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- MBA students are required to take 5 electives for PHASE III master's-level course work. They are not required to pick an emphasis and can take electives in various areas of business to complete a “general” MBA.
- MSBA students are urged to see an advisor prior to taking Phase III master's-level courses, since they need to select an area of concentration and plan their electives accordingly.

THE SPACE BELOW IS FOR STUDENT/ADVISOR PROGRAM PLANNING

**PHASE III: MBA COURSES**

**REQUIRED COURSES:**

**QUANTITATIVE TRACK-**

*SELECT TWO (2) OUT OF FOLLOWING FOUR (4)*

- o **ACCT 831**  
SEMINAR IN FINANCIAL REPORTING
- o **DS 856**  
SEMINAR IN PROJECT MANAGEMENT
- o **ISYS 814**  
SEMINAR IN ADVANCED COMPUTING APPLICATIONS FOR MANAGEMENT
- o **FIN 819**  
FINANCIAL ANALYSIS & MANAGEMENT

**QUALITATIVE TRACK-**

*SELECT TWO (2) OUT OF FOLLOWING THREE(3)*

- o **MGMT 842**  
SEMINAR IN ORGANIZATIONAL DESIGN AND CHANGE
- o **MKTG 860**  
STRATEGIC MARKETING
- o **IBUS 815**  
SEMINAR IN INTERNATIONAL BUSINESS

**AND**

- o **BUS 890**  
SEMINAR IN STRATEGIC MANAGEMENT

**PLUS**

**FIVE (5) ELECTIVES:**

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**PHASE III: MSBA COURSES**

**REQUIRED COURSES**

- o **BUS 890**  
SEMINAR IN STRATEGIC MANAGEMENT

- o **BUS 898**      **OR**      **ACCT 895** (WITH ADVISOR APPROVAL)  
MASTERS THESIS      RESEARCH PROJECT IN BUSINESS

**(8) ELECTIVES**

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# MBA ADVANCED REQUIREMENTS (MASTER OF BUSINESS ADMINISTRATION)

The **MBA** is a broadly-based, highly-structured management degree. The Advanced Requirements phase consists of 5 required courses and 5 elective courses, for a total of **10** Business 800-level courses.

## DEGREE REQUIREMENTS

- To earn an MBA, a candidate must fulfill all of the **Basic Competencies, Foundation Courses and Advanced Requirement courses.**
- MBA students are *not* required to choose an area of emphasis unless desired. A candidate may take five (5) College of Business 800-level electives in different areas of emphasis to complete a general MBA. Or in order to have an emphasis, students may take all five (5) College of Business 800-level electives in the same area (meet with advisor in area of emphasis).

## MBA ADVANCED REQUIREMENT COURSES

<b>Quantitative Track</b>	Select two (2) out of four (4) following courses:
<u>ACCT 831</u>	Seminar in Financial Reporting (3 units)
<u>DS 856</u>	Seminar in Project Management (3 units)
<u>FIN 819</u>	Financial Analysis and Management (3 units)
<u>ISYS 814</u>	Information Systems for Strategic Advantage (3 units)
<b>Qualitative Track</b>	Select two (2) out of three (3) following courses:
<u>IBUS 815</u>	Seminar in International Business (3 units)
<u>MGMT 842</u>	Seminar in Organization Design and Change (3 units)
<u>MKTG 860</u>	Strategic Marketing (3 units)
<b>PLUS</b>	
<u>BUS 890</u>	Culminating Experience in Strategic Management (3 units)
<b>AND</b>	
Electives	Five (5) electives for a total of 15 units chosen from the 800-level graduate business curriculum with advisor approval
<b>TOTAL UNITS</b>	<b>30</b>

Course Descriptions are available in the University Bulletin or online at <http://cob.sfsu.edu/cob/graduate-programs/mba-course-advanced.cfm>

# **MSBA in Accounting ADVANCED REQUIREMENTS (MASTER OF SCIENCE IN BUSINESS ADMINISTRATION)**

The MSBA in Accounting is designed for students who would like to specialize in the area of Accounting. It allows the student, with advisor approval, to arrange an individually-tailored program. This program may include taking up to four undergraduate Business courses on the main campus. **All MSBA students need to select their elective courses with approval from a faculty advisor from the Accounting Department.**

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## **DEGREE REQUIREMENTS**

**MSBA in Accounting Advanced Requirement Courses: 10 courses**

- To earn an MSBA, all of the Basic Competencies, Foundation Courses and Advanced Requirements must be met.
  
- MSBA students are required to meet with an advisor in the Accounting Department, especially before they are ready to begin their Phase III Advanced Requirements.
  
- A final Master's Thesis (or research project) is required of all MSBA students

**MSBA ADVANCED REQUIREMENT COURSES: 30 units**  
**9 electives and a final Thesis or Research Project**

- **Nine (9) ELECTIVES CHOSEN WITH ADVISOR APPROVAL** (27)
  
- **PLUS ONE** of the following: (3)
  - BUS 898**                      **Masters Thesis**
  - Or ACCT 895**                **Research Project in Accounting**
  
- TOTAL UNITS** **30 units**

Course Descriptions are available in the University Bulletin or on our web site:  
<http://cob.sfsu.edu/cob/graduate-programs/mba-course-advanced.cfm>

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## DEPARTMENTS AND EMPHASES

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The College of Business is organized into different departments. **Please note that the area of emphasis will not be listed on transcripts or in the degree title on the diploma.** Students are strongly advised to consult the University Bulletin for emphasis requirements and speak with an advisor before choosing electives. A list of advisors can be found on the MBA web site and at the Graduate Business office after the beginning of Fall and Spring semesters.

**Please consult the University Bulletin for a complete listing of degrees offered and department emphases, courses and prerequisites:**

**<http://www.sfsu.edu/~bulletin/current/programs/busgrad.htm#2494>**

### **College of Business Departments:**

ACCOUNTING  
DECISION SCIENCES  
FINANCE  
HOSPITALITY AND TOURISM MANAGEMENT  
INFORMATION SYSTEMS (includes the e-Commerce emphasis as well)  
INTERNATIONAL BUSINESS  
MANAGEMENT (includes the Sustainable Business emphasis as well)  
MARKETING

### **Areas of Emphasis in the Graduate Business Programs:**

Accounting (offered for MBA and MSBA)  
Decision Sciences  
E-Commerce  
Finance  
Information Systems  
International Business  
Management  
Marketing  
Sustainable Business

**As a general rule, all the Foundation courses and Required Advanced MBA courses are offered during Fall and Spring semesters, and some are offered during the summer. Many elective courses for the MBA and MSBA programs are only offered during the Fall and Spring semesters, so students are encouraged to plan their courses accordingly.**

# TIPS ON HOW TO GRADUATE

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**One semester prior to when you are planning to register in the final BUS 890 Culminating Experience Strategic Management course, you must file two very important forms: the Graduate Approved Program (GAP), and the Proposal for Culminating Experience Requirement.**

These forms can be obtained online at <http://www.sfsu.edu/~gradstdy/current-form.htm>

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## FILING REQUIREMENTS FOR THE “GAP”

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**The following requirements are checked by the Graduate Business Office and the Graduate Studies office prior to approving the GAP form. The student must be able to provide proof of:**

- Passing the exams or completion of the mathematics, statistics and English writing Basic Competencies
- Completion or waiver of all Foundation courses
- The Cumulative GPA **and** the “GAP” GPA must both be at least 3.0
- At least 6-units of 800-level courses must have been already completed, with grades of “C” or above. (No grade lower than a “C” is allowed on the GAP)
- A Transfer Unit Evaluation form must be filed if student plans on transferring any master’s level credits from another university for use on the GAP (24 out of the 30 required units must be completed at SF State)
- There is a 7-year time limit in which to complete the graduate degree. The clock starts ticking the semester the first 800-level course is taken

A Graduation Information Session will be held each semester on a Saturday at least a few weeks prior to the submission deadline to answer questions regarding the forms and steps to Graduation. Consult the University Bulletin for "Summary of Procedural Steps for Completing a Graduate Degree" at <http://www.sfsu.edu/~gradstdy/degree-guideline.htm>. **Deadlines are listed each semester in the online Class Schedule calendar, the University Bulletin academic calendar, and the calendar on the Graduate Business Programs website.**

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## CAREER SERVICES, STUDENT ORGANIZATIONS & STUDY ABROAD PROGRAMS

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The SF State College of Business Graduate Programs holds a career fair and offers career seminars and speakers series throughout the year. Students can find more information on these events through signing up on our email distribution list and checking our website each Fall and Spring semester. The College's website has postings regarding job opportunities and internships as well.

### Career Services

<http://cob.sfsu.edu/cob/graduate/career-resources.cfm>

In addition, The SF State main campus Career Center is open to the entire university. It offers standard placement services, including informational opportunities, career fairs, and scheduled interviews with a number of companies.

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## GRADUATE STUDENT GROUPS AND HONORARY SOCIETIES

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Numerous organizations are open to graduate students. Covering a wide range of professional interests, they provide opportunities for networking as well as sponsoring guest speakers, interactions with the business community, and social events. These organizations include:

- **Accounting Students Organization**
- Assoc. of Latino Professionals in Fin & Acct
- Beta Alpha Psi
- Beta Gamma Sigma honor society
- Decision Sciences Student Association
- Financial Management Association
- **Graduate Business Association (GBA)**
- Information Management Systems Assoc.
- Marketing Student Association
- **Net Impact**
- Sustainable Business student group
- **Women in Business**

To contact any of these Business organizations please visit:

<http://www.cob.sfsu.edu/cob/graduate/student-resources.cfm>

To see a list of student associations on the main campus go to:

<http://www.sfsu.edu/~ospld/org/index.html>

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## STUDY ABROAD PROGRAMS

A variety of Study Abroad are available through the Office of International Programs (OIP) for students after their first semester here at SF State. Graduate Business students have studied in countries such as Denmark, France, Germany, Spain, Japan, Sweden, Argentina and the Netherlands to name a few. Contact OIP at [oiip@sfsu.edu](mailto:oiip@sfsu.edu) or (415) 338-1293 for more information.

**College of Business, Graduate Programs • San Francisco State University •  
835 Market Street, Suite 550 (5<sup>th</sup> floor) • San Francisco, CA • 94103**

Office hours:

Monday – Thursday, 9 am - 7 pm

Fridays, 9 am – 6 pm

**Phone (415)817-4310 • Fax (415)817-4340 • <http://mba.sfsu.edu/> • [mba@sfsu.edu](mailto:mba@sfsu.edu)**

**PROGRAM CONTACTS**

**Director:** Oversees strategic planning for MBA, MSBA and EMBA programs

**John Dopp, D.A.**, call or email for an appointment: (415) 817-4310, [mba@sfsu.edu](mailto:mba@sfsu.edu)

**Associate Director:** Oversees program policies; provides advising for current students; coordinates events & projects

**Albert Koo, Ed.M.**, call or email for an appointment: (415) 817-4313, [alkoo@sfsu.edu](mailto:alkoo@sfsu.edu)

**Assistant Director:** Oversees admissions & recruiting; provides advising for prospects; coordinates Career events

**Armaan Moattari, MBA**, call or email for an appointment: (415) 817-4314, [amoatt@sfsu.edu](mailto:amoatt@sfsu.edu)

**Program Coordinator:** Provides advising for prospective students; assists with the admissions process, events & projects

**Richard Ho**, (415) 817-4341, [rho@sfsu.edu](mailto:rho@sfsu.edu)

**Operations Manager:** Coordinates room reservations and library services; manages operations

**Yuliana Diestel**, (415) 817-4315, [ysuherma@sfsu.edu](mailto:ysuherma@sfsu.edu)

**DEPARTMENT OFFICES ON MAIN CAMPUS, HOURS: Mon. – Fri., 8 am - 5 pm, closed 12 – 1 pm**

**Accounting, Finance, International Business,  
and Marketing Depts.:**

Main Campus, Science Building, SCI 300  
(415) 338-1754

**ACCT Dept. Chair:** Prof. Jiunn Huang

**FIN Dept. Chair:** Prof. Alan Jung

**IBUS Dept. Chair:** Prof. Yim-Yu Wong

**MKTG Dept. Chair:** Prof. Bill Perttula

**Decision Sciences, Information Systems,  
Hospitality Mgmt, & Management Depts.:**

Main Campus, Business Building, BUS 310  
(415) 338-2138

**DS Dept. Chair:** Prof. Robert Saltzman

**IS Dept. Chair:** Prof. Rob Nickerson

**MGMT Dept. Acting Chair:** Prof. Murray Silverman

**MAIN CAMPUS CONTACTS at 1600 Holloway Avenue, San Francisco, CA 94132**

	<u>Phone</u>	<u>Location</u>	<u>Email address</u>
Bookstore	338-1931	Student Union	<a href="mailto:books@fshops.sfsu.edu">books@fshops.sfsu.edu</a>
Cashier (Bursar's) Office	338-1281	ADM 155 & SSB	<a href="mailto:burser@sfsu.edu">burser@sfsu.edu</a>
Registrar	338-2350	SSB- One Stop	<a href="mailto:admisrec@sfsu.edu">admisrec@sfsu.edu</a>
Financial Aid Office	338-1581	SSB- One Stop	<a href="mailto:finaid@sfsu.edu">finaid@sfsu.edu</a>
Graduate Studies	338-2234	ADM 250	<a href="mailto:gradstdy@sfsu.edu">gradstdy@sfsu.edu</a>
Office of International Programs	338-1293	ADM 450	<a href="mailto:oip@sfsu.edu">oip@sfsu.edu</a>
Library	338-1854	LIBRARY	<a href="mailto:libweb@sfsu.edu">libweb@sfsu.edu</a>
Testing Center	338-2271	HSS 206	<a href="mailto:testing@sfsu.edu">testing@sfsu.edu</a>