



**COLLEGE OF BUSINESS  
AND PUBLIC ADMINISTRATION**  
CSU BAKERSFIELD <sup>TM</sup>

## STUDENT HANDBOOK

(Revised: August 2025)

## MASTER OF BUSINESS ADMINISTRATION (MBA)



# Table of Contents

MBA Mission and Goals .....	3
Contact Information .....	4
Academic Integrity Policy .....	5
Academic Notice and Academic Disqualification .....	6
Student ID .....	7
<b>CSUB RunnerCard</b> .....	7
Academic Calendar Fall 2025.....	8
Academic Calendar Spring 2026 .....	9
Graduate Lab Access .....	10
MBA Course Requirements.....	11
<b>Core Courses</b> .....	11
<b>Elective Courses</b> .....	11
<b>Grade Point Average (GPA)</b> .....	11
<b>Planned Educational Leave</b> .....	11
Course Cycle: Main Campus.....	12
Course Cycle: Online .....	13
Course Cycle: Summer Courses .....	14
How to Make Payments .....	14
<b>Tuition and Fees Per Semester</b> .....	15
Applying for Graduation.....	16
Email Communication .....	17
Course Descriptions .....	18
<b>Core Courses</b> .....	18
<b>Elective Courses</b> .....	19
Campus Map .....	20

# MBA Mission and Goals

## Program Description

The Master of Business Administration degree offers critical preparation needed by working professionals for challenging careers in business. Competing in the complex, rapidly changing environment of business and public sectors requires having the knowledge, skills, and values that the MBA degree provides. The CSUB MBA program is continuously assessing and evaluating itself to provide advanced business knowledge to prepare professionals for the changing global market place. Individuals from all areas of study (business and not-business) and industry (private and public sector) are welcome to apply.

## Mission

The mission of the MBA program is to provide our region with an advanced business education which will foster a commitment to lifelong learning and facilitate the career growth of our graduates.

## Values

The faculty and the students of the CSUB MBA program will work together to create an environment that is supportive of the highest standards of ethical behavior.

## Professional and Academic Standards

The MBA program acknowledges the significant impact of business on society. Consequently, those admitted to the program, retained, and awarded degrees; must demonstrate academic and professional integrity in all activities. In addition, all established university academic performance and student conduct standards for graduate students apply. Any student or applicant that is found by formal review to be lacking in academic integrity or in professional ethical standards of behavior may be denied admission, placed on notice, suspended, or dismissed from the program. Such actions are subject to university review and appeal.

## Program Goals

**Goal 1:** The MBA graduate will demonstrate advanced knowledge of all the functional areas of business and the external business environment.

**Goal 2:** The MBA graduate will demonstrate professional presentation and communication skills.

**Goal 3:** The MBA graduate will demonstrate complex problem-solving skills.

**Goal 4:** The MBA graduate will have explored personal and professional ethical frameworks.

## **Professional and Academic Standards**

The MBA program acknowledges the significant impact of business on society. Consequently, those admitted to the program, retained, and awarded degrees, must possess, develop and demonstrate academic and professional integrity in all activities. They should be able to inspire public confidence and trust in business and in CSUB MBAs. In addition, all established university academic performance and student conduct standards for graduate students apply. Any student or applicant that is found by formal review to be lacking in academic integrity or in professional ethical standards of behavior may be denied admission, placed on notice, suspended, or dismissed from the program. Such actions are, of course, subject to university review and appeal.

## **Accreditation**

The CSUB MBA program is the only program in its region accredited by The Association to Advance Collegiate Schools of Business-International (AACSB). “AACSB International accreditation represents the highest standard of achievement for business schools worldwide. Institutions that earn accreditation confirm their commitment to quality and continuous improvement through a rigorous and comprehensive peer review. AACSB accreditation is the hallmark of excellence in management education.” (Source: The Association to Advance Collegiate Schools of Business, Tampa, Florida USA)

# **Contact Information**

### **MBA Director**

Sumita Sarma, Ph.D  
Associate Professor of Management  
Email: [ssarma@csub.edu](mailto:ssarma@csub.edu)  
Office: BDC 232A

### **Graduate Programs Advisor**

Luis Hernandez, M.P.A., MBA  
Email: [MBA@csub.edu](mailto:MBA@csub.edu)  
Office: BDC 120A

### **Graduate Admissions Office**

Email: [graduateadmissions@csub.edu](mailto:graduateadmissions@csub.edu)  
Website: [www.csub.edu/graduate-admissions/](http://www.csub.edu/graduate-admissions/)

### **International Admissions Office**

Email: [internationaladmission@csub.edu](mailto:internationaladmission@csub.edu)  
Website: [csub.edu/isp/contact-international-students](http://csub.edu/isp/contact-international-students)

### **Financial Aid Office**

Email: [finaid@csub.edu](mailto:finaid@csub.edu)  
Website: [csub.edu/financial-aid](http://csub.edu/financial-aid)

# Academic Integrity Policy

## Philosophy on Academic Integrity:

The California State University, Bakersfield (CSUB) Guiding Principles begin with the commitment to academic excellence and pursuit of integrity and truth. CSUB administrators, faculty, staff, and students are expected to honor and uphold these principles and in so doing protect the integrity of all academic work. A degree at CSUB is a product of our campus's commitment to ethical behavior, academic integrity, and academic excellence. When a violation of academic integrity occurs, it diminishes the value of that degree and impacts the reputation of our campus.

**Policy:** Students at CSUB are expected to do all their academic work (coursework, assignments, exams, research, etc.) without getting or giving unauthorized assistance. Faculty have the responsibility of planning and supervising academic work so that honest effort is encouraged and positively reinforced.

## Types of Academic Integrity Violations:

Academic integrity violations include, but are not limited to, plagiarizing, cheating, providing unauthorized assistance, collaborating with other students without the approval of the instructor, using technology improperly, and falsifying university documents to gain an unfair academic advantage, improve a grade, or obtain course credit. Academic Integrity violations are listed in the Student Conduct Code and the University Handbook, and all offenses listed below, but not limited to the following, are taken seriously.

**Plagiarism** is claiming the published or unpublished work of someone else as your own. This includes handing in someone else's work; turning in copied or purchased compositions; using paragraphs, sentences, phrases, words, or ideas, including paraphrasing, written by another writer; or using data and/or statistics compiled by someone else as your own without giving appropriate credit to the original writer. Plagiarism also includes using work submitted in another class without permission of the instructor.

**Cheating** includes, but is not limited to, using "cheat (crib) sheets" or notes during an exam without the approval of the instructor, copying from someone else or looking at another student's answers during an exam, using books or outside sources without permission during an exam or assignment, receiving answers on an exam or assignment from someone else, or using an online source to obtain answers without approval.

**Unauthorized Assistance** is providing answers or information on an assignment or exam to a fellow student without approval of the instructor.

**Unauthorized Collaboration** is working with others on an assignment or exam without approval of the instructor and/or copying from someone else without their knowledge. Both unauthorized assistance and collaboration interfere with the ability of the instructor to evaluate the individual student's performance in their course.

**Improper use of technology** includes using computers, computer programs, cell phones, calculators, or other software or electronic aids to gain an unfair academic advantage without permission of the instructor.

**Falsification of University Documents** includes, but is not limited to, falsifying signatures, such as another student's signature or a faculty/staff signature, on a university form (for example, an add/drop form).

## **Academic Notice and Academic Disqualification**

All graduate and post-baccalaureate students should be aware of the following policies. Students enrolled in a second baccalaureate degree program are governed by the academic standards for undergraduate students.

### **Academic Notice for Graduate Students**

In general, a graduate student shall be subject to academic notice at the end of any academic term where the student's grade point average for all course work that is in the Plan of Study falls below a "B" (3.0) average. However, students admitted to a graduate program may be subject to academic notice when their performance is judged to be unsatisfactory with respect to the scholastic and/or professional standards established by the individual graduate program. The appropriate program director will initiate the Academic Notice process using the Academic Notice form. Judgment of performance will be based upon a review by the graduate program director and the Office of Academic Programs. All graduate students are encouraged to consult with their respective graduate program directors regarding acceptable scholastic and/or professional standards established by the graduate program. A separate policy applies to graduate students with conditionally classified standing. Please see above section titled Graduate Student Standings for that policy.

A post-baccalaureate classified student shall be subject to academic notice at the end of any academic term where the student's grade point average for all course work attempted at CSUB, subsequent to admission as a post-baccalaureate student, falls below 2.50 GPA. The appropriate credential program director or faculty advisor will initiate the Academic Notice process using the Academic Notice form.

### **Academic Disqualification for Graduate Students and Post-Baccalaureate Students**

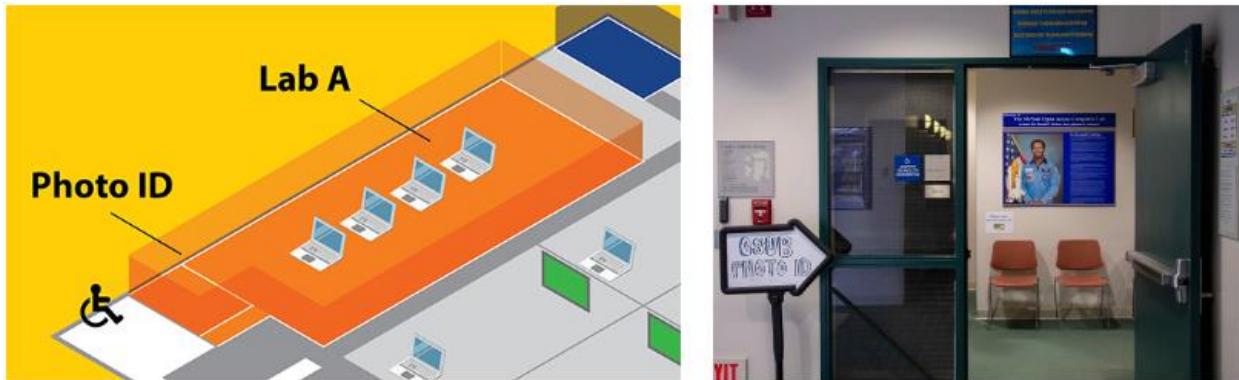
A graduate student shall be subject to academic disqualification if, while on academic notice, the student fails to satisfy the conditions of notice and attain a 3.00 GPA or when their performance does not improve with respect to the scholastic and/or professional standards established by the individual graduate program. Academic disqualification shall be initiated by the program director using the Academic Disqualification form, reviewed by the appropriate academic dean, and approved by the Office of Academic Programs.

A post-baccalaureate classified student shall be subject to academic disqualification if, while on academic notice, the student fails to earn sufficient grade points necessary to be removed from

academic notice status and attain a 2.50 GPA. Academic disqualification for post-baccalaureate classified students shall be initiated by the appropriate credential program director or faculty advisor, reviewed by the appropriate academic dean, and approved by the Office of Academic Programs.

## Student ID

Location: **Walter W. Stiern Library** (refer to building 43 by parking lot D, in the campus map located at the end of this handbook)



The students' first ID is free, first replacement is \$5, all subsequent replacements are \$10.

### ***CSUB RunnerCard***

The RunnerCard is more than just an ID card - it's your key to security, savings, and convenience at CSUB, along with select community partners. All CSUB students, faculty, and staff are eligible to receive a RunnerCard. The first RunnerCard is free for all students.

During the COVID-19 virtual instruction period and beyond, new RunnerCard photos can be submitted by using the online Photo ID Request form.

**Please fill out an online form to request a student ID:**  
[csub.edu/services/service-areas/photo-id](http://csub.edu/services/service-areas/photo-id)

# Academic Calendar Fall 2025

## Fall Semester, 2025

April 1	.....	<b>Academic Advising</b> for Continuing Students Begins (for Summer 2025 & Fall 2025)
April 28	.....	<b>Registration</b> for Continuing Students Begins (for Summer 2025 & Fall 2025)
May 01	.....	Orientation for Fall 2025 New Undergraduate Students Begins (for Fall 2025)
June 02	.....	<b>Academic Advising</b> for New Transfer Students Begins (for Fall 2025)
June 02	.....	<b>Registration</b> for New Transfer Students Begins (for Fall 2025)
June 02	.....	<b>Registration</b> for New Postbaccalaureate Students
June 19	.....	<b>HOLIDAY</b> – Juneteenth – (Campus Closed)
June 23	.....	<b>Academic Advising</b> for First-Time First-Year Students Begins (for Fall 2025)
June 23	.....	<b>Registration</b> for New First-Time First-Year Students Begins (for Fall 2025)
June 30	.....	Deadline to Apply for <b>Fall 2025</b> Graduation
August 18	.....	<b>ALL FACULTY DUE ON CAMPUS</b>
August 25	.....	<b>First Day of Classes</b>
September 01	.....	<b>HOLIDAY</b> – Labor Day – Campus Closed
September 03	.....	Last Day to Add Classes
September 03	.....	Last Day to Change between Audit and Letter Grading
September 22	.....	Census Day
September 22	.....	Last Day to Change between Credit/No-credit and Letter Grading
September 22	.....	Last Day to Withdraw from Classes without a "W" being recorded
September 26	.....	Last Day for Faculty to Order Course Materials Through Campus Bookstore (for Spring 2026)
September 29	.....	<b>Academic Advising</b> for Continuing Students Begins (for Spring 2026)
October 08	.....	Campus-wide Emergency Evacuation Day
October 20	.....	Last Day to Register to Vote for the CA General Election
October 27	.....	Last Day for Department Chairs/Program Directors to Confirm All the Course Materials Have Been Ordered Through Campus Bookstore (for Spring 2026)
October 27	.....	<b>Registration</b> for Continuing Students Begins (for Spring 2026)
November 04	.....	CA Statewide General Election
November 11	.....	<b>HOLIDAY</b> - Veterans Day – Campus Closed
November 14	.....	Last Day to Withdraw from Classes for a Serious and Compelling Reason
November 17	.....	<b>Academic Advising</b> for New Students Begins (for Spring 2026)
November 17	.....	<b>Registration</b> for New Students Begins (for Spring 2026)
November 17 – 21	.....	SOCI Week (for both Online and Paper SOCIs)
November 26	.....	<b>No Classes</b> - Campus Open
November 27 – 28	.....	<b>HOLIDAY</b> - Thanksgiving - Campus Closed
December 01	.....	Deadline to Apply for <b>Spring 2026</b> Graduation
December 01	.....	Deadline to apply for <b>Summer 2026</b> Graduation
December 08	.....	Last Day to Submit Completed Thesis / Dissertation
December 08	.....	<b>Last Day of Classes</b>
December 09 – 15	.....	Examination Period
December 13	.....	Commencement
December 16-17	.....	Evaluation Days
December 18	.....	Grades Due

**Winter Break: December 19, 2025 - January 15, 2026**

Link to Academic Calendars: [csub.edu/calendars/academic](http://csub.edu/calendars/academic)

# Academic Calendar Spring 2026

## Spring Semester, 2026

September 29	.....	<b>Academic Advising</b> for Continuing Students Begins (for Spring 2026)
October 27	.....	<b>Registration</b> for Continuing Students Begins (for Spring 2026)
November 17	.....	<b>Academic Advising</b> for New Students Begins (for Spring 2026)
November 17	.....	<b>Registration</b> for New Students Begins (for Spring 2026)
December 01	.....	Deadline to Apply for <b>Spring 2026</b> Graduation
December 01	.....	Deadline to Apply for <b>Summer 2026</b> Graduation
January 15	.....	<b>ALL FACULTY DUE ON CAMPUS</b>
January 19	.....	<b>HOLIDAY</b> – Martin Luther King, Jr. Day – Campus Closed
January 20	.....	<b>First Day of Classes</b>
January 29	.....	Last Day to Add Classes
January 29	.....	Last Day to Change between Audit and Letter Grading
February 16	.....	Census Day
February 16	.....	Last Day to Change between Credit/No-credit and Letter Grading
February 16	.....	Last Day to Withdraw from Classes without a "W" being recorded
March 06	.....	Last Day for Faculty to Order Course Materials Through Campus Bookstore (for Summer 2026 and Fall 2026)
March 09	.....	<b>Academic Advising</b> for Continuing Students Begins (for Summer 2026 & Fall 2026)

### **Spring Semester Break: March 30, 2026 – April 5, 2026 (Easter is April 05, 2026)**

March 31	.....	<b>HOLIDAY</b> - Cesar Chavez Day- Campus Closed
April 06	.....	<b>Registration</b> for Continuing Students Begins (for Summer 2026 and Fall 2026)
April 06	.....	Last Day for Department Chairs/Program Directors to Confirm All the Course Materials Have Been Ordered Through Campus Bookstore (for Summer 2026 and Fall 2026)
April 07	.....	Campus-wide Emergency Evacuation Day
April 10	.....	Last Day to Withdraw from Classes for a Serious and Compelling Reason
April 20 – 24	.....	SOCI Week (for both Online and Paper SOCIs)
May 01	.....	<b>Orientation</b> for New Undergraduate Students Begins (for Fall 2026)
May 01	.....	Deadline to Apply for Fall 2026 Graduation
May 11	.....	Last Day to Submit Completed Thesis / Dissertation
May 11	.....	<b>Last Day of Classes</b>
May 12 – 18	.....	Examination Period
May 15 – 16	.....	Commencement
May 18	.....	Last Day to Register to Vote for the CA Primary Election
May 19-20	.....	Evaluation Days
May 21	.....	Grades Due
May 25	.....	<b>HOLIDAY</b> - Memorial Day – Campus Closed
June 2	.....	CA Statewide Primary Election

# Graduate Lab Access

*The Lab is located in the Business Development Center (BDC) Building B on the 2<sup>nd</sup> floor in room 262.*

*The Lab code is emailed to Graduate Students the Friday before classes start, each semester.*

The Occidental Petroleum Graduate Research Lab continues to serve the BPA graduate students 24 hours a day, 365 days a year. In other words, we are open when the library is closed. The lab (and patio) are considered by the students to be an excellent place to study and network with other graduate students. It's your lab – treat it well.

Occidental Petroleum provided funding to build and outfit this room and the patio. Occidental Petroleum felt that the MBA students, MPA students, and MS-HCA students needed a place of their own to study, network, and relax between classes.

All the equipment and furnishings have been suggested by the BPA graduate students. Should you have an idea for something we do not have please send an email to [Lhernandez1@csub.edu](mailto:Lhernandez1@csub.edu) with any suggestions.

## **Restrooms:**

The 1<sup>st</sup> floor of the BDC classroom building closes around 10:00pm. If you need to use the restroom downstairs after that time, go down the stairs to the restroom. Then exit out the end near the elevator. If campus police arrive because a silent alarm has been tripped – point to this note.

## **Security Cameras in Use:**

The occupants of the Grad Lab are protected via video-only surveillance by campus police. Should an emergency arise, and you need immediate police or other assistance, push the red emergency button on the wall by the door and campus police will respond.

# MBA Course Requirements

## ***Core Courses***

All admitted students must complete the following courses:

1. **Accounting 6200:** Accounting for Decision Making and Control
2. **Finance 6000:** Financial Management and Policy
3. **Management 6020:** Operations and Technology Management
4. **Management 6050:** Managerial Skills
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***

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

## ***Grade Point Average (GPA)***

- MBA students must maintain an overall 3.0 GPA per semester enrolled.
- If a student's GPA falls below a 3.0, they will be put on notice for one semester to bring their GPA back to a 3.0 or above.
- Additionally, any course with a grade below a B- will not count toward the MBA degree requirements.
- If a student is accepted conditionally, they must receive a grade of "B" or above on their first 4 classes. If they do not, they are subject to disqualification from the program.

## ***Planned Educational Leave***

Students who have been formally admitted to a graduate degree program and who are making satisfactory progress in the completion of their Plan of Study may request a planned educational leave of absence for periods of up to two (2) years and still maintain continuing student status. Students must complete the Academic Petition for Graduate and Post-Baccalaureate Students form and submit it to their appropriate graduate program director or credential program director along with any necessary supporting documents. All educational leaves of absence for graduate or post-baccalaureate classified students must be approved by the Office of Academic Programs.

# Course Cycle: Main Campus

Main campus courses are offered Monday-Thursday twice a week in the evenings, Friday evenings 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, with no need 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 that is 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). These courses are offered with an online modality (either with ZOOM or with no 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

# How to Make Payments

## How to Pay for Items such as Classes:

1. Log onto [my.csub.edu](http://my.csub.edu) to visit the student center
2. Under *Finances*, click "Account Inquiry & Make Payment"
3. Click the blue "Make a Payment" icon on the lower right
4. In the new CASHNet window, browse the available options and add to your cart
5. Follow the on-screen instructions to proceed with checkout

\*\*Class fees are due the Thursday before class starts/

## How to Pay for Parking Permits:

1. Visit [mycampuspermit.com](http://mycampuspermit.com)
2. Select "CSU Bakersfield" from the list
3. Click "Buy Permit"
4. Follow the on-screen instructions to proceed

\*\*Parking Permit FAQ: [csub.edu/bas/police/parking/permit/index.html](http://csub.edu/bas/police/parking/permit/index.html)

\*\*Frequently Asked Questions: [csub.edu/bas/fiscal/studaccount/Services/FAQ/index.html](http://csub.edu/bas/fiscal/studaccount/Services/FAQ/index.html)

\*\*Student Financial Services: [csub.edu/bas/fiscal/studaccount](http://csub.edu/bas/fiscal/studaccount)

# Tuition and Fees Per Semester

Tuition is expected to increase by 6% annually for the next five years, starting with the 2024-2025 academic year.

For more information, please visit the [Financial Aid Office](#) at [www.csub.edu/financial-aid](http://www.csub.edu/financial-aid) or contact Financial Aid at 661-654-3016.

## 2024-2025 Academic Year Graduate Student Fees per Semester:

Item Fee	0 to 6.0 Units	6.1 and Above
Graduate Tuition/Fee	\$2,208.00	\$3,804.00
ASB Fee	229.35	229.35
Health Facility Fee	3.00	3.00
Health Service Fee	193.80	193.80
Instructional Related Fee	91.25	91.25
Runner Card Fee	6.00	6.00
Student Union/SRC Fees	452.60	452.60
Campus Programming Fee	25.00	25.00
<b>TOTAL FEES</b>	<b>\$3,209.00</b>	<b>\$4,805.00</b>

**GRADUATE PROFESSIONAL BUSINESS FEES (For MBA):** \$285.00 per unit in addition to mandatory fees and nonresident fees (if applicable). If you are **not a resident of California**, *you must add \$420.00 for each unit you take* to your tuition total.

**Example California Resident Tuition for a graduate who wishes to register for three classes (9 units):**

- Total California Resident Tuition and Mandatory Fees: \$4,805.00
- Multiply the number of units (9) by \$285 MBA Fee = \$2,565.00
- Add the two amounts together for a total = \$7,370.00

**Example Non-Resident Tuition for a graduate who wishes to register for three classes (9 units):**

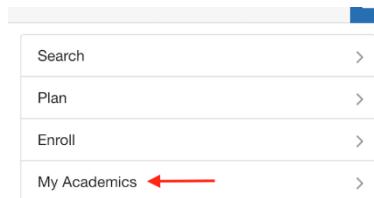
- Total California Resident Tuition and Mandatory Fees: \$4,805.00
- Multiply the number of units (9) by \$285 MBA Fee = \$2,565.00
- Multiply the number of units (9) by \$420 Non-Resident Fee = \$3,780.00
- Add the three amounts together for a total = \$11,150.00

Students may be exempt from non-resident classification if they are a teacher, military service member, California high school graduate who has attended a California high school at least three years, or a dependent child of California residents. If so, you must apply for an exemption every semester through Enrollment Services.

# Applying for Graduation

## Apply:

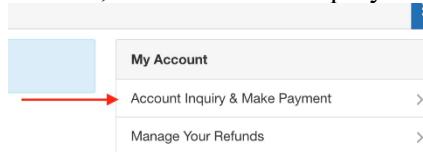
1. Log onto [my.csub.edu](http://my.csub.edu) to visit the student center
2. Under *Academics*, click "My Academics" in the center-right



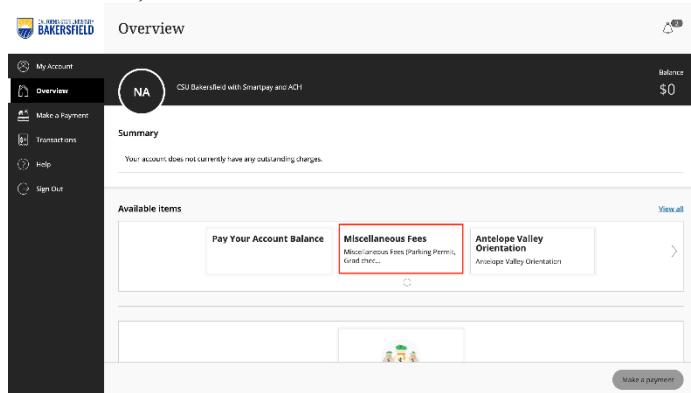
- a.
3. Under *Current Academic Objective*, click "Apply for Graduation"
4. Select your graduation term
5. Click "Continue" to submit the application

## Pay the Application Fee:

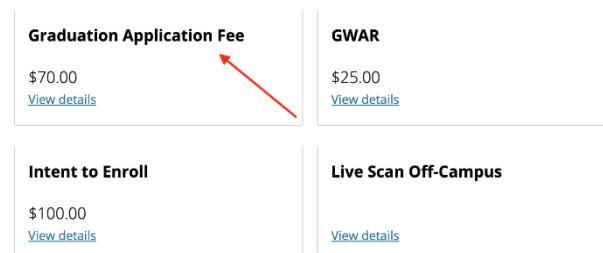
1. Log into [myCSUB](http://myCSUB) to visit the student center
2. Under *Finances*, click "Account Inquiry & Make Payment"



- a.
3. Click the blue "Make a Payment" icon on the lower right
4. In the new window, select "Miscellaneous Fees"



5. Scroll through the options and select "Graduation Application Fee"



- a.
6. Click "add to payment" and "checkout" on the bottom right
7. Finally, follow the instructions to submit the payment
8. Once the fee is submitted, your application will be reviewed, and you will receive a response via email

# Email Communication

## Your Email Addresses

The Student Center provides the ability to maintain your email addresses and mark one of them as preferred. You can have up to 3 email addresses, but only the On-Campus email will display on the Student Center. Click the On-Campus Email link in the Contact Information box to open the Email Addresses page, which will allow you to view your information.

Contact Information	
Mailing Address	Permanent Addr
101 Main Street	None
Springfield, IL	
Main Phone Num	On-Campus Email
None	jdoe@csub.edu

### Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

*Email Type	*Email Address	Preferred	
Home	jdoe@gmail.com	<input type="checkbox"/>	<input type="button" value="delete"/>
On-Campus	jdoe@csub.edu	<input checked="" type="checkbox"/>	<input type="button" value="delete"/>
Other	jdoe@yahoo.com	<input type="checkbox"/>	<input type="button" value="delete"/>

### For Assistance:

Contact: Help Desk  
Phone: 661-654-4357  
Email: [helpdesk@csub.edu](mailto:helpdesk@csub.edu)

# Course Descriptions

## *Core Courses*

### **ACCT 6200 Accounting for Decision Making and Control**

This course examines how accounting information is used in managerial decision-making and control. The course stresses how to use rather than how to prepare accounting reports. Topics to be covered include basic cost concepts, cost volume profit relationships, product costing, differential analysis, strategic product pricing, cost allocation, budgeting and the evaluation of financial performance. This course is designed for MBA and MPA students who have not had ACCT 3030 or its equivalent. Prerequisite: This course is not open to students who have taken ACCT 3030 or its equivalent.

### **FIN 6000 Financial Management and Policy**

This course addresses the formulation of financial policies for obtaining and using financial resources for the purpose of value creation. Heavy emphasis is placed on the analysis of real-world cases that focus on the decisions confronting the financial manager. Statistical analysis, financial analysis, and advanced spreadsheet applications are required. Students will be challenged with both theoretical and practical problems in the following areas: performance analysis, long-term planning, working capital management, capital budgeting, long-term financing, acquisitions, and international financial management. Student presentations are required.

### **MGMT 6020 Operations Management**

This course is an examination of principles related to effective utilization of factors of production in manufacturing and non-manufacturing systems. This course uses extensive readings and case studies to define and analyze problems of productivity improvement, production planning, inventory management, quality control, system design and implementation from the operating manager's perspective. Issues in management of technology-based organizations, capacity planning, scheduling, facilities design, operations strategy in services, and supply chain management will also be explored.

### **MGMT 6050 Managerial Skills**

This course focuses on developing and enhancing managerial skills that are of major importance for current and future career survival and success. Specific skill areas include: self-management, communication, decision making, motivation, delegation, team management, diversity management, negotiation, organizational politics, and change management. The course is primarily experiential in nature with skill assessments, exercises, role-plays, case studies, and group discussion activities being the primary learning tools. Relevant literature from the behavioral sciences will provide a knowledge base for skill development.

### **MGMT 6100 Human Resource Management**

This course provides the graduate level students with the background knowledge and practice in the human resource management (HRM) profession, which is applicable to all supervisors, managers, and leaders. The course gives students an overview of the functional areas of HRM, including recruiting, training, compensation, benefits, performance appraisal, and termination. Knowledge and skills obtained from this course will help students better understand the HR systems in their current or future workplaces and enable them to make better decisions about HR issues that they confront.

### **MGMT 6900 Strategic Management**

Strategy may be defined as the framework for making decision about how to best compete in life, sport, war, and business. Strategic management, then, is both an integration of the various other functions learned within the program such as operation, human resource management, marketing, accounting, and finance, but is also a separate discipline itself. The successful top management team (TMT) in any sized

organization will use it to achieve organization-wide performance and consider a broad range of stakeholders. In this course, we will learn and use the tools of strategic management and will integrate knowledge from other disciplines so as to gain insight and practice in strategic management applied to various situations and realms. Prerequisites: FIN 6000, ACCT 6200, MGMT 6020, MKTG 6000, MKTG 6050 or MGMT 6100.

### **MKTG 6000 Marketing Management**

This course presents development of marketing strategy for the organization and design of integrated product/service, promotion, and distribution programs utilizing systems analysis. It includes intensive analysis of management's marketing problems, including market analyses, pricing, channels of distribution, promotion, competition, product strategies, and marketing research. Applications are emphasized to include research, quantitative, and business analytical techniques through the development of case and project assignments.

### **MIS 6100 Information Systems for Leaders**

Information and information systems (IS) are vital organizational resources and constitute an integral part of managerial decision making. It is important to understand how managers can effectively utilize IS to achieve organizational goals. The objective of this course is to train students to identify, understand, and resolve managerial issues surrounding the use and management of IS in organizations. The course adopts the perspective that, in a world where the half-life of a particular hardware or software technology is often measured in months, developing intuitions about the core concepts to assess and deploy Information Systems is more valuable to future managers than learning the intricate details of a specific technology. The focus of the course is to develop - through cases, lectures, discussions, examples, application development assignments, and a system analysis and design project-insights into when and how MIS can be used to create and enhance an organization's competitive advantage.

### **BA 6900 Master's Culminating Project**

The culminating project provides an opportunity for each student to utilize and demonstrate the tools and understanding he or she has developed during the program. Through a comprehensive interactive competitive simulation, each student will manage a firm in competition with other student-managed firms. At the completion of the simulation, each student will produce a historical account of the firm's performance via an annual report, an account of how the firm responds to its key stakeholder groups via a social audit, and a strategic plan for the future via a business plan. Each student is expected to demonstrate mastery of the essential tools of the business disciplines and an understanding of markets and the external environment.

## ***Elective Courses***

Electives vary by semester. CSUB Course descriptions link: [csub.edu/catalog/course-descriptions](http://csub.edu/catalog/course-descriptions)

# Campus Map

Interactive map: [maps.csub.edu](http://maps.csub.edu)



Name of Building (bldg#)	Grid Location
Administration (#9)	C3
Administration East (#5)	C3
Administration West (#8)	C3
Amphitheater (#62)	A4
Business Development Center	
Offices (#44a)	D3
Classrooms (#44b)	D3
Extended University (#44c)	D3
Rayburn S. Dezember Leadership Development Center (#44d)	D3
Office of the President (#44e)	D3
Child Care (#14)	D2
Classroom Bldg (#1)	B3
Coffee House (#68)	C3
Computing/Telecom Center (#65)	B4
Doré Theatre (#39)	B3
Dorothy Donohue Hall (#32)	C4
Education (#34)	C3
Engineering Modulars (#83)	D3

Name of Building (bldg#)	Grid Location
Environmental Studies Area (ESA) (#42)	E6
Facilities/Corporation Yard (#37)	F4
Facility for Animal Care & Treatment (F.A.C.T.) (#64)	F6
Faculty Towers (#6)	C3
Fine Arts (#2)	B3
Greenhouse (#66)	C5
Handball Courts (#40)	D5
Icardo Center (#52)	E4
J. Antonino Sports Center (#61)	D5
J.R. Hillman Aquatic Center (#45)	D5
Lecture Bldg (#3)	C3
Modular East I (#63b)	C5
Modular East II (#63c)	C5
Modular East III (#63d)	C5
Modular West (#13)	D2
Music Building (#39a)	B3
Nursing Clinical	

Name of Building (bldg#)	Grid Location
Simulation Center (#31a)	D4
Outdoor P.E. Storage (#41)	F5
P.E. Modular A (#33a)	D5
P.E. Modular B (#33b)	D5
P.E. Modular C (#33c)	D5
Performing Arts (#4)	C3
Physical Education (#33)	D4
Plant Operations (#11)	C3
Printshop (#11)	C3
Romberg Nursing Center (#31)	C3
Runner Cafe (#38)	C4
Runner Bookstore (#53)	C5
Satellite Plant (#56)	D2
Science I (#30)	C4
Science II (#36)	C4
Science III (#48)	D4
Shower-Locker (#12)	D3
Student Health Services (#35)	D4
Student Housing Northeast (#54a)	B7

Name of Building (bldg#)	Grid Location
Student Recreation Center (#67)	D5
Student Services (#10)	C3
Student Union/Bookstore (#53)	C5
Testing Center/Emergency Operation Center (EOC) (#31a)	D4
University Advancement (#7)	C2
University Police (#60)	D4
Visual Arts (#82)	B2
Walter Stern Library (#43)	B4
Well Core Repository (#58)	F3

## Legend

- Accessible Entrance
- Accessible Restrooms
- Disabled Parking
- Accessible Route
- Bike Path
- Bus Stop



CSU Bakersfield