



# CURRICULUM Master in Business Administration

Effectivity: SY 2014 - 2015	Document Code: QR – AAD - 002	Revision No.: 00	Issue No.: 01	Date Issued: 06 May 2014
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## PROGRAM DESCRIPTION

The MBA program has been designed to provide the student with a knowledge of the principles that are fundamental to the operation of all business organizations, as well as advanced technical knowledge in a specialized field.

Specializations are provided for students who desire a concentrated area of study related to their career or career objectives. The specialization courses can be focused in areas such as: **Accounting and Control; Finance; Management; Project Management; Marketing; Entrepreneurship; E-Commerce and Human Resources Management**

## PROGRAM OBJECTIVES

The MBA program of AMACU seeks to develop tomorrow's business leaders. It aims to educate young professionals with limited work experience for managerial leadership in profit and not-for-profit organizations. The program ensures that candidates develop an understanding of the various functional fields and processes that are required to successfully operate modern business enterprises.

Specifically the MBA Program has the following goals:

-To provide candidates with the required decision-making tools and teach them how to analyze data (e.g. regression, probability and variance) and use statistical methodology (forecasting, sampling) in applying these techniques to actual business situations.

-To improve candidates' marketing skills through the use of case studies, which help candidates, identify and evaluate the diversity of marketing strategies employed by successful firms. Building market research techniques, candidates evaluate how consumer behavior, advertising and sales promotion, pricing decisions, and technology influence the marketing of products internationally. Causal factors determining the size, direction, and integration of foreign markets are studied in depth.

-To teach candidates the techniques and tools useful for financial analysis and control in today's business climate - integrating five distinct areas of study; financial accounting, managerial accounting, managerial economics, corporate finance, and international financial management. Quantitative skill development is emphasized throughout, especially in financial statement analysis, valuation techniques, accounting for financial transactions, and assessing foreign exchange risk.

-To provide candidates with the skills and knowledge set necessary in managing today's business operations for productivity and performance. Graduates must be able to evaluate the structural and cultural challenges that confront international managers and identify key attributes of successful professionals. The significance of corporate culture, especially local labor and management relations, on the design and effectiveness of multinational organizations is increasingly pertinent in profitability.

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### PROGRAM OBJECTIVES

-To develop a global perspective in all candidates. Candidates study a range of issues that emerge from the conduct of multinational business in diverse economies, political systems, and cultures including; the policies of government and international organizations; changing patterns of international competition; managing in developing countries; and the role of culture in management decision-making.

-Develop each candidate's strategic thinking. Beginning with an analysis of industry and competition, candidates develop the concepts, tools, and techniques that are essential for accurately diagnosing and enhancing the competitive performance of an international enterprise. The program examines the processes through which competitive advantage is created and sustained against erosion by rival firms. Entrepreneurship and the unique strategic challenges facing small businesses are emphasized.

### CAREER PATH

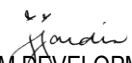
An **Entrepreneurship** specialization is a great way to gain a valuable foundation in business management and ventures, and is ideal for those looking to make a success of their own business. Whether the students are planning to start their own business or you simply want to break into a business based career and enjoy great promotional prospects, the Entrepreneurship specialization can prove invaluable and will equip the student with the knowledge and skills they need to succeed in this area.

An **Accounting and Control** specialization is the ideal qualification for anyone wishing to enter or progress in business accounts administration. This is a qualification that will prove invaluable to those entering or already in this position, as the skills and knowledge acquired through this course will enable them to look forward to a successful and lucrative career in business accounting administration.

A **Finance** specialization will improve the chances of career progression in this discipline and will equip students with the skills and knowledge – as well as the confidence – to enjoy more rapid progression through the ranks of finance related business administration.

A **Marketing** specialization prepares students in cutting edge and competitive marketing posts. For those already working in a Marketing environment, they can look into career progression of managerial role.

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### CAREER PATH

A **Human Resources Management** Specialization will equip students with the necessary knowledge and skills, enabling them to step confidently into a management or administration role within an HR environment and to aid the smooth running of the business. For those already in lower level positions within an HR environment, a Human Resources specialization is the perfect way to progress in this career and enjoy more senior roles within the Human Resources team.

A **Project Management** specialization will provide students the confidence and skills to manage a project from start to finish in an efficient manner. For those already working in a business environment, a Project Management specialization is an excellent way in which to move the selected career forward.

### ADMISSION REQUIREMENTS

1. Applicants must have earned a bachelor's degree from a reputable higher education institution.
2. Applicants must have an in-depth knowledge in:
  - Organization and Management
  - Management Accounting
  - Quantitative Analysis for Business
  - Managerial Economics
3. For non-Business Administration applicants, he must enroll the corresponding pre-MBA courses during his first trimester. The applicant should not be allowed to enroll the CORE courses until he pass the remedial courses.

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## PROGRAM STRUCTURE

### PRE-MBA for non-BA graduates

For non-Business Administration applicants, he must enroll the corresponding pre-MBA courses during his first trimester. The applicant should not be allowed to enroll the CORE courses until he pass the remedial courses.

COURSE CODE	COURSE TITLE	LEC HRS	LAB HRS	UNIT(S)	PRE-REQUISITES
MBA001	Organization and Management	3	0	(3)	
MBA002	Management Accounting	3	0	(3)	
MBA003	Quantitative Analysis for Business	3	0	(3)	
MBA004	Managerial Economics	3	0	(3)	

(12)

### FIRST YEAR ATTENDANCE

#### First Trimester

COURSE CODE	COURSE TITLE	LEC HRS	LAB HRS	UNIT(S)	PRE-REQUISITES
MBA101	Methods of Research with Business Applications	3	0	3	
MBA102	Leadership and Organizational Behavior	3	0	3	
MBA104	Financial Management	3	0	3	

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#### Second Trimester

COURSE CODE	COURSE TITLE	LEC HRS	LAB HRS	UNIT(S)	PRE-REQUISITES
MBA103	Marketing Management	3	0	3	
MBA105	Production/Operations Management	3	0	3	
MBA106	Business Policy	3	0	3	

9

#### Third Trimester

COURSE CODE	COURSE TITLE	LEC HRS	LAB HRS	UNIT(S)	PRE-REQUISITES
	Specialization 1	3	0	3	
	Specialization 2	3	0	3	

6

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## SECOND YEAR ATTENDANCE

### First Trimester

COURSE CODE	COURSE TITLE	LEC HRS	LAB HRS	UNIT(S)	PRE-REQUISITES
	Specialization 3	3	0	3	
	Specialization 4	3	0	3	

6

**NOTE:** After completing the required 30 academic units and obtaining a GWA of 1.75 or better, students must pass the comprehensive examination prior to enrolment of Thesis Writing.

### Second Trimester

COURSE CODE	COURSE TITLE	LEC HRS	LAB HRS	UNIT(S)	PRE-REQUISITES
MBA999	Thesis Writing			6	

6

**Total Academic Units**

36

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## SUMMARY OF COURSES

### Pre-MBA for non BA graduates (12 non-credit units)

COURSE CODE	COURSE TITLE	CREDIT UNIT(S)
MBA001	Organization and Management	(3)
MBA002	Management Accounting	(3)
MBA003	Quantitative Analysis for Business	(3)
MBA004	Managerial Economics	(3)

### CORE COURSES (18 credit units)

COURSE CODE	COURSE TITLE	CREDIT UNIT(S)
MBA101	Methods of Research with Business Application	3
MBA102	Leadership and Organizational Behavior	3
MBA103	Marketing Management	3
MBA104	Financial Management	3
MBA105	Production/Operations Management	3
MBA106	Business Policy	3

### MAJOR (SPECIALIZATION) COURSES (12 credit units)

Students may choose four (4) courses from one (1) of the following Specialization tracks:

#### Specialization in Entrepreneurship

COURSE CODE	COURSE TITLE	CREDIT UNIT(S)
MBA201	Environmental Assessment and Opportunity Identification	3
MBA202	Entrepreneurial Finance and Private Equity	3
MBA203	New Venture and Technology Strategy	3
MBA204	Strategies and Process of Negotiation	3
MBA205	Business Planning and Feasibility Study for Start-Up and Turn-Around Ventures	3

#### Specialization in E-Commerce

COURSE CODE	COURSE TITLE	CREDIT UNIT(S)
MBA301	EC: Introduction and Framework	3
MBA302	EC: Marketing Management	3
MBA303	EC: Operations Management	3
MBA304	EC: Strategy Management	3

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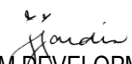
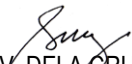
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MBA305	EC: B2B Infrastructure	3
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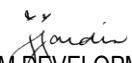

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### MAJOR (SPECIALIZATION) COURSES (12 credit units)

Students may choose four (4) courses from one (1) of the following Specialization tracks:

<b><u>Specialization in Finance</u></b>		
COURSE CODE	COURSE TITLE	CREDIT UNIT(S)
MBA401	Managerial Finance	3
MBA402	Securities Analysis	3
MBA403	Corporate Investment Analysis	3
MBA404	Management of Financial Institutions	3
MBA405	Financial Risk Management	3
<b><u>Specialization in Marketing</u></b>		
COURSE CODE	COURSE TITLE	CREDIT UNIT(S)
MBA501	Marketing Research	3
MBA502	Product Planning & Development	3
MBA503	Channels of Distribution	3
MBA504	Advertising & Promotions	3
MBA505	Sales Management	3
<b><u>Specialization in Management</u></b>		
COURSE CODE	COURSE TITLE	CREDIT UNIT(S)
MBA601	Strategic Management in a Global Environment	3
MBA602	Managing Organizational Change	3
MBA603	Technological Strategic Management	3
MBA604	Managing Quality	3
<b><u>Specialization in Project Management</u></b>		
COURSE CODE	COURSE TITLE	CREDIT UNIT(S)
MBA701	Managing Software Development Projects	3
MBA702	Project Management Systems	3
MBA703	Advanced Project Management	3
MBA704	Project Cost and Risk Management	3
MBA705	Contract and Procurement Management	3

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### MAJOR (SPECIALIZATION) COURSES (12 credit units)




Students may choose four (4) courses from one (1) of the following Specialization tracks:

<b><u>Specialization in Accounting and Control</u></b>		
COURSE CODE	COURSE TITLE	CREDIT UNIT(S)
MBA800	Theory of Accounts	3
MBA801	Auditing Theory	3
MBA802	Management Accounting Control (MS)	3
MBA803	Advanced Financial Accounting and Reporting Issues (Practical Acctg. 1)	3
MBA804	Practical Accounting 2	3
MBA805	Advanced Auditing (Auditing Problems)	3
<b><u>Specialization in Human Resources Management</u></b>		
COURSE CODE	COURSE TITLE	CREDIT UNIT(S)
MBA901	Human Resources Management	3
MBA902	Labor and Employment Law	3
MBA903	Strategic Staffing and Scheduling	3
MBA904	Compensation and Benefits	3
MBA905	Training & Development	3

### COMPREHENSIVE EXAMINATION

#### THESIS (6 credit units)

COURSE CODE	COURSE TITLE	CREDIT UNIT(S)
MBA999	Thesis Writing	6

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## COURSE DESCRIPTION

### Pre-MBA for non BA-graduates

MBA001 Organization and Management (3 cr. u)

The course deals with the basic principles and functions of management and the different skills successful managers need at different levels. It also includes the leadership patterns in the managerial hierarchy and the internal and external forces for organizational change and development.

MBA002 Management Accounting (3 cr. u)

This course covers financial accounting policy in private and public organizations within the framework of accounting conventions.

MBA003 Quantitative Analysis for Business (3 cr. u)

This course covers deterministic and stochastic operations research techniques and other quantitative models in the analysis of management problems. Topics include decision and risk analysis, probability and statistics, competitive analysis and management science applied in case situation.

MBA004 MBA004 (3 cr. u)

The course analyzes a firm's economic environment. It applies concepts and models of micro-economic theory to demand and look at the firm's production and cost functions, as well as the nature of competition.

### CORE COURSES

MBA101 Methods of Research with Business Application (3 cr. u)

The course is concerned with research methodologies and techniques for graduate students that will prepare them to undertake a research topic in their field of specialization. This subject constitutes the student's initial investigation on a topic for the research thesis.

MBA102 Leadership and Organizational Behavior (3 cr. u)

The course examines the inter- and intra- personal dynamics as they affect the achievement of corporate goals. Topics include theories of organizational behavior concepts and application including motivation, group dynamics, organizational communication processes, leadership, power, authority, team building and organizational development. Managing change in a complex domestic and international environment is also emphasized.

MBA103 Marketing Management (3 cr. u)

This course presents a structured approach to understanding and managing the marketing function. Course includes marketing concepts, theories and models. Study and analysis of the market, the marketing mix, the international market, and marketing service oriented and non-profit entities. Emphasis is also given to some of the ethical and social issues affecting marketing.

MBA104 Financial Management (3 cr. u)

The course provides insights into the challenges of creating value for the shareholders and other stakeholders in the firm by focusing on the wise investment of the firm's capital and the selection of financial policies in support of the firm's long-term strategy. Topics include valuation of projects, securities, structure of capital markets, cost of capital, financial analysis and forecasting, working capital management, capital budgeting, resource allocation, dividend

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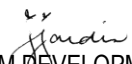
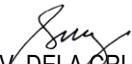
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policy, long term debt policy, selection of specific financial tactics, and corporate restructuring.

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## COURSE DESCRIPTION

### CORE COURSES

**MBA105 Production /Operations Management** (3 cr. u)  
Operations management focuses on the concepts methods and techniques required for directing and controlling production of goods and services to satisfy the needs of both internal and external customers. It examines the planning and control of operations, tools and techniques, which are helpful in ensuring optimal use of resources and interfaces with quality management. Topics include development of operations strategy; demand forecasting and management; capacity planning and scheduling; inventory planning models; purchasing and materials management; and facilities development and maintenance management.

**MBA106 Business Policy** (3 cr. u)  
Integration of the various environmental, tool and functional fields of business into a unified whole, stress being given to solving comprehensive case problems of business organization and management.

### Specialization in Entrepreneurship

**MBA201 Environmental Assessment and Opportunity Identification** (3 cr. u)  
The course includes a discussion on the processes through which entrepreneurial ideas are generated and successfully translated into ongoing activity and enterprises. The course demystifies entrepreneurship as it explores the four fundamental issues: what entrepreneurship is; who entrepreneurs are - realizing entrepreneurship potentials; where ideas come from - creativity, opportunity identification, where to establish a business; and the significance of entrepreneurship in the economy.

**MBA202 Entrepreneurial Finance and Private Equity** (3 cr. u)  
Provides an understanding of the concepts, structures and institutions involved in entrepreneurial finance and the private equity market and broadly addresses the financing opportunities available to young firms at various stages of development. It includes discussion on financial management of small business enterprise in the Philippines with actual cases, principles of financial management, and preparation of financial plan for small business.

**MBA203 New Venture and Technology Strategy** (3 cr. u)  
The course provides an introduction to strategic concepts associated with technological change. It will deal with decisions faced by firms in commercializing and exploiting new technologies. Concerned with the issues and mechanics of starting up new, independent ventures. The course introduces students to analytical processes, business concepts, entry strategies, financing sources, and deal structures, concerned with creation of potential firms in both emerging and mature industries.

**MBA204 Strategies and Process of Negotiation** (3 cr. u)  
This course explores the major concepts and theories of bargaining and negotiation. It includes analysis of bargaining and conflict relationships; provides an understanding of the repertoire of negotiation tactics, situation applications and risks through cases.

**MBA205 Business Planning and Feasibility Study for Start-Up and Turn-Around Ventures** (3 cr. u)  
The course includes selecting or choosing a new ventures-products or ideas or turn-around ventures; components of the feasibility study- market study, organizational study, production/technical study, financial study, and legal aspect.

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Presentation and critiquing of the feasibility studies developed will conclude the course.

## COURSE DESCRIPTION

### Specialization in E-Commerce

**MBA301 EC: Introduction and Framework** (3 cr. u)  
Evolution, foundation and administration of electronic commerce. Topics include Electronic Commerce in the Internet, Implementing E-Commerce and Intranets; viable business models for electronic commerce.

**MBA302 EC: Marketing Management** (3 cr. u)  
The course explores the new world of E-Commerce and its impact on business practices. Topics include opportunities, issues, alternatives and techniques to support development of an E-Commerce marketing plan and a related website. Evaluation of alternative E-Commerce web sites, plan a site that meets marketing objectives and examine how to promote the site to target audiences. The emphasis of the course will be on tackling the most serious problems faced by the internet marketers.

**MBA303 EC: Operations Management** (3 cr. u)  
The course presents a structured approach to establishing a new or adds on channel of distribution in the Web-based economy. Expose the students to the characteristics of a new distribution, vehicle, development of its operation, identification and analysis and evaluation of e-commerce opportunities. Topics include concepts and practical activities related to forecasting, scheduling, inventory planning and logistics in the form of an operational plan suitable for a Web-enabled world.


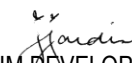

**MBA304 EC: Strategy Management** (3 cr. u)  
Explore fundamental strategy issues that arise in e-business, including the role and deficiencies of traditional strategy concepts in the Web-based economy; new business models, pricing models, and valuation models appropriate to the new economy; alternative strategies for entry and transformation of old economy business in the Web enabled world; and strategic implications of intellectual property in the knowledge-based competitive environment.

**MBA305 EC: B2B Infrastructure** (3 cr. u)  
The course explores the different technologies that allow business-to-business transactions in the Web-enabled business world. Topics include infrastructure technology, internet marketing, logistics and customer relationship management.

### Specialization in Finance

**MBA401 Managerial Finance** (3 cr. u)  
The course provides a comprehensive view of financial management with insight into securities analysis, mergers / acquisitions and financial / futures options. Topics include risk, return and the capital asset pricing model; dividend policy; financing flexibility; valuation of securities; optimal capital budget; and capital structure with the Modigliani-Miller models.

**MBA402 Securities Analysis** (3 cr. u)  
This Advance finance subject examines the wide range of securities traded on capital markets. Topics include modern securities such as futures, forwards and option contracts as well as traditional bonds and equities; valuation


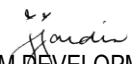
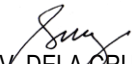
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of securities including synthetic ones and how they can be used to manage financial risk.

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## COURSE DESCRIPTION

### Specialization in Finance

**MBA403 Corporate Investment Analysis** (3 cr. u)  
The course deals with corporate recombination and resource allocation. Topics include advance capital budgeting techniques and valuation methods; strategies tactics and rationale for mergers, acquisitions, leverage buy-outs and restructuring.

**MBA404 Management of Financial Institutions** (3 cr. u)  
The course focuses on the management commercial banks and other financial institutions and on the interaction of participants in the capital markets. Management of lending is a major topic, and funds acquisition, capital management portfolio management and issues relating to risk are also discussed.

**MBA405 Financial Risk Management** (3 cr. u)  
The course focuses on the current concepts, tools and strategies available in financial markets to enhance or protect investments. Topics include put and call buying; covered call writing; put hedging; futures speculation and hedging; and arbitrage.

### Specialization in Marketing

**MBA501 Marketing Research** (3 cr. u)  
The course addresses both quantitative and qualitative research techniques, including written questionnaires, telephone surveys, test marketing and focus groups. Emphasis is placed on examining how managers can make better decisions regarding target markets, product features, positioning, pricing, and advertising and new product introductions. Ethical implications of marketing research activities will also be discussed.

**MBA502 Product Planning & Development** (3 cr. u)  
The course focuses on development of product strategy and product positioning for existing and new products. It also covers topics on how to price distribute and promote these products. At the end of the course, an insight on the future of product management is presented.

**MBA503 Channels of Distribution** (3 cr. u)  
The course covers the channels of distribution that teach students to make decisions regarding selling channels and the physical distribution of products to businesses and consumers. Topics include: channel structures including retailing, wholesaling and other agency relationships. Emphasis is on designing, implementing, managing and evaluating a channel strategy.

**MBA504 Advertising & Promotions** (3 cr. u)  
The course presents a structured approach to managing advertising, sales promotion and public relations activities from a corporate perspective. Students are taught how to determine promotional objectives, select campaign themes, choose media, control-advertising costs, design sales promotions and evaluate results. The course also discusses agency selection and management.

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# CURRICULUM Master in Business Administration

Effectivity: SY 2014 - 2015	Document Code: QR – AAD - 002	Revision No.: 00	Issue No.: 01	Date Issued: 06 May 2014
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## COURSE DESCRIPTION

### Specialization in Marketing

**MBA505 Sales Management** (3 cr. u)  
 Sales management discusses design and implementation of sales force strategy. Topics include: techniques for identifying, recruiting and training sales personnel; monitoring and controlling sales efforts; and forecasting and budgeting sales performance; territory decisions, compensation plans and motivation techniques to maximize the productivity of the sales force are also discussed.

### Specialization in Management

**MBA601 Strategic Management in a Global Environment** (3 cr. u)  
 The course focuses on strategic issues that arise in international operations because of diverse contextual differences in government institutions, competition, risks and costs of operations in different national environments. The course deals with corporate level strategy formulation, implementation and control. It introduces the critical business skills of planning and managing strategic activities of multinational firms. Topics to be covered include the management of overseas stakeholders, business ethics in an international context, relationship of international corporations to their environments, role and responsibilities of multinational corporations to their environments, role and responsibilities of international business managers, the role of overseas subsidiaries in global strategy formulation and implementation and the mechanisms for monitoring and evaluating the effectiveness of strategic decisions and their implementation. The impact of the internet on the operations of multinational corporations will also be highlighted. Case studies will be extensively used to bring to life the operational and strategic issues faced by international managers.

**MBA602 Managing Organizational Change** (3 cr. u)  
 The course focuses on the development of a critical framework for analyzing organizational phenomena and how managers can creatively respond to such changes. It presents a concepts and techniques for improving organizational effectiveness and well-being. Topics include: Ethical conflicts; the imperatives of managing change; the impact of culture, both national and organizational, on workforce performance; techniques, theories, principles and value that show how to take charge of planned change efforts in order to achieve success.

**MBA603 Technological Strategic Management** (3 cr. u)  
 The subject explores the issues of technology management and the factors leading to success and failure of organizational innovative practices. It discusses the effective management technological advances especially planning and control for the benefit of the firm and the society. Topics include: technology-strategy analysis; high technology marketing; high technology entrepreneurship; and global technology management.

**MBA604 Managing Quality** (3 cr. u)  
 The course focuses on the quality function, its implementation cost and management in both manufacturing and service industries. Topics include: quality concept and tools, strategies in quality planning, quality improvement and quality control.

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**COURSE DESCRIPTION**

**Specialization in Project Management**

MBA701 Managing Software Development Projects (3 cr. u)

The course examines strategies and techniques needed to manage the development of software products. Topics include software project development processes; software development standards; project planning, scheduling and control strategies; risk assessment and mitigation; team building and managing technical personnel.

MBA702 Project Management Systems (3 cr. u)

The course introduces project management principles and methods from the standpoint of a manager who must organize, plan, and implement and control non-routine activities to achieve schedule budget and performance objectives. Topics include project life cycles, project selection and organization, as well as planning, budgeting and scheduling systems. Planning and control methods, such as PERT / CPM, and Gantt Charts, earned value techniques and project audits are also discussed.

MBA703 Advanced Program Management (3 cr. u)

The course focuses on how project managers plan, schedule and control multi-project programs within an organizational context. Topics include the role of project in organizations; project management methodologies; program planning and tracking; legal and ethical issues; conflict identification and resolution; project team management and leadership; alternative organizational systems; and advanced application of project management software.

MBA704 Project Cost and Risk Management (3 cr. u)

The course addresses the need for project managers to understand and apply tools and techniques to the development and management of project financial plans. Topics include: project cost and benefit estimation; project financial analysis; project simulation; risk analysis and management budgeting; and cost schedule integration.

MBA705 Contract and Procurement Management (3 cr. u)

The Course focuses on processes through which goods and services are acquired in the project management environment. Topics include contract and procurement strategies; legal issues; contract pricing alternatives; source selection; invitation to bid; bid evaluation; risk assessment; and contract evaluation and administration.


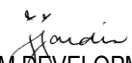
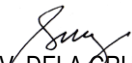
**Specialization in Accounting and Control**

MBA800 Theory of Accounts (3 cr. u)

This includes accounting and financial accounting concepts; the accounting processes; income determination: irregular items; accounting for assets; accounting for equities and financial statements.

MBA801 Auditing Theory (3 cr. u)

This includes the overview of auditing; professional practices of accounting; The CPA's professional responsibilities; the audit process - Planning and supervision; audit objectives, evidence, procedures and working papers; study and evaluation of internal control; audit sampling; auditing in an EDP Environment; Completing the audit / Post audit responsibilities; reports on audited financial statements and other services and reports.

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## COURSE DESCRIPTION

### Specialization in Accounting and Control

MBA802 Management Accounting Control (MS) (3 cr. u)

The course covers, concepts and standards of management services practiced by CPA's; Accounting and Financial management-related services; capital budgeting concepts and techniques and project feasibility studies.

MBA803 Advanced Financial Accounting and Reporting Issues (Practical Acctg. 1) (3 cr. u)

It includes preparation of financial statements; recognition and measurement of revenues, expenses and net income; recognition, measurement, valuation, disposition, presentation and disclosure for assets, liabilities and stockholders equity.

MBA804 Practical Accounting 2 (3 cr. u)

It includes topics on Partnership; Accounting for Branches; Accounting for Business Combination; Consolidation of Financial Statements; Cost Accounting (Journalizing and Reporting); Accounting for Special Transactions; National Government Accounting and Accounting for Non-governmental Organizations (NGO's)

MBA805 Advanced Auditing (Auditing Problems) (3 cr. u)

The course examines why increased complexity in organizations requires management to establish means of monitoring control systems. Topics include: audit process using criteria and controls to evaluate causes and effects of, and conditions for, operational, performance and fraud audits; Planning and internal control; audit for the revenues and expenditures; Production cycle; audit of treasury cycle; completing the audit and report preparation.

### Specialization in Human Resources Management

MBA901 Human Resources Management (3 cr. u)

The course surveys the contemporary techniques for managing the corporate human resources function. Topics include planning, staffing, rewarding, developing and maintaining organizations jobs and people. The course content will be conveyed through a mix of seminar, cases and discussions.

MBA902 Labor and Employment Law (3 cr. u)

The course discusses the legal guarantee on minimum standards, welfare benefits and employment opportunity for workers, including statutes and decrees on social security, labor standards, manpower development and employment generation and assistance program. Topics include collective bargaining, labor arbitration, unfair labor practices, strikes and lockouts and labor settlement.

MBA903 Strategic Staffing and Scheduling (3 cr. u)

The course provides a strategic framework for providing corporations with the human resources needed to achieve corporate goals. The course focuses on policies and procedures for both short-and-long range human resource planning, recruiting and selection. Rightsizing, employee separations and retention.

MBA904 Compensation and Benefits (3 cr. u)

The course focuses on how organizations use pay systems as strategic tools for improving organizational effectiveness. Topics include employee benefits; legally required benefits such as social security, health care; deferred compensation; paid leaves; employee activity programs; employee assistance programs. The financial,

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actuarial, administrative and legal implication of compensation and benefit plans is also discussed.

**COURSE DESCRIPTION**

**COMPREHENSIVE EXAMINATION**

A comprehensive examination can be taken after all required course work have been completed and a student must have a GWA of at least 1.75

The Examination is designed to assess how well the student can analyze business problems/case studies, interpret data and make strategic decisions/solutions. The examination focuses on the student ability to make conceptual connections between the courses and provide logical arguments to support their positions. The examination will be based on the following courses: Finance, Marketing, Production/Operations Management and Strategic Management/Business Policy, etc.

In preparation for the comprehensive examination, students are encouraged to review their class notes and texts. Additionally, students should be aware of significant current events in the business world, and how class material can be used to analyze these events.

Students are encouraged to ask their graduate advisor any questions pertinent to the examination


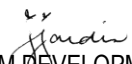
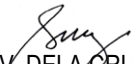
**THESIS**

MBA999 Thesis Writing (6 cr. u)

MBA thesis should be an original project with bearing on current local/international business theories and practices. The student formulates a thesis topic, which must be approved by the Thesis Adviser prior to writing the thesis.

Once the thesis has been completed, the student must submit it to the Thesis Adviser for approval. The Thesis will be presented to a Thesis Committee for approval and grading.

Following Committee approval, and provided that all course requirements have been completed, the student is awarded the MBA diploma.

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