial assumes a student has no accounting foundation and helps to build that foundation prior to BUS615 beginning.
BUS 690B Excel Tutorial (1 Credit – Fall, Spring & Summer)	This tutorial is designed to give students the Excel skill sets needed not only at a basic level but it develops skills up through the intermediate level. It is recommended for preparation for BUS601: Business Decision Making, which has a heavy Excel component as do many of the MBA classes.
BUS 690B Finance Tutorial (1 Credit – Fall, Spring & Summer)	This tutorial covers financial statements, cash flows, financial ratios, time value of money, and business valuation. Students are encouraged to complete this tutorial preceding or concurrent with BUS 640 Financial Principles and Practice and BUS 641 Financial Markets and Investments.
BUS 690B Mathematics for Managers Tutorial (1 Credit – Fall, Spring & Summer)	Students who are unsure of their business math skills should consider this tutorial that covers algebra, calculus, some finance, and quantitative methods.
BUS 690B Quantitative Methods Tutorial (1 Credit – Fall, Spring & Summer)	This tutorial will introduce students to the language of statistics as well as some of the basic tools and techniques in Excel. Students are encouraged to take this tutorial to prepare for BUS601 Business Decision Making and BUS650 Supply Chain Management.

Professional Enrichment

This category of classes offer students the ability to enhance their curriculum through varied opportunities such as traveling internationally, attending a symposium on campus and exploring other topics of interest. BUS 690A courses are graded satisfactory/unsatisfactory. BUS 625 is letter graded.

BUS 625 Organizational Communication (2 Credits – Fall & Spring)	Improving understanding and application of managerial communication skills and negotiation tools and their implications for effective management
BUS690A Opt-in International Business Study Trip (1-2 Credits - Summer)	Spend 7-10 days in an international location meeting with business leaders, learning international business culture, and becoming acclimated to environments different from your own. Destination will vary each year.
BUS690A Leadership Symposium (1 Credit - Summer)	A multi-day symposium offered to all graduate business students focuses on topics under the general header "Leadership" with a unique emphasis explored during each event.
BUS690A Career Management (1 Credit – Fall, Spring & Summer)	This course consists of personal career assessment and content designed to focus your career search efforts as well as develop your career potential, communication and networking skills, and personal marketability.
BUS690A Special Topic Workshops (1 Credit – Fall, Spring & Summer)	Special topic workshops can be offered on various current topics in business. Past offerings have included "Insight for Action - The Keys to Business Sustainability" (Spring & Summer 2011)

Finance Certificate

Finance certificate classes provide students a broader knowledge in advanced corporate finance, international finance, and financial institutions and credit markets. With seminar-style courses that are offered pass or fail, this certificate is an ideal complement to the MBA degree program for students seeking to establish finance as an area of specialty. Students who complete the three course series will earn a non-transcripted Finance Certificate.

BUS690F Advanced Corporate Finance (2 Credit) Pre-requisite: BUS640	The objective of this class is to provide the student with an understanding of the risks facing a corporation and how the financial manager can work to mitigate those risks.
BUS690F International Finance (1 Credit) Pre-requisite: BUS640; Co-requisite: BUS 641	This course will cover international financial markets and the financial operations of a firm within the international environment.
BUS690F Financial Institutions and Credit Markets (1 Credit) Pre-requisite: BUS640; Co-requisite: BUS 641	The objective of this class is to provide the student with an understanding of the risks facing a corporation and how the financial manager can work to mitigate those risks.

Computer Information Systems (CIS) Certificate

CIS certificate courses allow students to advance their knowledge of computer information systems by learning the strategic role and management of technology and projects. Courses are letter graded. Students who complete the three course series will earn a non-transcripted Computer Information Systems Certificate.

CIS600 Information Technology and Project Management (3 Credits -Fall)	Strategic role in and management of information technology and software development projects.
CIS610 Software Development Methodology (3 Credits -Fall)	Methods for all phases of software development focusing upon the establishment of economical software that is reliable and cross platform.
BUS 690C Business Intelligence (3 Credits-Summer)	Business intelligence refers to the harnessing of these vast data stores to solve problems, enhance decision-making and discover new opportunities. This course will focus on the concepts, techniques and technologies that managers can use to transform, analyze, mine, and view data for the purpose of deriving business value from it.

SECTION IV
PROGRAM FACULTY, DSC AND STAFF DIRECTORY

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