



**SCHOOL 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

Fall 2024:

October 01, 2023 - June 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 June 03, 2024.
 - If you cannot provide all documents above by the stated deadline, please apply for the next term.

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 documents above by the stated deadline, please apply for the next term.

MBA Director

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Graduate Programs Coordinator

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Office: BDC 120A

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 Pre-requisite 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 at: mbaprepworks.com/local/iomad_signup/signup.php?id=13&code=CaliforniaBakersfieldMBA

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*).
 - The letters of recommendation can be requested in 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

1. Affidavit of Financial Support

- All international students must complete the CSUB Financial Affidavit, which can be found by clicking [here](#) in the digital version of this guide.
- 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 is found [here](#) in the digital version of this guide.

- All students must fill this out, 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 the English language reflecting and certifying \$30,578 in your or your sponsor's account (no older than 6 months); MBA student's bank statement requirements are \$33,818
- 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 all your required documents, please EMAIL them to Internationaladmission@csub.edu 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 graduate 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 must receive a “B” or above in their first 4 MBA courses and a “B-” or above in the rest of the 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 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.
- While the MBA program does not have formal concentrations, the MBA student may specialize in an area of interest.
- *Up to 9 graduate units may be transferred from other institutions
 - Transfer courses require a course description and/or syllabus for evaluation before they can be applied as a course requirement.
 - 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, 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 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

GMAT vs. GRE

GMAT vs. GRE: Structure and Scoring

	GMAT	GRE
Length	3 hours and 30 minutes	3 hours and 45 minutes
Number of Essays	1	2
Number of Multiple-Choice Questions	90	80 + 20 unscored research questions
Number of Sections	4	6 (Including an unscored research section)
Composite Scoring	Composite GMAT score ranges from 200-800 in ten-point increments	Verbal and Quantitative Reasoning each has score ranges of 130-170, in one-point increments, for a total score of 260-340
Cost	\$250	\$205
How Long Are Scores Valid?	Five years	Five years

GMAT General Info

Register through: mba.com/exams/gmat

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

The GMAT has four separate sections:

1. *Quantitative Reasoning*—measures your ability to analyze data and draw conclusions using reasoning skills
2. *Verbal Reasoning*—measures your ability to read and understand written material, evaluate arguments, and correct written material to conform to standard written English
3. *Analytical Writing Assessment*-measures your ability to think critically and to communicate your ideas-**Not required for CSU and UC Graduates.**
4. *Integrated Reasoning*—measures your ability to analyze data and evaluate information presented in multiple formats (**Not considered for our MBA program**)

Scoring

The Quantitative and Verbal Reasoning sections of the GMAT are computer-adaptive, meaning the difficulty of the test tailors itself to your ability level in real-time. This feature allows the exam to assess your potential with a higher degree of precision and deliver scores that business schools trust.

Here is how it works: The first question you receive in the Verbal or Quantitative sections will be of medium difficulty. As you answer each question, the computer scores your answer and uses it and your responses to any preceding question to select the next question. If you answer the first question correctly, the computer usually gives you a more complicated question. If you answer the first question incorrectly, your next question will be more straightforward. This process continues until you complete the section, using responses to all previously answered questions. At this point, the computer will accurately assess your ability in that subject.

You cannot skip, return to, or change your answers to questions. Instead, the computer uses your response to each question to select the next one.

GRE General Info

Register through: ets.org/gre

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

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

1. *Quantitative Reasoning*—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*—measures your ability to analyze and draw conclusions from discourse; reason from incomplete data; identify the author's assumptions and/or perspective; understand multiple levels of meaning, such as literal, figurative, and author's intent
3. *Analytical Writing*—measures your ability to articulate complex ideas clearly and effectively, support ideas with relevant reasons and examples, examine claims and accompanying evidence, sustain a well-focused, coherent discussion, and control the elements of standard written English.

Scoring

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

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

Unlike the GMAT, where each question determines the difficulty of the next question, on the GRE, your score on the entire section determines the difficulty of the next section on that subject. **On the GRE, you can return to questions you have already answered within a section.**

Tuition and Fees Per Semester

Based on the number of courses
The MBA program has a total of 12 courses.

California Resident (Estimate)

0 to 6 units

\$3,031 Tuition + \$270 Fees per Unit

Example:

- \$3,031 Tuition + \$810 Fees (3 units or one course) = \$3,841
- \$3,031 Tuition + \$1,620 Fees (6 units or two courses) = \$4,651

6.1 or more units

\$4,537 Tuition + \$270 Fees per Unit

Example:

- \$4,537 Tuition + \$2,430 Fees (9 units or three courses) = \$6,967

Non-California Resident (Estimate)

0 to 6 units

\$3,031 Tuition + \$270 Fees per Unit + \$396 Additional Fees per Unit

Example:

- \$3,031 Tuition + \$1,998 Fees (3 units or one course) = \$5,029
- \$3,031 Tuition + \$3,996 Fees (6 units or two courses) = \$7,027

6.1 or more units

\$4,537 Tuition + \$270 Fees per Unit + \$396 Additional Fees per Unit

Example:

- \$4,537 Tuition + \$5,994 Fees (9 units or three courses) = \$10,531

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

*For a complete fee breakdown, visit [csub.edu/financial-aid/costs/budgets](https://www.csub.edu/financial-aid/costs/budgets) or contact financial aid.

Financial aid questions?

Visit [csub.edu/financial-aid](https://www.csub.edu/financial-aid) or call (661) 654-3016

Campus Map

Interactive map: maps.csub.edu

