

# BUSINESS ADMINISTRATION (CAPITAL)

## Degree Requirements

### Master of Business Administration (M.B.A.)

Requirements listed here are in addition to Graduate Council policies listed under GCAC-700 Professional Degree Policies (<http://gradschool.psu.edu/graduate-education-policies/>).

#### Preparation for the Program

Credits obtained to fulfill program preparation and foundation courses cannot be applied towards the requirements for the degree.

#### Analytic Skills Requirement

Students must demonstrate competence in analytic skills. This requirement can be satisfied in one of two ways:

1. by satisfactory completion of a college-level mathematics course; or
2. by successful completion of a proficiency examination in mathematics approved by the M.B.A. program. This requirement must be satisfied by the first semester or summer session of the student's matriculation, and completed with a grade of C or higher.

#### Computer Skills Requirement

Students are required to demonstrate proficiency in the use of computer applications. This requirement can be satisfied through a college-level computer applications course within the past five years with a grade of a B or higher, or by documented, significant, computer-related work experience. If this requirement has not been met prior to admission, a college-level computer course such as MIS 204 or CMPSC 203 is required. Course work must be completed by the first semester or summer session of the student's matriculation with a grade of B or higher.

#### Communications Skills Requirement

Successful completion of the M.B.A. program requires the ability to think clearly, and to write and speak persuasively. Part of this requirement can be satisfied by achieving a score of "4" or higher on the Graduate Management Admission Test (GMAT) or the Graduate Record Examination (GRE) Analytical Writing Assessment. If this score is not achieved, students must satisfy this requirement through additional course work in writing skills such as ENGL 202D or other work developed in consultation with the M.B.A. program. This requirement must be satisfied by the first semester or summer session of the student's matriculation. All courses taken must be completed with a grade of B or higher. The speech component of this requirement is satisfied through individual and group presentations in MNGMT 511 and other courses in the M.B.A. program.

#### Foundation Courses

The M.B.A. program is grounded in the academic disciplines of accounting, finance, economics, marketing, management, and information sciences, among others, in order to provide students with the conceptual foundation required for competent pursuit of more advanced studies in business administration as well as the ethical and legal management of profit and non-profit organizations. This background can be provided by course work taken at the graduate level or as part of a baccalaureate degree from a regionally accredited U.S. institution or a tertiary (post-secondary) degree that is deemed comparable to a four-year bachelor's degree from a regionally accredited U.S. institution.

This degree must be from an officially recognized degree-granting institution in the country in which it operates. All courses must have been completed with a grade of B or higher, within seven years prior to admission to the M.B.A. program. Course work not meeting the tests of relevancy, quality, or currency must be taken at the graduate level prior to starting the relevant prescribed courses and electives. Time limits may be waived by the M.B.A. program on the basis of post-graduation training or current and relevant work experience. Courses available at Penn State Harrisburg that provide the necessary foundation for graduate business study include:

Code	Title	Credits
ACCT 501	Financial Statement Analysis	3
BUS 505	Data Analysis for Business Decisions	3
BUSEC 502	Economics for Managers	3
MNGMT 511	Organizational Behavior	3
MNGMT 522	Operations and Supply Chain Management	3
	or MNGMT 523 Service Operations Management	
MRKT 513	Marketing Management	3

#### M.B.A. Degree Requirements

The M.B.A. degree requires 30 credits of course work at the graduate level (500- or 800-level). These credits are distributed over two clusters of courses: Required Courses and Electives/Tracks.

Code	Title	Credits
<b>Required Courses</b>		
ACCT 540	Accounting for Managerial Decisions	3
BUS 510	Business Analytics and Decision Modeling	3
BUS 515	Business Ethics and Corporate Governance	3
FINAN 521	Corporate Finance	3
	or FINAN 530 Corporate Finance II	
INFSY 540	Information Technology and Knowledge Management	3
MRKT 514	Strategic Mkt	3
<b>Electives</b>		
Select 9 credits <sup>1</sup>		9
<b>Culminating Experience</b>		
BUS 588	Strategic Management	3
<b>Total Credits</b>		<b>30</b>

The prescribed courses develop key competencies in functional areas of business and BUS 588, the required capstone course, integrates knowledge from all functional areas. The capstone project, completed while the student is enrolled in BUS 588, is a feasibility study incorporating firm-level business strategies leading to sustainable competitive advantage.

<sup>1</sup> Students may elect courses in clusters of "Tracks" organized around a common theme designed to be integrative and cohesive. The Tracks provide competencies and skill sets for decision making in seven areas:

1. The Accounting Track is designed to offer additional courses for students having prior academic preparation in accounting to enable them to satisfy the educational requirements for Certified Public Accountant (CPA) licensure in Pennsylvania and most other states;
2. the Business Analytics Track is intended to enhance data analytical skills enabling managers to synthesize data to make strategic decisions;
3. the Finance Track provides advanced corporate finance and investment knowledge enabling managers to apply various financial tools in decision making;
4. the Information Systems Track is designed to provide competencies enabling managers to develop and implement information technology;
5. the Strategic Leadership and Innovation Track is intended to further sharpen leadership and management skills;
6. the Supply Chain Management Track provides competencies needed to develop improvement and innovation in organizational supply chains; and
7. the General Business Track is provided for students who wish to develop a broad generalist program, or who have a particular personal or professional goals not met by one of the other tracks.

The list of courses required for each track and additional approved elective courses is maintained by the graduate program office.

### **Transfer Credits**

Penn State allows a maximum of 10 transfer credits of high-quality work to be applied toward the requirements for a graduate degree, subject to restrictions outlined in GCAC-309 Transfer Credit (<http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-300/transfer-credit/>).

### **Course Substitutions**

Some students enter the program with advanced course work in one or more subject areas (e.g., a degree in accounting plus a C.P.A.) making some prescribed course work redundant. Except for BUS 588 which must be taken at Penn State Harrisburg, students may petition or be advised by the program to replace up to 6 credits in Prescribed Courses with an equivalent number of credits of more advanced graduate courses in the same subject area. Courses must have been completed within five years prior to the date of first degree registration at the Graduate School of Penn State, must be of at least B quality (grades of B- are not transferable), and must appear on an official transcript of a regionally accredited U.S. institution or recognized degree-granting international institution.