

SAN FRANCISCO STATE UNIVERSITY  
COLLEGE OF BUSINESS  
GRADUATE PROGRAMS

MASTER OF BUSINESS ADMINISTRATION (MBA)  
AND  
MS IN ACCOUNTANCY (MSA)

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PROGRAM PLANNING AND  
INFORMATION PACKET  
SPRING 2012

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# WHERE TO BEGIN

## ACCEPT ADMISSION OFFER

Students will receive a Notice of Admission letter from our Main University Graduate Studies Office. If you have not posted your Accept Admission Offer (AAO), please access the following admission link and indicate whether you plan on attending our program: <https://www.sfsu.edu/online/appstat.htm>. Your response is required within two weeks after an admission decision is posted. You will be required to sign up for an SF State email account during this process. This is the means by which our university will contact you regarding all pertinent information.

The Registrar's office will assign a Fee Payment deadline and Registration date and time for each student. This information can be accessed at "My SFSU": <https://www.sfsu.edu/online/login.htm>. Please mark these important dates on your calendar.

## INTERNATIONAL STUDENTS

International students receive a Certificate of Eligibility for F-1 student status. If you have not received your I-20, please contact the Graduate Business Programs office at (415) 817-4300 or [mba@sfsu.edu](mailto:mba@sfsu.edu). Documents are sent to the address you provided on your CSU Mentor application.

The Office of International Programs (OIP) schedules a mandatory "New International Student Orientation" prior to the start of the semester, to ensure the success of international students at SF State. You will receive details in a packet mailed directly from OIP. You may contact the OIP office regarding all visa or work eligibility questions: (415) 338-1293 or [oiip@sfsu.edu](mailto:oiip@sfsu.edu).

## DEFERRING ADMISSION

In the event you will not be able to attend the program in the semester you were admitted, you will need to re-apply online and submit an application fee for a future semester. But all other admission documents will remain on file with us for up to one year from the time you first applied.

## CHANGE OF ADDRESS/CONTACT INFORMATION

Please update any change of address, phone number or email address through the "MY SFSU" site as soon as possible: <https://www.sfsu.edu/online/login.htm>. Then email our office at [mba@sfsu.edu](mailto:mba@sfsu.edu) as well to provide your new contact information.

## TUITION & FEES

The College of Business, Graduate Programs tuition and fees for the upcoming semester are as follows:

### UP TO 6 UNITS-

- California Residents: \$3,055 plus \$254 per unit
- Non-residents: \$3,055 plus \$626 per unit

### OVER 6 UNITS-

- California Residents: \$4,971 plus \$254 per unit
- International Students & Non-residents: \$4,971 plus \$626 per unit

PLEASE NOTE: CALIFORNIA STATE UNIVERSITY FEES MAY BE SUBJECT TO CHANGE. CHECK THE BURSAR'S OFFICE WEBSITE FOR THE MOST UP TO DATE INFORMATION:

[HTTP://WWW.SFSU.EDU/~BURSAR/](http://www.sfsu.edu/~BURSAR/)

## REFUND POLICY

Please check the Bursar's office for policy on course refunds. Please note, there are **no full refunds once classes begin**: [http://www.sfsu.edu/~bursar/spring2012/refund/refund\\_guidelines.html](http://www.sfsu.edu/~bursar/spring2012/refund/refund_guidelines.html)

## CLASS SCHEDULE

The class schedule is currently available online and contains a list of all classes, the instructor, time and location of the class. It also lists the number of seats currently available in each class, the waitlist availability and a link to the required textbooks for the course. Please check the online class schedule before registering for courses: <http://www.sfsu.edu/online/clssch.htm>

## SF STATE 2011-2012 UNIVERSITY BULLETIN

The Bulletin contains course descriptions, course prerequisites, and information on all university programs, regulations and policies. You may refer to the online version: <http://www.sfsu.edu/~bulletin/current/bull-tc.htm>

## FIRST SEMESTER COURSE PLANNING

- Check the dates and times of the mandatory Career & Communications Skills Workshop series and mark your calendar to attend all sessions in your first semester: <http://cob.sfsu.edu/cob/graduate/required-workshops-spring.cfm>

These workshops must be completed in the first semester of the program. Otherwise, an administrative hold will be placed on student's record (which will not allow registration for the following semester).

- **MBA** students may refer to the following MBA course planning flowchart before registering for classes: <http://cob.sfsu.edu/cob/graduate-programs/documents/NewMBAFlowchart.pdf>. Please read the course descriptions & pre-requisites before signing up for a course; prerequisites *will* be checked.

- **MSA** students can refer to the MSA course planning flowchart: <http://cob.sfsu.edu/cob/graduate-programs/documents/NewMSAFlowchart.pdf>. MSA students must meet with an Accounting faculty advisor prior to registering for any 800-level courses. Please read the course descriptions & pre-requisites before signing up for a course; prerequisites *will* be checked.

- MBA and MSA students who have been **admitted conditionally** (based on a GMAT AWA score below 5.0), must enroll and complete the BUS 714 business writing course in the first semester of the program and pass with a Credit grade (only this course can be taken on a Credit/No Credit basis). Students may continue to enroll in the second semester once this course is successfully completed. For more information and registration please refer to our website: <http://cob.sfsu.edu/cob/graduate/math-statsreview-spring.cfm>

- If you have completed equivalent business courses within the past 7 years and received a B- or better grade, but have not received a letter from us indicating waiver of Foundation level courses, please contact the Graduate Business office at [mba@sfsu.edu](mailto:mba@sfsu.edu). You may refer to the Foundation Course waiver guidelines in this booklet.

- Purchase required course textbooks as soon as possible before the first day of class. Required textbooks are indicated next to each course listing on the online class schedule a few weeks prior to the start of the semester.

- All Foundation courses, Advanced courses and electives are offered during the Fall and Spring semesters, but only some are offered during the optional summer sessions. Some elective courses are offered only in the Fall semester and others are offered only during the Spring. Typically, elective courses are not offered during the summer semester, so please plan your schedule accordingly.

- If you would like to discuss your course options, make an appointment with your general advisor, Mr. Jeff Chun, Assistant Director of Student Services ([jeffchun@sfsu.edu](mailto:jeffchun@sfsu.edu) at the Graduate Business Office). Also consult with a

faculty advisor as soon as possible, especially before you register for any 800-level courses or anytime you are unsure of what emphasis to choose. You are encouraged to choose a professor as an advisor in your area of emphasis during your first semester and visit them anytime during their posted office hours. MSA students must see an Accounting faculty advisor for course approval prior to registering for any 800-level courses. A list of designated advisors for each area of emphasis is posted on the Graduate Business web site at the beginning of each semester: <http://cob.sfsu.edu/cob/graduate/advisors.cfm>

## COURSE REGISTRATION

- You may register for classes via "My SFSU" at: <https://www.sfsu.edu/online/login.htm>. For complete instructions on course registration please go to the SF State Registrar's website at: <http://www.sfsu.edu/~admisrec/reg/ttreg.html>. If you need help, you may call the Registrar's Helpline at (415) 338-3333.

- REMEMBER YOUR PASSWORD on My SFSU! You will use it the entire time you are a student here to access information about your assigned registration dates, class schedule, test scores, transcripts, financial aid, etc.

- Before you register for classes, you must:

- Pay the registration fee. Fees can be paid in person, over the phone, or online. See the Bursar's office web page: <http://www.sfsu.edu/~bursar>. You may check your assigned dates and enroll for classes through the "mySFSU" site at <https://www.sfsu.edu/online/login.htm>
- Meet Immunization requirements. Mail or take proof of immunizations to the Registrar's counter at the One Stop in the Student Services Building on the main campus. Go to <http://www.sfsu.edu/~shs/immunizations/required.html> to obtain the immunization form with instructions.
- International Students must also show proof of health insurance to the Student Health Center before paying fees and registering for classes. For more information please go to: [http://www.sfsu.edu/~shs/Health\\_Insurance/Health\\_Insurance.html](http://www.sfsu.edu/~shs/Health_Insurance/Health_Insurance.html) or call the Health Center on the main campus at (415) 338-1251.

- Course Load Registration: Graduate students may enroll in as many as 16 units per semester. However, the suggested course load during Fall or Spring semesters for full-time students is 9 to 12 units, and 6 units for part-time students who are working full time. International students are required to register for at least 8 units each semester based on visa regulations. Summer classes are optional and the recommended load for all students is to enroll in only one (3) unit course during each of the two summer sessions.

- Register on your assigned registration day. If you do not register on your assigned registration day, you may find that some classes are full. In this case, attend the first day of each desired class to request an add permit. Add and drops occur during the first week of classes after the close of the open registration period. Some students may lack the prerequisites and must drop the class. In this event, there may be space available during the first week of classes. If so, the instructor will give you a permit number to register through "mySFSU". Be sure to register before the "add permit" deadline.

- Know the Add, Drop and Withdrawal Deadlines. The dates are listed on the calendar on our Graduate Business Programs website, and on the Registrar's website: <http://www.sfsu.edu/~admisrec/reg/regsched114.html>

- Dropping or Withdrawing from classes is the student's responsibility. Even without a student's attendance during the semester, the instructor will not automatically drop or withdraw a student from their class. *You will need to Drop the course online.* See the Class Schedule for deadlines. If you miss the drop deadline, you must withdraw by petition. In this case the course goes on your transcript with a "W" grade. This does not affect your GPA, but you can only withdraw once from a course. Also see <http://www.sfsu.edu/~bulletin/current/grading.htm>

## PRE-REQUISITES FOR COURSES

Instructors will verify whether students have completed the course prerequisites. If you waive any 700-level Foundation courses, keep a copy of your waiver letter or form as proof of meeting the prerequisites. The Registrar may not block your registration for courses if you do not have the prerequisites, but the instructors can ask students to drop a class if they have not fulfilled the prerequisites.

## REMINDERS FOR YOUR FIRST SEMESTER

### EMAIL ACCOUNT

Sign up for an SF State email account online at <https://www.sfsu.edu/~doit/account.htm> if you did not do so during the time you declared your Intent to Register.

### EMAIL DISTRIBUTION LIST

JOIN OUR EMAIL DISTRIBUTION "LISTSERV" AT

[HTTP://COB.SFSU.EDU/COB/GRADUATE/MBAEMAIL\\_LIST.CFM](http://cob.sfsu.edu/cob/graduate/mbaemail_list.cfm). TO RECEIVE TIMELY COMMUNICATIONS FROM THE GRADUATE BUSINESS OFFICE ABOUT UPCOMING DEADLINES, INFORMATION ON CLASS SCHEDULING, UPDATES ON REQUIRED WORKSHOPS, SPEAKER EVENTS, AND JOB POSTINGS.

### SUBMIT FINAL TRANSCRIPTS TO GRADUATE STUDIES OFFICE

Students who had courses in progress or needed to show original international transcripts during the admission process, must submit a final transcript **before** the end of their first semester at SF State. Please mail or take your transcripts to the Division of Graduate Studies on the Main campus. They are located at ADM 250; San Francisco State University; 1600 Holloway Avenue; San Francisco, California 94132. You may check the status of your transcripts at: <https://www.sfsu.edu/online/appstat.htm>

### PURCHASING TEXTBOOKS

To order course materials online, go to [www.sfsu bookstore.com](http://www.sfsu bookstore.com) and click on "Textbooks" at the top of the page. Or, you can go to the online class schedule <http://www.sfsu.edu/online/clssch.htm> and click on the textbook icon at the right of your course record. Select your courses and shop for your textbooks.

Students attending classes at the SF State Downtown Campus can purchase their textbooks using various delivery options. Please refer to our website for a list of these options and the charges incurred:

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

### FINANCIAL AID AND SCHOLARSHIPS

All U.S. citizen and resident students are encouraged to submit a student financial aid application through the FAFSA. Application information is available on our website at <http://cob.sfsu.edu/cob/graduate-programs/mba-financial-aid.cfm>

Graduate student loan programs are also available through the Office of Student Financial aid <http://www.sfsu.edu/~finaid/> as well as specific MBA loans through GMAC, (888) 440-4MBA.

SF State also offers various scholarships for both domestic and international Graduate students. For information on these scholarships available to College of Business students, please visit:

<http://cob.sfsu.edu/cob/scholarships/index.cfm>

Students must enroll in at least 4 units of regular university classes each semester to receive financial aid benefits.

# PROGRAM REQUIREMENTS

## FIRST SEMESTER REQUIRED WORKSHOP SERIES:

### **-GRADUATE BUSINESS PROGRAMS ORIENTATION**

Attend the **required** College of Business New Graduate Student Orientation day “Who’s Who and What’s What” on Saturday January 21, 2012. Please visit <http://cob.sfsu.edu/cob/graduate/incoming-student-spring.cfm> for more information and to RSVP.

We hold a “Welcome session” specifically for International students prior to Orientation on Thursday Jan. 19, 2012. International students may register for this session and see more details on this page as well: <http://cob.sfsu.edu/cob/graduate/incoming-student-spring.cfm>

### **-MANDATORY CAREER & COMMUNICATION SKILLS WORKSHOPS**

Pursuing an MBA is more than just obtaining a graduate degree, it’s about enhancing your career prospects and communications skills as well! These workshops are a graduation requirement for incoming graduate business students and must be fulfilled within the first semester of study. Required career workshops and required communications workshops are held during the first semester. Please see our website for a listing of these requirements and scheduled dates: <http://cob.sfsu.edu/cob/graduate/required-workshops.cfm>

These workshops must be completed in the first semester of the program. Otherwise, an administrative hold will be placed on student’s record (which will not allow registration for the following semester). Please contact the Graduate Programs office for more information.

### **-CAREER SERVICES, BUSINESS COMMUNICATIONS & BUSINESS ETIQUETTE**

The SF State College of Business Graduate Programs offers speaker series, career seminars and one-on-one career counseling throughout the year. Students can find more information on these events through signing up on our email distribution list and checking our website each semester. The College’s website has postings for job opportunities and internships as well. 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.

The Graduate Business Programs also provides business etiquette workshops and one-on-one communication and presentation skills counseling for all graduate students each semester. These services help students in becoming more effective leaders and successful managers in their future careers. Strong communication skills are also a vital part of succeeding in the program.

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

Communications Skills: <http://cob.sfsu.edu/cob/graduate/communications-workshops.cfm>

Business Etiquette Workshops: link coming soon...

## FOUNDATION COURSES

### **BUS 776 Data Analysis for Managers (3 Units)**

Pre-requisite: None

Spreadsheet-based statistical tools to support decision making in operations, finance, marketing; graphical and descriptive tools for data analysis, correlation, regression, estimation, probability distributions, hypothesis testing.

### **BUS 780 Financial Accounting (3 Units)**

Pre-requisite: None

Survey of financial accounting including relevant standards and concepts; Preparation and use of financial statements; measurement and reporting of financial information to external parties

### **BUS 781 Managerial Accounting (3 Units) (Not required for MBA students)**

Prerequisites: BUS 780 (may be taken concurrently with BUS 781 with approval of instructor).

Survey of managerial accounting including concepts and techniques; Preparation and use of financial and non-financial information in managerial planning, decisions making and performance measurement

### **BUS 782 Information Systems for Management (3 Units) (Not required for MSA students)**

Pre-requisite: None

Information systems and their use in business management; Information technology for managers, role of different types of information systems in businesses, common information systems, problem solving, and application development

### **BUS 783 Economics for Managers (3 Units)**

Pre-requisite: None

Macroeconomic and microeconomic environments within which businesses operate; Applications of intermediate level economic theory to business operations & management decisions on a local, national & multinational basis

### **BUS 784 Political, Social, and Legal Environment of Business (3 Units) (Not required for MSA students)**

Pre-requisite: None

Contemporary social, political, and legal issues that demonstrate the mutual impacts of economic and non-economic institutions both here and abroad

### **BUS 785 Financial Management (3 Units)**

Prerequisites: BUS 776 and BUS 780

Using valuation as the theme, the course covers conceptual, analytical, and institutional aspects of financial decision making. Topics include valuation models, required rate of return, modern portfolio theory & factor models

### **BUS 786 Operations Analysis (3 Units)**

Prerequisites: BUS 776

Production management and control with related computer applications: production and distribution planning, inventory control, and demand forecasting.

### **BUS 787 Marketing Management & Multi-National Operations (3 Units)**

Pre-requisite: None

Marketing concepts, theories, techniques & marketing environmental parameters, both domestic & international.

### **BUS 788 Management Principles & Organizational Behavior (3 Units)**

Prerequisites: None

Management, organization theory, and behavioral analysis applied to conventional management problems in domestic and international environments.

## WAIVING FOUNDATION COURSES

Students who have earned a Bachelor's degree in Business Administration within the past 7 years from an AACSB-accredited university with a minimum GPA of 3.0 in the last 60 semester units, can automatically waive all 700-level Foundation courses. You will receive a letter from the Graduate Business office via email if you are eligible.

If you did not graduate from an AACSB-accredited institution or did not receive a degree in Business Administration, but took equivalent business courses within the last 7 years with a B- or better grade, you may still be able to waive the corresponding 700-level course and will receive a letter regarding waiving of courses. At times, we may need a detailed course description or syllabus to determine if the previous course is equivalent.

Otherwise, please contact our office at [mba@sfsu.edu](mailto:mba@sfsu.edu) if you have any questions about waiver of courses.

## MBA ADVANCED REQUIREMENTS

### MASTER OF BUSINESS ADMINISTRATION

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

To earn an MBA, a candidate must fulfill the Career & Communications Workshop series, nine Foundation Courses and ten 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. Consult with an advisor in your area of emphasis.

### MBA ADVANCED REQUIREMENT COURSES:

QUANTITATIVE TRACK	SELECT TWO (2) OUT OF FOUR (4) FOLLOWING COURSES:
<u>ACCT 831</u>	Seminar in Financial Reporting (3 units)
<u>DS 852</u>	Managerial Decision Making (3 units)
<u>FIN 819</u>	Financial Analysis and Management (3 units)
<u>ISYS 814</u>	Information Systems for Strategic Advantage (3 units)
QUALITATIVE TRACK	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> BUS 890	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 (CONSULT WITH AN ADVISOR)

**TOTAL UNITS: 30**

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

## WORKSHEET FOR PLANNING ADVANCED COURSES- MBA

- The Waiver letter helps MBA students in program planning and can be used to discuss with an advisor to plan 800-level courses. Faculty advisors are not assigned. Students may choose their own advisor from the list provided each semester on our website. Their departments, office locations and office hours are listed as well: <http://cob.sfsu.edu/cob/graduate/advisors.cfm>
- MBA students are required to take five electives as part of the 800-level course work. Students are not required to pick an emphasis and can take electives in various areas of business to complete a “general” MBA.

### REQUIRED ADVANCED COURSES

#### QUANTITATIVE TRACK

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

- ACCT 831 SEMINAR IN FINANCIAL REPORTING
- DS 852 MANAGARIAL DECISION MAKING
- FIN 819 FINANCIAL ANALYSIS & MANAGEMENT
- ISYS 814 INFORMATION SYSTEMS FOR STRATEGIC ADVANTAGE

#### QUALITATIVE TRACK

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

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

**Plus** BUS 890 CULMINATING EXPERIENCE IN STRATEGIC MANAGEMENT

**AND** FIVE (5) ELECTIVES:


## MSA ADVANCED REQUIREMENTS

### MASTER OF SCIENCE IN ACCOUNTANCY (MSA)

The MS in Accountancy provides an emphasis in accounting, with specialization in financial accounting, auditing, managerial accounting, taxation, and accounting information systems. All MSA students need to select their elective courses with approval from a faculty advisor in the Accounting Department. This may include taking up to two approved undergraduate Business courses on the main campus.

To earn an MSA, students must fulfill the Career & Communications workshop series, eight Foundation Courses and ten Advanced Requirements. MSA students are required to meet with a faculty advisor in the Accounting Department before they begin their Advanced Requirement courses.

### MSA ADVANCED REQUIREMENT COURSES:

#### 6 required courses plus 4 electives

ACCT 800	Financial Accounting I	3 units
ACCT 801	Financial Accounting II	3 units
ACCT 802	Strategic Management Accounting	3 units
ACCT 804	Legal and Professional Responsibilities in Accounting	3 units
ACCT 807	Seminar in Accounting Information Systems	3 units
ACCT 890	Research Issues in Accounting	3 units

#### Electives

*ACCT Elective	Consult with your Graduate Advisor	3 units
*ACCT Elective	Consult with your Graduate Advisor	3 units
**COB Elective	Any 800-level Graduate Business Course with advisor approval	3 units
**COB Elective	Any 800-level Graduate Business Course with advisor approval	3 units

Total Units: 30

\* These two elective classes with an ACCT prefix are required (for a total of 8 classes with an ACCT prefix). These may be graduate (800-level) Accounting classes, or they may be upper division undergraduate accounting classes from this list ONLY: ACCT 501, ACCT 504, ACCT 507, or ACCT 551 with the approval of an Accounting advisor and Graduate Program Director.

\*\* Two College of Business 800-level classes. These may be Accounting or non-Accounting classes.

Course Descriptions are available in the University Bulletin or on our web site:

<http://cob.sfsu.edu/cob/graduate-programs/mba-course-advanced.cfm>

## WORKSHEET FOR PLANNING ADVANCED COURSES- MSA

- The Waiver letter helps MSA students in program planning and can be used to discuss with an Accounting advisor to plan 800-level courses. Faculty advisors may not be assigned. Students are required to see an advisor from the list provided. The faculty advisor office locations and office hours are listed as well: <http://cob.sfsu.edu/cob/graduate/advisors.cfm>
- MSA in Accountancy students are required to see a faculty advisor prior to taking 800-level courses, since they need to plan their electives accordingly.

### Student/advisor program planning:

#### REQUIRED MSA ADVANCED COURSES

- ACCT 800 Financial Accounting I
- ACCT 801 Financial Accounting II
- ACCT 802 Strategic Management Accounting
- ACCT 804 Legal & Professional Responsibility in Acct
- ACCT 807 Seminar in Acct Information Systems

#### FOUR (4) ELECTIVES SELECTED WITH ADVISOR APPROVAL

- Two elective ACCT Courses offered by the College of Business (Up to 6 units may be upper-division undergraduate courses selected from this list: ACCT 501, ACCT 504, ACCT 507 and ACCT 551)


- Two 800-level elective courses offered by the College of Business


AND

- ACCT 890 RESEARCH ISSUES IN ACCOUNTING

## DEPARTMENTS AND AREAS OF EMPHASIS

The College of Business is organized by 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 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 at <http://www.sfsu.edu/~bulletin/current/programs/busgrad.htm#2494>

### COLLEGE OF BUSINESS DEPARTMENTS AND AREAS OF EMPHASIS

ACCOUNTING

DECISION SCIENCES

FINANCE

HOSPITALITY AND TOURISM MANAGEMENT (undergraduate degree only)

INFORMATION SYSTEMS

INTERNATIONAL BUSINESS

MANAGEMENT- includes the SUSTAINABLE BUSINESS emphasis

MARKETING

As a general rule, all the Foundation courses and required MBA Advanced courses are offered during Fall and Spring semesters, and a few are offered during the summer. Elective courses for the MBA and MSA programs are only offered during the Fall and Spring semesters (some being offered only in the Fall and others only in the Spring), so students are encouraged to plan their courses accordingly.

# TIPS ON HOW TO GRADUATE

## GRADES, GPA & PROBATION

The BUS 714 business writing course required for conditional admits, should be taken as CR/NC (Credit/No Credit). All Graduate Business 700-level Foundation Courses and 800-level Advanced courses must be taken for letter grades to satisfy GPA and graduation requirements.

Students must maintain a minimum 3.0 GPA each semester and an overall 3.0 GPA at all times. If the GPA drops below a 3.0, the student will be placed on probation. A 3.0 GPA must be maintained in the Advanced Requirements course work in order to register for the BUS 890 course for MBA students or the ACCT 890 for MSA students and in order to graduate. Students will receive notification from the University regarding a "Hold" which is placed on the record prior to registration for the following semester. Students must contact the Graduate Business office and set up an appointment to meet with the Program Director (bring in a printout of your transcript and complete a Re-instatement petition to register for classes). Student may be subject to disqualification if the GPA falls below a 3.0 for more than two consecutive semesters.

One semester prior to registering for the final MBA BUS 890 Culminating Experience Strategic Management course or for the MSA ACCT 890 Research Issues in Accounting course, you must file two very important forms: the Advancement to Candidacy (ATC), and the Proposal for Culminating Experience Requirement.

### FILING REQUIREMENTS FOR THE ADVANCEMENT TO CANDIDACY (ATC)

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

- Completion of the mandatory Career & Communications skills workshop series
- Passing the BUS 714 business writing course (for Conditional Admits only)
- Completion or waiver of all Foundation courses
- The Cumulative overall GPA and the ATC form GPA must both be at least a 3.0
- At least 6 units of 800-level courses must have been already completed, with a grade of "C" or better. (No grade lower than a "C" is allowed on the ATC)
- 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 ATC (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

The Graduate Business Programs office holds a Graduation Information Session each semester in order to answer questions regarding the forms and steps to Graduation. The session is held on a Saturday a few weeks prior to the deadline. Deadlines are listed each semester on the online Class Schedule calendar, the University Bulletin academic calendar, and the calendar on the Graduate Business Programs website.

Consult the University Graduate Studies website on "Steps for Completing a Graduate Degree" and to fill out the online forms: <http://www.sfsu.edu/~gradstudy/degree-guideline.htm>

## MBA MIB DUAL DEGREE & STUDY ABROAD PROGRAMS

MBA students may consider the dual degree MBA MIB option delivered by San Francisco State University and the University of Nice-Sophia Antipolis. Upon completion of the degree, students receive an MBA from the College of Business at San Francisco State University. Students also receive a Master's degree in international business (MIB) from the Business Management Institute of the University of Nice-Sophia Antipolis, one of France's top public universities.

Courses are held at SF State with one semester in Nice, France. Please visit our website for more information on this option: <http://cob.sfsu.edu/cob/graduate-programs/mba-mib.cfm>

Another option to consider is a semester of Study Abroad as part of the MBA program. The study abroad option is offered through the Office of International Programs (OIP) for students who have completed at least one semester at SF State. Graduate Business students have studied in countries such as Denmark, France, Germany, Spain, Sweden, Japan, Taiwan, the Netherlands, and Argentina, to name a few. Contact OIP at [oip@sfsu.edu](mailto:oip@sfsu.edu) or (415) 338-1293 for more information and visit the Graduate Business Office to meet with an advisor.

## GRADUATE STUDENT ORGANIZATIONS AND HONORARY SOCIETIES

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.

### Graduate Student Organizations

- Graduate Business Association (GBA)
- Net Impact
- Women in Business

### Other College of Business Student Organizations

- Accounting Students Organization
- Ascend at SFSU
- Association of Latino Professionals in Finance & Accounting
- Beta Alpha Psi - Beta Chi Chapter
- Beta Gamma Sigma, Mu Chapter (BGS)
- Club Managers Association of America
- Decision Sciences Student Association
- Delta Sigma Pi
- Financial Analysis and Management Education
- Hospitality Management Society
- Information Management Systems Asstn.
- Information Systems Audit and Control Asstn.
- Marketing Association at SFSU
- Management Organization for Bus. Students
- National Society of Minorities in Hospitality
- Organization of International Business Students
- Student Association of Entrepreneurs

For more information on these Business organizations, please visit: <http://www.cob.sfsu.edu/cob/graduate/student-resources.cfm>

To see a list of all student associations on the main campus go to: <http://www.sfsu.edu/~lead/org>

# GRADUATE BUSINESS PROGRAMS, SF STATE DOWNTOWN CAMPUS

Graduate Business Programs  
San Francisco State University  
835 Market Street, Suite 550  
San Francisco, CA 94103

## FACILITY HOURS

Monday – Friday, 9:30 a.m. – 9:45 p.m.

Saturday, 8 a.m. – 5 p.m.

Closed Sunday

## ADMINISTRATION OFFICE HOURS

- Monday – Thursday, 9 a.m. - 7 p.m.
- Fridays, 9 a.m. – 6 p.m.
- Phone (415)817-4300
- Fax (415)817-4340
- Email: [mba@sfsu.edu](mailto:mba@sfsu.edu)
- Website: <http://mba.sfsu.edu>

## PROGRAM STAFF

- **Jeff Chun, M.A.**, Assistant Director, Student Services: Oversees Student Services; Provides advising for current students; Call or email for an appointment: (415) 817-4322, [jeffchun@sfsu.edu](mailto:jeffchun@sfsu.edu)
- **Albert Koo, Ed.M.**, Associate Director: Oversees Career & Professional development & alumni relations  
Call or email for an appointment: (415) 817-4313, [alkoo@sfsu.edu](mailto:alkoo@sfsu.edu)
- **Yuliana Diestel**, Operations Manager: Manages Downtown Campus operations  
Contact: (415) 817-4315, [ysuherma@sfsu.edu](mailto:ysuherma@sfsu.edu)
- **Margaux Weeke**, Program Coordinator, Student Services: Provides support for current students and program events; Contact: (415) 817-4320, [mweeke@sfsu.edu](mailto:mweeke@sfsu.edu)
- **Manuel Maranan, MBA**, Recruiting and Outreach Director: Manages recruitment and corporate outreach  
Contact: (415) 817-4323, [mmaranan@sfsu.edu](mailto:mmaranan@sfsu.edu)
- **Armaan Moattari, MBA**, Assistant Director, Admissions: Oversees admissions and related events  
Contact: (415) 817-4314, [amoatt@sfsu.edu](mailto:amoatt@sfsu.edu)
- **Richard Ho**, Program Coordinator, Admissions: Provides advising for prospects; coordinates admissions process; Contact: (415) 817-4341, [rho@sfsu.edu](mailto:rho@sfsu.edu)
- **Aaron Anderson, Ph.D.**, Acting Executive Director: Oversees strategic planning and marketing for Graduate programs; Call or email the MBA office for an appointment: (415) 817-4321, [runner@sfsu.edu](mailto:runner@sfsu.edu)

## COLLEGE OF BUSINESS DEPARTMENT OFFICES ON MAIN CAMPUS

1600 Holloway Avenue, San Francisco, CA 94132

**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. Kathy O'Donnell
  
- Decision Sciences, Information Systems, Hospitality Mgmt, & Management Depts.:  
Main Campus, Business Building, BUS 310  
(415) 338-2138
  - DS Dept. Chair: Prof. V. Udayabhanu
  - IS Dept. Chair: Prof. Robert Nickerson
  - MGMT Dept. Acting Chair: Prof. Bruce Paton

## MAIN CAMPUS OFFICES

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