

## Business Administration

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### Degree: **Master of Business Administration**

The Master of Business Administration (MBA) degree is designed to prepare individuals for responsible managerial positions in an increasingly complex business environment. Degree emphasis is placed on the development of managerial **generalists** rather than specialists and requires study in all major functional areas of business. The program is designed for either the thesis or non-thesis plan.

Admission into the program is based on several criteria: prior admission to the Graduate School, the candidate's undergraduate GPA, the candidate's prior work experience and the results attained on the Graduate Management Admissions Test (GMAT). The GMAT requirement is waived for candidates who have an overall GPA of 3.0 or higher for the "Common Body of Knowledge" business courses

#### **MBA Candidacy Requirements**

MBA students seeking advancement to Candidacy must follow the general provisions for Candidacy outlined in the graduate catalog. Additionally, students must meet the following requirements of the College of Business:

1. Application for Candidacy must be filed with the MBA Graduate Coordinator prior to the completion of 12 graduate hours. Forms are available from the MBA Graduate Coordinator.
2. To be admitted to MBA Candidacy, students must:
  - a. complete all undergraduate prerequisites identified at the time of admission to the MBA program, and
  - b. submit a GMAT score of 450 or higher. The GMAT requirement is waived for candidates who have an overall GPA of 3.0 or higher for the "Common Body of Knowledge" business courses.
3. Students not accepted for MBA Candidacy may not register for MBA courses beyond 12 graduate credit hours.

#### **MBA Program Description**

The MBA program has several components: skill competency, undergraduate common body of knowledge, core classes and approved electives. Students pursuing the non-thesis option complete eight core courses (24 hours) and three approved electives (nine hours). Students completing the thesis option have eight core courses (24 hours), one approved elective (three hours) and the thesis (six hours).

#### **Skill Competency**

Students entering the ENMU MBA must possess quantitative and computer skills. The College of Business (COB) recognizes these skills may be acquired and mastered through a variety of lifelong learning activities. Rather than list a prescribed set of courses, the ENMU MBA requires students to:

- a. have quantitative skills equal to those achieved through a course in College Algebra; and
- b. have computer skills in navigating the Internet, downloading and file manipulation from the Internet, word processing, spreadsheets and presentation software application.

The ENMU MBA integrates these skills throughout the curriculum. Students lacking these skills, as demonstrated in classroom performance, may be required to complete the necessary undergraduate course equivalent.

### Common Body of Knowledge

An underlying assumption of the ENMU MBA degree is students who enter the program have the academic background that would enable them to successfully complete the degree. The following ENMU undergraduate courses, or their equivalents, are the common body of knowledge requirements for the MBA degree:

ACCT	201	Introduction to Financial Accounting
ACCT	202	Introduction to Managerial Accounting
BUS	230	Legal Environment of Business
BUS	330	Production and Operations Management
ECON	221	Principles of Macroeconomics
ECON	222	Principles of Microeconomics
FIN	315	Managerial Finance I
MGT	313	Organizational Behavior
MKT	201	Principles of Marketing
STAT	213	Statistical Methods I

**Note:** Many of the undergraduate common body of knowledge courses or equivalents are offered at other institutions of higher learning. Students should consult with the graduate coordinator to determine acceptability of courses offered by other institutions.

Candidates with deficiencies in the undergraduate common body of knowledge courses will be required to demonstrate competency in the deficient area before being permitted to register for a graduate course that requires that base knowledge. The COB believes students should have the necessary preparation to successfully complete the MBA program. The COB will accept various forms of documentation of the necessary competencies. The list below is not intended to be all-inclusive, but rather a sample of alternative methods of acquiring and demonstrating competency.

MBA students and prospective MBA students should consult with the Graduate Coordinator to determine the appropriate procedure for meeting the leveling requirements.

### Alternative forms of documenting competency

1. The student may enroll and complete the common body of knowledge course(s) at ENMU with a grade of "C" or higher.
2. Enroll and complete the course or comparable course(s) at a professionally accredited institution (ACBSP or AACSB) and complete it with a grade of "C" or higher.

3. Enroll and complete the graduate level Foundation Courses offered in the COB and at many other universities which reflect the content of specific undergraduate common body of knowledge courses.
4. Other course(s) of study with prior written approval of the COB Graduate Advisory Committee.

If the student's knowledge of specific leveling course content is a concern, a competency exam may be required.

### Foundation Courses

To meet the needs of well-prepared graduate students who are motivated to complete the leveling requirements in a shorter but more intensive time period, the COB periodically offers Web-based courses, BUS 582 through BUS 588. This sequence of courses, when combined with STAT 213, will meet the leveling requirements.

BUS	582	Foundations of Management
BUS	583	Accounting Foundations for Management
BUS	585	Marketing Foundations for Management
BUS	586	Legal Foundations of Management
BUS	587	Economic Foundations of Management
BUS	588	Financial Foundations of Management

### MBA Program Requirements

#### Core requirements

The following eight core courses must be completed for graduate credit by each candidate:

ACCT	551	Managerial Accounting
BUS	518	Managerial Research Methods
BUS	553	Strategic Management
ECON	525	Managerial Economics
FIN	541	Managerial Finance
MGT	501	Production Management and Quantitative Analysis
MGT	513	Organizational Behavior
MKT	517	Marketing Management

The graduate coordinator will evaluate undergraduate work related to the core prior to admission to determine undergraduate common body of knowledge courses required and the appropriateness of enrollment in the MBA core courses. Appropriate substitutes to core requirements must be approved by the student's graduate advisory committee, the graduate coordinator, and the dean of the Graduate School.

### Electives

In addition to the core, candidates pursuing the thesis plan are required to complete the thesis and one additional three-hour course to be selected from a list of approved graduate courses on file with the graduate coordinator. For students pursuing the non-thesis option, three additional courses (nine semester hours) are required in addition to the core courses. All courses selected for a candidate's program must meet with the approval of his or her graduate advisory committee, the graduate coordinator, and the dean of the Graduate School.

### Other

The COB ordinarily accepts graduate transfer credit only from institutions or programs that are professionally accredited by ACBSP or AACSB. All requests for transfer credit must have approval of the COB Graduate Committee.

The application of workshop credit hours to the MBA degree is discouraged. A maximum of three credits is, however, allowed with **prior** written approval by the student's graduate advisory committee. Such credits **will not** be applied to the student's degree plan if that degree plan reflects transfer credits.

Three-credit-hour courses which are scheduled for less than eight weeks will not be accepted as part of a degree program in the COB, except with prior written approval of the graduate coordinator for the COB.

No student may enroll in or accumulate more than nine credit hours of graduate courses in the COB unless he/she meets one of the following criteria: 1) removal of all undergraduate deficiencies and filing of the appropriate degree plan, 2) be accepted as a non-degree seeking student, or 3) obtain written permission from the graduate coordinator and the dean of the Graduate School.

Full-time students with undergraduate degrees in business ordinarily complete degree requirements in two years. Students with bachelor's degrees in other disciplines may require additional time in which to complete the leveling requirements. Part-time students will take proportionately more time.

Comprehensive exams are required for all MBA degree plans and must be taken within 12 months after completing the last academic course in the degree plan. Only students accepted for MBA Candidacy are eligible to complete the Comprehensive exam.

### Graduate Assistantships

The COB offers a limited number of Graduate Assistantship (GA) positions. In addition to the Graduate School requirements for GAs, the COB:

1. offers GA positions on a semester-by-semester basis,
2. requires individuals seeking a GA position within the College to file an application with the MBA coordinator, and
3. requires MBA Candidacy status for continuation of GA assignment beyond 12 graduate credit hours.