



## **MASTER OF BUSINESS ADMINISTRATION STUDENT HANDBOOK**

**ACADEMIC YEAR 2017 – 2018**

Sharon Polansky, Director of Master's Programs  
College of Business  
O'Connor Building 239  
Texas A&M University-Corpus Christi  
361-825-2655

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*This handbook is intended to be read in conjunction with the Graduate Catalog: <http://catalog.tamucc.edu/index.php> and the College of Graduate Studies Handbook [http://gradcollege.tamucc.edu/current\\_students/masters\\_students.html](http://gradcollege.tamucc.edu/current_students/masters_students.html).*

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## SECTION I. MESSAGE FROM THE DIRECTOR OF MASTER'S PROGRAMS

Congratulations on being accepted into our Master of Business Administration (MBA) program at Texas A&M University-Corpus Christi. This is a major accomplishment that comes with a significant financial, academic, and personal commitment on your part. The College of Business at Texas A&M University-Corpus Christi has developed this student handbook to ensure that you are successful and kept informed regarding program specific expectations and requirements, and resources and services available to you. It was developed electronically to provide you live links to other useful information.

The College of Business Graduate Studies office is located on the second floor of the O'Connor Building, Suite 234. Hours of operation are 8:00 am – 5:00 pm Monday – Friday. Please feel free to stop by any time and/or share any suggestions on how to improve this student handbook. Best of luck on your exciting, new undertaking! I look forward to talking with you.

Sharon Polansky  
Director of Master's Programs  
College of Business

## SECTION II. STAFF



Dr. John Gamble  
Dean of the College of Business  
(361) 825-6045



Ms. Sharon Polansky  
Director of Master's Programs  
(361) 825-3448

## SECTION III. ADMISSIONS

### *Program Admission Requirements*

Applicants must comply with University procedures and meet University standards for admission. Applicants must submit to the College of Graduate Studies a Graduate Admission Application. Also required are a resume or curriculum vitae, an essay describing professional and educational goals in at least 500 words, and other information that may have influenced the applicant's decision to pursue graduate study or deemed important to individual or career goals. Applicants are required to submit Graduate Management Admissions Test (GMAT) or Graduate Record Examination (GRE) scores prior to admission. Generally, GMAT and GRE scores will not be accepted if over five years old. The GMAT or GRE is not required of applicants with a last 60 hours GPA of at least 3.0 and a grade of at least B in a college algebra or higher-level mathematics course. The GMAT or GRE is not required of applicants who earned a graduate degree (master's, doctoral, etc.) from a regionally accredited university and have at least a grade of B in college algebra or a higher-level mathematics course.

Complete Application for Admissions: Apply for Admission via [Apply Texas Application](#). An applicant may defer admission to an earlier/later term. Applications are valid for one year. One deferral is allowed per application. Application fee is \$50 for US citizen, \$70 for International Students.

Please Note: Applicants who wish to apply for a different program will be required to submit a new application. The application-processing fee is required for each application submitted.

- Official transcripts from all undergraduate and graduate course work taken at any accredited college or university attended (International applicants will be required to submit relevant International transcripts)
- Official GMAT or GRE scores (Within five years of the date of application)
- Resume or Curriculum Vitae
- Essay (minimum 500 words in length) which includes educational and professional goals and the reason for applying to the program.

\*Please allow 3-5 business days to receive Student ID before submitting additional supporting documents. Submit all supporting documents online.

## *Program Admission Deadlines*

### **Domestic Students:**

\*Priority deadline to receive complete applications:

<b>Fall</b>	<b>Spring</b>	<b>Summer I</b>	<b>Summer II</b>
July 15	November 15	April 15	May 15

Final deadline for receipt of complete applications:

<b>Fall</b>	<b>Spring</b>	<b>Summer I</b>	<b>Summer II</b>
August 15	December 15	May 15	June 15

### **International Students:**

Priority deadline to receive complete applications:

<b>Fall</b>	<b>Spring</b>	<b>Summer I</b>	<b>Summer II</b>
May 1	September 1	April 15	May 15

Final deadline for receipt of complete applications:

<b>Fall</b>	<b>Spring</b>	<b>Summer I</b>	<b>Summer II</b>
July 15	November 15	May 15	June 15

\*Complete application should be received for full admissions and funding consideration

### *Admission Review Process/ Timeline*

Admission decisions are made on the basis of undergraduate performance, GMAT or GRE scores (if required), experience, and other indicators of the ability to pursue graduate study successfully. To be accepted in the graduate program, in addition to other requirements, applicants must be in good standing at the college or university they previously attended. Official notification of the admission decision is issued by the Office of the Dean of the College of Business and is sent directly to the applicant. The College of Business does not have "conditional" or "non-degree seeking" graduate admission classifications. Normally, no credit will be applied toward a master's degree for graduate classes taken prior to acceptance into a graduate degree program in business.

## SECTION IV. ACADEMIC PROGRESSION

### *Program Degree Requirements*

*The number of hours required for the **MBA** degree range from 30 to 42 and vary by concentration area, delivery format, and necessity for foundational courses for students with nonbusiness degrees. The program may require up to 42 hours of graduate work for nonbusiness majors and may be completed in as few as 30 hours for students with an undergraduate degree in business. The on-campus and online **MBA** formats both require 30 hours for students with an undergraduate degree in business. The selection of a concentration would increase the number of hours in the program of study to 36 for a student with an undergraduate degree in business.*

### *Degree Plan*

Students who have had no undergraduate work in business may be required to complete 12 credits of core courses designed to provide preparation comparable to the professional core in the undergraduate curriculum of the College of Business. Some or all of these core courses may be waived for students who have received a “B” or better in comparable undergraduate courses.

**Core Courses** The following courses form the core knowledge in business required for students with nonbusiness undergraduate degrees. Core courses cannot be taken for advanced course credit. Students must be admitted to the **MBA** program before enrolling in graduate-level core courses.

- ACCT 5312 Foundations of Accounting **3 sem. hrs.**
- ORMS 5310 Statistical and Decision Analysis **3 sem. hrs.**
- ECON 5311 Foundations in Economics **3 sem. hrs.**
- FINA 5311 Financial Management Concepts **3 sem. hrs.**

Total Core Hours: 12

#### Note:

The Director of Master’s Programs may waive core courses if the student has previously completed appropriate business courses. Graduate students from other colleges should consult the Director of Master’s Programs in the College of Business for selection of appropriate courses. Courses need to be taken in

an order that allows satisfying the prerequisite requirements (check course descriptions for prerequisites).

In addition to satisfying the core requirements in business, all **MBA** students must complete a minimum of 30 credits of advanced graduate courses at the 5315 level or higher (36 hours for those electing to concentrate in Accounting, Finance, Health Care Administration, or International Business as listed below). These advanced courses should be taken in the order listed to enhance understanding of course materials and satisfy needed prerequisites.

#### Advanced Courses:

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- MISY 5325 Software Based Business Solutions **3 sem. hrs.**
- OPSY 5315 Operations Management **3 sem. hrs.**
- ECON 5315 Managerial Economics **3 sem. hrs.**
- ACCT 5315 Accounting Topics **3 sem. hrs.**
- FINA 5320 Managerial Finance **3 sem. hrs.**
- MGMT 5320 Organizational Behavior and Theory **3 sem. hrs.**
- MKTG 5320 Marketing Management **3 sem. hrs.**
- MGMT 5355 Administrative Strategy and Policy **3 sem. hrs.\***
- Approved Electives **6 sem. hrs.**

Total Advanced Hours: 30

\*Must be taken at the end of the program after completion of all advanced, non-elective, courses. In unusual circumstances, it may be taken concurrently with the final required courses with the written permission of the Director of Master's Programs.

Students with an undergraduate major in the field of an advanced course may substitute an additional approved elective in that field. At least 18 credits must be in areas other than the area of concentration. Electives (courses numbered above 5315) are selected from the offerings of the College of Business.

#### Concentration Courses

A concentration is not required in the **MBA**, but is available to students desiring degree specialization. Students who elect to concentrate in Accounting, Finance, Health Care Administration, or International Business are required to complete 36 hours of advanced courses: 24 hours of required credits and 12 hours in the area of concentration.



Accounting Concentration Requirements: (12 semester hours from the following)

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- ACCT 5317 Oil, Gas and Energy Accounting **3 sem. hrs.**
- ACCT 5337 Taxes and Business Strategy **3 sem. hrs.**
- ACCT 5340 Forensic Accounting **3 sem. hrs.**
- ACCT 5341 Advanced Auditing and Assurance Services **3 sem. hrs.**
- ACCT 5370 Seminar **1-3 sem. hrs.**
- ACCT 5396 Directed Individual Research Or Readings **1-3 sem. hrs.**

Finance Concentration Requirements: (12 semester hours from the following)

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- FINA 5325 Real Estate Finance and Investments **3 sem. hrs.**
- FINA 5330 Analysis of Derivative Securities **3 sem. hrs.**
- FINA 5333 Personal Financial Planning **3 sem. hrs.**
- FINA 5335 Multinational Finance **3 sem. hrs.**
- FINA 5340 Investment and Portfolio Theory **3 sem. hrs.**
- FINA 5345 Financial Markets and Institutions **3 sem. hrs.**
- FINA 5370 Seminar **1-3 sem. hrs.**
- FINA 5396 Directed Individual Research Or Readings **1-3 sem. hrs.**

Health Care Administration Concentration Requirements: (12 semester hours from the following)

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- HCAD 5312 The Health Care System **3 sem. hrs.**
- HCAD 5320 Health Economics and Policy **3 sem. hrs.**
- HCAD 5325 Health Care Financial Management **3 sem. hrs.**
- HCAD 5330 Health Law and Ethics **3 sem. hrs.**
- HCAD 5390 Health Care Selected Topics **3 sem. hrs.**

International Business Concentration Requirements: (12 semester hours from the following)

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- ECON 5335 International Economics **3 sem. hrs.**
- FINA 5335 Multinational Finance **3 sem. hrs.**
- MGMT 5335 Multinational Management **3 sem. hrs.**

- MKTG 5335 Marketing in the International Environment **3 sem. hrs.**
- Approved Graduate Elective **3 sem. hrs.**

Note:

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Students in all graduate business programs must comply with the college academic policies and requirements described previously.

*Culminating Event/Exit Requirements*

Capstone: MGMT 5355

**SECTION V. COURSE OFFERING SEQUENCE**

FALL	SPRING	MAYMESTER	SUMMER I	SUMMER II
MISY 5325	MISY 5325		MISY 5325	ECON 5315
OPSY 5315	OPSY 5315		OPSY 5315	
ECON 5315	ACCT5315			
FINA 5320	FINA 5320			
MGMT 5320	MGMT 5320			
MKTG 5320	MGMT 5355			
MGMT 5355				
ACCT 5312	ORMS 5310		FINA 5311	
ECON 5311				
ACCT 5345	ACCT 5345		MGMT 5335	
FINA 5335	BLAW 5330			
	MKTG 5335			

## SECTION VI. PROGRAM SPECIFIC INFORMATION

### **Student Organizations**

- Student Economic Association (SEA) – Advisor, David Hudgins
- Student Accounting Society (SAS)
- CEO – Advisor, Andrew Johnson
- Student Finance Association (SFA) - Advisor, Armand Picou
- Society for Advancement of Management (SAM) – Advisor, Katherine Roberto
- Society for Human Resource Management – Advisor, Toni Cheryl Nerren
- MIS Association – Advisor, Tim Klaus
- American Marketing Association (AMA) – Advisor, Karen Loveland
- Delta Sigma Pi

### **Program/College Awards**

- The business and accounting undergraduate and master's degree programs are accredited by AACSB International – The Association to Advance Collegiate Schools of Business.
- Top 10 One-Year Online MBA Programs 2016, by The Best Master's Degrees