



**COLLEGE OF BUSINESS
AND PUBLIC ADMINISTRATION**
CSU BAKERSFIELD™

PROSPECTIVE STUDENT GUIDE

MASTER OF BUSINESS ADMINISTRATION

**MBA Main Campus
MBA Online**

CALIFORNIA STATE UNIVERSITY,
BAKERSFIELD

FALL & SPRING



“Developing Innovative Business Leaders”

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MBA Application Period & Contact Info

Spring 2025:

August 01, 2024 - November 03, 2024

- Apply through: <https://www2.calstate.edu/apply>
 - Select MBA, MBA online, or MBA Antelope Valley
 - Online Application, official transcripts, resume, letters of recommendation, statement of purpose, and GMAT/GRE scores (if required) must be submitted by November 03, 2024.
 - If you cannot provide all the documents above by the stated deadline, please apply for the next term.

Fall 2025:

October 01, 2024 - June 03, 2025

- Apply through: <https://www2.calstate.edu/apply>
 - Select MBA, MBA online, or MBA Antelope Valley
 - Online Application, official transcripts, resume, letters of recommendation, statement of purpose, and GMAT/GRE scores (if required) must be submitted by June 03, 2025.
 - If you cannot provide all the documents above by the stated deadline, please apply for the next term.

MBA Director

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International Admissions Office

Email: internationaladmission@csub.edu

Phone: (661) 654-6113

Office: ENT 102

Website: csub.edu/isp/contact-international-students

Financial Aid Office

Email: finaid@csub.edu

Phone: (661) 654-3016

Office: SA 114

Website: csub.edu/financial-aid

Admission Requirements

1. Hold a baccalaureate degree from an accredited four-year university.
2. Have at least 2.75, on a 4.0 scale, undergraduate GPA (overall or last 60 semester units).
3. Complete the GMAT or the GRE:
 - The minimum GMAT score is 500. For more information on the GMAT, see mba.com.
 - The minimum GRE scores are 148 (verbal section) and 149 (quantitative section). For more information on the GRE, see ets.org.
4. Complete/Satisfy the five pre-requisite courses before the start of your first semester (see next page for details).

Seeking to Waive the GMAT/GRE?:

1. ***Undergraduate GPA:***
 - A business degree from an AACSB accredited school with a minimum GPA of 3.0 (cumulative or last 60 units) or a non-business degree with a minimum GPA of 3.2 (cumulative or last 60 units).
2. ***Professional Experience:***
 - At least five years of full-time professional work experience, with internal promotion above entry-level and/or managerial role over people and/or budgets.
 - This work experience requires a bachelor's degree.
 - This work experience must be attained after completing a bachelor's degree.
 - An interview with the MBA admission committee and a letter from the supervisor/Manager attesting to the level of work responsibilities will be required.
3. ***National Certification:***
 - 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)
 - Other national certifications may be considered
4. ***Business Owner:***
 - For business owners and operators: provision of documents establishing significant involvement in a multi-employee business and other qualifications.
 - An interview with the MBA admission committee will be required.
5. ***Ph.D./Terminal degree from an accredited institution.***

Program Admission Prerequisite Courses

All MBA applicants will be expected to demonstrate competency in the following areas identified as program prerequisites: **Passed with a “B” or above.**

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. Principles 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 (**with a “B” or above**).
2. The CSUB MBA program has introduced low-cost and self-paced foundation knowledge courses that will satisfy the foundation requirements.
 - These must be completed by the start of your first semester.
 - The online self-guided classes are \$100.00 each.

[Self-register here](#) or follow this link: mbaprepworks.com/local/iomad_signup/signup.php?id=13&code=CaliforniaBakersfieldMBA

Once you have created your MBAPrepWorks account, please read the information below.

Please read the instructions below before starting these courses. Technical support can be obtained by clicking on the Customer Service Link on the right side of the screen. Other questions about the program should be directed to your MBA program advisor.

General Instructions: The average completion time for each course is about 15-25 hours (depending on the course and your background). We suggest you use the Bookmark feature to mark the link to the course you are working on in your browser. The courses contain video and animations, so a high-speed internet connection is required.

To start a course, purchase the course by clicking the "go to shop" button under the "buy courses" header on the right side of the page. When you arrive at the online store click "shop" and once the courses load on the page you can add to cart, checkout, etc. Once your payment is complete click on the course tile to access the course.

To complete a course, follow these steps for each chapter:

- Read the chapter text.
- Complete the chapter in the following order: key concepts, reading comprehension quiz, problems and exercises, video summary where applicable, and finally, the chapter quiz.
- These activities are interactive, so expect feedback as you work through the quizzes, problems and exercises. The feedback is a tool to gauge how well you comprehend the material presented. The chapter activities can be accessed and reviewed as many times as you wish.
- Once you are comfortable with the chapter material, take the practice chapter quiz.
- You must complete the Chapter Self-Assessment at the end of each chapter before the Course Final Exam will open for you.

Important Final Exam Information:

Once you complete all the chapters in a course, you will be tested on your comprehension in that subject area via a proctored Course Final Exam. After thoroughly reviewing the chapter materials and activities, you should be well prepared.

- You must use the Respondus proctoring service while taking the Final Exam for each course. Instructions for using the Respondus service are given at the link below. We strongly encourage you to take the FREE Respondus Practice Exam course before attempting your first Course Final Exam. This course has only one activity - a non-graded three-question quiz which gives you the opportunity to see how a Respondus-proctored test works in a stress-free setting before attempting a Final Exam or Course Assessment.
- PLEASE NOTE, **you ARE allowed to use a physical calculator during this exam!**
- The Course Final Exam consists of 40 multiple-choice questions.
- The questions are randomly selected from a larger question pool, so no two tests within a subject area are identical.
- You have 3 attempts to pass the Final Exam.
- You have unlimited time to complete the Final Exam.
- You must earn a score of 80% or more to pass the Final Exam.

Application Requirements

Application Steps:

1. Complete the online application at <https://www2.calstate.edu/apply>.
 - Upload your resume as part of the online application.
 - Upload your statement of purpose as part of the online application.
 - The statement of purpose should be no more than two pages.
 - It should discuss your background and why you are pursuing a Master of Business Administration (MBA).
2. Provide two letters of recommendation (*Academic or Professional*).
 - Letters of recommendation can be requested through the online application.
 - Or emailed directly to MBA@csub.edu.
 - If the letters are emailed, please use this format:

Letterhead
Identifying Information including address & phone number
Body <ul style="list-style-type: none">- Length and nature of relationship- Ability, knowledge, and skills for a master level education program- Level of confidence in the applicant's ability to complete the program
Signature & Date

3. *Provide one official transcript from each college or university attended.
 - Do not provide transcripts if you graduated or are graduating from CSUB.
 - Any transcript from a college/university outside the USA will require a course-by-course analysis.
 - Use: wes.org/ww to contact WES directly for instructions and costs.
 - 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

4. During the application process, you will be notified if you require GMAT or GRE scores.
5. International Students, please refer to the next page for additional requirements.

International Student Requirements

After submitting your online application through [Cal State Apply](#), International Admission will email you items 1 and 2 from the list below.

1. Affidavit of Financial Support

- All international students must complete the CSUB Financial Affidavit.
- If you are on a government scholarship, complete this form. List your government as your sponsor. Your government does not need to sign.
- If you are on an athletic scholarship, list CSUB Athletics as your sponsor. CSUB athletics must not sign but provide your scholarship/award letter.

2. International Student Insurance Agreement Form

- All students must complete this, even if your government or athletic scholarship covers your insurance. If you have dependents, they will be charged for health insurance.

3. Bank Statement and/or Proof of Financial Support:

- Bank statements in English reflect and certify \$34,000 in your or your sponsor's account (no older than six months).
- For students sponsored by a government, please provide your "Admissions Purposes Financial Guarantee."
- For students sponsored by Athletics, please provide your scholarship letter.

4. English Proficiency Requirements: One from below:

- TOEFL - score of 79 or above. Scores can be sent electronically to CSUB via school code 4110
- IELTS - score of 6.5 or above
- Duolingo English Test – Minimum score of 105 for GRAD
- PTE minimum score of 58

5. Clear Copy of Your Passport

- A clear copy of the picture page of your unexpired Passport

Once you have obtained documents 1 through 5, UPLOAD them through this link: <https://www.csub.edu/isp/document-upload>, or MAIL them to:

ATT: International Admissions
California State University-Bakersfield
9001 Stockdale Highway
Mail Stop: 71 ENT
Bakersfield, CA 93311
United States of America

Pre-Assessments for Newly Admitted MBA Students

All newly admitted students must take two pre-assessments before starting their first semester in the MBA program. The results of these pre-assessments will be used to improve the MBA program and will not impact your admission. The first pre-assessment is the Defining Issues Test (DIT-2), which focuses on the interrelationships between society, business, and government. The second pre-assessment is the Major Field Test (MFT), which examines current business knowledge.

Defining Issues Test (DIT-2)

The Defining Issues Test, or DIT, is a device for activating moral schemas (to the extent that a person has developed them) and for assessing these schemas in terms of importance judgments. The DIT has dilemmas and standard items, and the subject's task is to rate and rank the items in terms of their moral importance. As the subject encounters an item that makes sense and taps into the subject's preferred schema, that item is rated and ranked as highly important. Alternatively, when the subject encounters an item that either doesn't make sense or seems simplistic and unconvincing, the item receives a low rating and is passed over for the next item. The items of the DIT balance "bottom-up" processing (stating just enough of a line of argument to activate a schema) with "top-down" processing (not a full line of argument so that the subject has to "fill in" the meaning from an existing schema). In the DIT, we are interested in knowing which schemas the subject brings to the task. Presumably, those are the "bedrock" schemas that structure and guide the subject's thinking in decision-making beyond the test situation.

Source: <https://ethicaldevelopment.ua.edu/measures-of-ethical-development.html>

Major Field Test (MFT)

The Major Field Tests (MFTs) are comprehensive undergraduate and MBA outcomes assessments designed to measure the critical knowledge and understanding obtained by students in an academic major. The Major Field Tests go beyond the measurement of factual knowledge by helping you evaluate your students' ability to:

- analyze and solve problems
- understand relationships
- interpret material from their major field of study

As the only comprehensive national assessment for program evaluation of its kind, this test consists of 124 multiple-choice questions, half of which are based on short case-study scenarios. Questions employ materials such as diagrams, graphs and statistical data. Mathematical operations do not require a calculator. Most of the questions require knowledge of specific information drawn from marketing, management, finance and managerial accounting, or a combination of these.

Source: <https://www.ets.org/mft/about.html>

MBA Program Curriculum

Grade Point Average (GPA)

- All graduate students must maintain a cumulative 3.0-grade point average in all coursework. Students who receive below a “B-” in any course cannot use that result to fulfill any degree requirement.
- Students admitted on a Conditional basis (such as waiving the GMAT/GRE) must receive a “B” or above in their first 4 MBA courses and can receive a “B-” or above in the remaining 8 courses.

Enrollment Requirement

- This is a **2-year program**; students may enroll in one, two, or three courses per semester until the program is completed. Students may not enroll in more than three courses per semester unless the MBA Director approves the request.

Core Courses (27 units)

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
5. **Management 6100:** Human Resource Management
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 (9 units)

- All admitted students must take 3 elective courses and the 9 core courses mentioned above.
- Electives vary by semester.
- *Up to 6 graduate units may be transferred from other institutions
 - Transfer courses require a syllabus for evaluation before they can be considered for transfer.
 - If a course was used to award a different degree, it cannot be transferred.

Course Cycle: Main Campus

Main campus courses are offered Monday-Thursday twice a week in the evenings, Friday evening once a week, or Saturday mornings. Main campus students may also take online electives for flexibility.

FALL 2022	SPRING 2023	FALL 2023	SPRING 2024
ACCT 6200	FIN 6000	ACCT 6200	FIN 6000
MGMT 6020	MGMT 6050	MGMT 6020	MGMT 6050
MGMT 6900	MGMT 6100	MGMT 6900	MGMT 6100
MKTG 6000	MIS 6100	MKTG 6000	MIS 6100
BA 6900	BA 6900	BA 6900	BA 6900
ELECTIVE 1	ELECTIVE 1	ELECTIVE 1	ELECTIVE 1
ELECTIVE 2	ELECTIVE 2	ELECTIVE 2	ELECTIVE 2
FALL 2024	SPRING 2025	FALL 2025	SPRING 2026
ACCT 6200	FIN 6000	ACCT 6200	FIN 6000
MGMT 6020	MGMT 6050	MGMT 6020	MGMT 6050
MGMT 6900	MGMT 6100	MGMT 6900	MGMT 6100
MKTG 6000	MIS 6100	MKTG 6000	MIS 6100
BA 6900	BA 6900	BA 6900	BA 6900
ELECTIVE 1	ELECTIVE 1	ELECTIVE 1	ELECTIVE 1
ELECTIVE 2	ELECTIVE 2	ELECTIVE 2	ELECTIVE 2
FALL 2026	SPRING 2027	FALL 2027	SPRING 2028
ACCT 6200	FIN 6000	ACCT 6200	FIN 6000
MGMT 6020	MGMT 6050	MGMT 6020	MGMT 6050
MGMT 6900	MGMT 6100	MGMT 6900	MGMT 6100
MKTG 6000	MIS 6100	MKTG 6000	MIS 6100
BA 6900	BA 6900	BA 6900	BA 6900
ELECTIVE 1	ELECTIVE 1	ELECTIVE 1	ELECTIVE 1
ELECTIVE 2	ELECTIVE 2	ELECTIVE 2	ELECTIVE 2

Course Cycle: Online

Online courses are offered fully online or via Zoom without needing to come to campus for any reason. Online students may also take on-campus electives if they live close to the campus and are interested in an elective not offered online.

FALL 2022	SPRING 2023	FALL 2023	SPRING 2024
FIN 6000	ACCT 6200	FIN 6000	ACCT 6200
MGMT 6050	MGMT 6020	MGMT 6050	MGMT 6020
MGMT 6100	MGMT 6900	MGMT 6100	MGMT 6900
MIS 6100	MKTG 6000	MIS 6100	MKTG 6000
BA 6900	BA 6900	BA 6900	BA 6900
Elective 1	Elective 1	Elective 1	Elective 1
Elective 2	Elective 2	Elective 2	Elective 2
FALL 2024	SPRING 2025	FALL 2025	SPRING 2026
FIN 6000	ACCT 6200	FIN 6000	ACCT 6200
MGMT 6050	MGMT 6020	MGMT 6050	MGMT 6020
MGMT 6100	MGMT 6900	MGMT 6100	MGMT 6900
MIS 6100	MKTG 6000	MIS 6100	MKTG 6000
BA 6900	BA 6900	BA 6900	BA 6900
Elective 1	Elective 1	Elective 1	Elective 1
Elective 2	Elective 2	Elective 2	Elective 2
FALL 2026	SPRING 2027	FALL 2027	SPRING 2028
FIN 6000	ACCT 6200	FIN 6000	ACCT 6200
MGMT 6050	MGMT 6020	MGMT 6050	MGMT 6020
MGMT 6100	MGMT 6900	MGMT 6100	MGMT 6900
MIS 6100	MKTG 6000	MIS 6100	MKTG 6000
BA 6900	BA 6900	BA 6900	BA 6900
Elective 1	Elective 1	Elective 1	Elective 1
Elective 2	Elective 2	Elective 2	Elective 2

Course Cycle: Summer Courses

Summer courses are open to all MBA students (Main campus, online, and Antelope Valley campus). In addition, these courses are offered online (either fully online or via Zoom).

SUMMER 2022	SUMMER 2023	SUMMER 2024	SUMMER 2025
MGMT 6050	MGMT 6020	MIS 6100	ACCT 6200
MGMT 6100	MGMT 6900	MKTG 6000	FIN 6000
Elective 1	Elective 1	Elective 1	Elective 1
Elective 2	Elective 2	Elective 2	Elective 2
SUMMER 2026	SUMMER 2027	SUMMER 2028	SUMMER 2029
MGMT 6050	MGMT 6020	MIS 6100	ACCT 6200
MGMT 6100	MGMT 6900	MKTG 6000	FIN 6000
Elective 1	Elective 1	Elective 1	Elective 1
Elective 2	Elective 2	Elective 2	Elective 2

GMAT vs. GRE

GMAT vs. GRE: Structure and Scoring

	GMAT	GRE
Length	2 hours and 15 minutes	1 hour and 58 minutes
Number of Essays	0	1
Multiple-choice Questions	64	54
Number of Sections	3 multiple-choice	2 multiple-choice + 1 writing section
Composite Scoring	Composite GMAT scores range from 205-805 in ten-point increments	Verbal and Quantitative Reasoning each have score ranges from 130-170, in one-point increments, for a total score of 260-340
Cost	\$275 - \$300	\$220
How Long Are Scores Valid?	Five years	Five years
CSUB MBA Scores For Admissions	500 or above	Verbal: 148 or above Quantitative: 149 or above

GMAT General Info

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

The GMAT has three separate sections:

1. **Quantitative Reasoning**—This section measures your algebraic and arithmetic foundational knowledge and how you apply this knowledge to solve problems. It is composed of 21 **Problem-Solving** questions.
 - These types of questions require some knowledge of arithmetic and elementary algebra. Answering these questions correctly relies on logic and analytical skills, not the underlying math skills. You cannot use a calculator while working on this section.
2. **Verbal Reasoning**—This section measures your ability to read and comprehend written material and to reason and evaluate arguments. It is composed of 23 **Reading Comprehension** and **Critical Reasoning** questions.
 - Reading Comprehension questions measure your ability to understand words and statements, understand logical relationships between significant points, draw inferences, and follow the development of quantitative concepts. Specifically, the following reading skills will be tested: main idea, supporting idea, inference, application, logical structure, and style.
 - Critical Reasoning questions measure your ability to make arguments, evaluate arguments, and formulate or evaluate a plan of action. Critical Reasoning questions are based on a short reading passage, usually fewer than 100 words. Typically, the short text comes with a question that asks you which of the five answer options strengthens or weakens an argument, tells why the argument is flawed, or strongly supports or damages the argument. You will not need specialized knowledge of the subject matter to answer the questions.
3. **Data Insights** – The Data Insights section measures candidates’ ability to analyze and interpret data and apply it to real-world business scenarios. It also measures digital and data literacy—one of the most relevant and in-demand skills in business today. It is composed of 20 questions that ask you to assess how multiple sources and types of information – including graphic, numeric, and verbal – relate to one another and can be leveraged to make informed decisions. Questions may require math, data analysis, verbal reasoning, or all three. You can use an on-screen calculator while working on this section.
 - The question types you'll find in this section are: **Data Sufficiency**: Measures your ability to analyze a quantitative problem, recognize which data is relevant, and determine at what point there is enough data to solve the problem. **Multi-Source Reasoning**: Measures your ability to examine data from multiple sources including text passages, tables, graphics, or some combination of the three—and to analyze each source of data carefully to answer multiple questions. **Table Analysis**: Measures your ability to sort and analyze a table of data, similar to a spreadsheet, in order to determine what information is relevant or meets certain conditions. **Graphics Interpretation**: Measures your ability to interpret the information presented in a graph or other graphical image (scatter plot, x/y graph, bar chart, pie chart, or statistical curve distribution) to discern relationships, and make inferences. **Two-Part Analysis**: Measures your ability to solve complex problems. They could be quantitative, verbal, or some combination of both.

GRE General Info

Register through: 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 various graduate school programs**, while the GMAT is only used to apply to business schools.

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

1. *Quantitative Reasoning*

- The Quantitative Reasoning section measures your ability to understand, interpret, and analyze quantitative information, solve problems using mathematical models apply basic skills and elementary concepts of arithmetic, algebra, geometry, and data analysis.

2. *Analytical Reasoning*

- The Verbal Reasoning section measures your ability to analyze and draw conclusions from discourse; reason from incomplete data; identify author's assumptions and/or perspective; understand multiple levels of meaning, such as literal, figurative and author's intent select important points; distinguish major from minor or irrelevant points; summarize text; understand the structure of a text understand the meaning of individual words, sentences and entire texts; understand relationships among words and among concepts

3. *Analytical Writing*

- The Analytical Writing section measures your ability to articulate complex ideas clearly and effectively support ideas with relevant reasons and examples sustain a well-focused, coherent discussion control the elements of standard written English
- It requires you to provide **focused responses** based on the tasks presented, so you can accurately demonstrate your skill in directly responding to a task.

Tuition and Fees Per Semester

Examples for the 2024-2025 Academic Year
The MBA program has a total of 12 courses (36 units).

This is only an example; for a complete fee breakdown, visit the [Financial Aid Office](#) or contact financial aid at 661-654-3016.

California Resident (example)

0 to 6 units

- \$2,208 Tuition
- \$285 Professional Program Fee per unit (multiply by units taken)
- \$1,003 Campus Fees (various)

6.1 or more units

- \$3,804 Tuition
- \$285 Professional Program Fee per unit (multiply by units taken)
- \$1,003 Campus Fees (various)

Non-California Resident (example)

0 to 6 units

- \$2,208 Tuition
- \$285 Professional Program Fee per unit (multiply by units taken)
- \$420 Non-Resident Fee per unit (multiply by units taken)
- \$1,003 Campus Fees (various)

6.1 or more units

- \$3,804 Tuition
- \$285 Professional Program Fee per unit (multiply by units taken)
- \$420 Non-Resident Fee per unit (multiply by units taken)
- \$1,003 Campus Fees (various)

*Graduate Business Professional Program Fee is \$285 per unit.

*Non-California Resident Fees are an extra \$420 per unit.

Campus Map

Interactive map: maps.csub.edu

