



Business Administration

Introduction

University of the West's business administration programs are designed to allow students to become professionals with solid technical knowledge and skills in their field and a high moral spirit of responsibility. The curricula of the programs are guided by the university's mission, institutional learning outcomes, and these four departmental principles: excellence, self-cultivation, social responsibility, and skill development.

The Department of Business Administration offers the following programs:

Degree Programs

Bachelor of Arts (BA) in Business Administration

Concentrations (Required):

- Accounting
- Computer Information Systems
- International Business
- Marketing

Master of Business Administration (MBA)

Concentrations (Optional):

- Computer Information Systems
- Data Analytics
- Finance
- International Business
- Nonprofit Organization Management

Professional Master of Business Administration (PMBA)

Certificate Programs

Undergraduate Certificate in Business Administration

Graduate Certificate in Business and Management

Post-Master of Business Administration Certificate (Post MBA)

Philosophy & Objectives

The Business Administration department is guided by the UWest mission, with Buddhist wisdom and values and the integration of Western and Eastern cultures serving as the foundation of the programs.

The objectives of the programs are two-fold:

1. to provide students with both knowledge and practical skills in the field of business administration, enabling them to transform theory into practice; and
2. to transform students into global citizens who demonstrate knowledge, responsible action, and compassionate service.

Professional Master of Business Administration

The Professional Master of Business Administration (PMBA) degree program at UWest is designed for business professionals, executives, and owners with three or more years of managerial or professional experience. Students expand their knowledge and skills and enhance their problem-solving and strategic thinking abilities to advance their professional careers, successfully start their own businesses, or maximize the success of existing business ventures.

The PMBA is flexible and fast. Flexible schedules provide the convenience that working professionals need to take the next step to a more fulfilling future. Students can complete the program in as little as one year by attending consecutive fall, spring, and summer semesters.

Students choose either distance or traditional enrollment when they apply. Students who select traditional enrollment complete the majority of their coursework on campus in combination with online and remote offerings. Students who select distance enrollment complete all courses through a blend of online and remote coursework.

International students who plan to live in the US while completing their PMBA should be sure to select traditional enrollment, as distance enrollment does not meet F-1 visa status requirements.

Program Learning Outcomes

Students who graduate with a PMBA in Business Administration will be able to:

- Integrate advanced concepts, theories, and skills to identify, analyze, and solve complex business problems.
- Apply understanding of leadership roles and strategies to real-world business and management scenarios.
- Analyze and explain how awareness and knowledge of individual and cultural diversity can impact and inform business practices and management decision making.
- Evaluate the role and impact of globalization and global perspectives within business practices and management decision making.
- Advocate for the synthesis of social, professional, and ethical responsibility within business practices and management decision making.

Professional MBA Program Requirements

<u>Course Requirements</u>		<u>Required Units</u>
Business Core	7 courses	21
Professional Core	2 courses	6
Elective	1 course	3
Capstone	1 course	3
Total	11 courses	33

As Required

Foundation Courses 0 to 9

Foundation Courses (0 to 15 units): These courses provide a foundation for graduate level study, and are waived for students who completed equivalent coursework during prior study. A minimum grade of C (undergraduate courses) or B (graduate courses) is required for waivers.

Students who did not complete equivalent coursework during undergraduate study may be assigned up to three foundational courses for a total of 9 units. Courses should be completed in the first term of study.

<u>Course</u>	<u>Units</u>
Economics	3
BUS 201 Microeconomics <i>or</i> BUS 202 Macroeconomics	
BUS 210 Introduction to Financial Accounting	3
BUS 303 Business Statistics	3

Students granted admission without a BA degree (details provided under Admissions) may be required to complete two additional prerequisites for a total of 15 units if equivalent courses were not completed during prior study.

BUS 200 Business Law	3
BUS 306 Business Communications	3

Business Core (21 units): Students complete seven core courses (21 units) to develop analytical and problem-solving skills needed for all business professionals.

<u>Course</u>	<u>Units</u>
MBA 507 Managerial Economics	3
MBA 513 Managerial Accounting	3
MBA 515 Corporate Finance	3
MBA 530 Marketing	3
MBA 540 Management Information Systems	3
MBA 588 Business Philosophy & Ethics	3
Management	3
MBA 504 Principles of Management <i>or</i> MBA 520 Organization & Management	

Professional Core (6 units): Students complete two courses to hone leadership skills and deepen understanding of global issues and challenges common in today's business world.

<u>Course</u>	<u>Units</u>
MBA 529 Seminar on Leadership	3
MBA 550 International Business	3

Capstone (3 units)

<u>Course</u>	<u>Units</u>
MBA 580 Strategic Management	3

Elective Requirement (3 units): Students select one additional MBA course relevant to their specific goals and interests.

Minimum Grade Requirement: Each course must be passed with a minimum grade of C (2.0). Students who do not earn a C or higher may repeat the course one time only to achieve a passing grade.

Graduation Requirements: Students complete 33 units as specified with a cumulative GPA of 3.0 or higher. Units earned in foundation courses and courses applied to previous UWest degrees or certificates are not applicable to PMBA graduation requirements.

With departmental approval, students may be allowed to complete up to 6 units of 400-level undergraduate coursework at UWest for equivalent MBA courses.

Up to 6 units may be fulfilled through the transfer of credit for graduate courses completed with a minimum grade of B (3.0) at accredited institutions prior to enrolling at UWest.

Once enrolled, students are expected to complete all remaining coursework at UWest, including foundation courses. Exceptions allowing the transfer of foundation courses after beginning the program must be approved in advance by the department chair, and students must demonstrate cause. Students are required to complete their final 6 units in attendance at UWest and any approved transfer work must be completed prior the last day of the student's last term in attendance at UWest. A minimum grade of C (2.0) is required for undergraduate courses transferred to fulfill foundation requirements.

Application Requirements: Graduate Degree and Certificate Programs

1. Online Application for Admission

Access application at www.uwest.edu.

When filling out the online application, students should be prepared to upload the following:

- A. 500- to 600-word original Statement of Purpose.
 - This statement must be the applicant's own work.
 - Content requirements vary by program. Check program-specific requirements before preparing the statement of purpose. If program-specific requirements are not provided, the statement of purpose should address the applicant's interest in a specific area of study at UWest and any pertinent research or focus area, as well as personal goals or aspirations.
 - *Graduate Certificate Programs:* Statement of Purpose not required.

- B. Proof of bachelor's degree.
- C. Transcripts from all colleges and universities previously attended.
 - Include copies of degrees/diplomas earned, if awarded outside the US.
- D. A minimum of three (3) letters of recommendation from academic sources, community leaders, employers, clergy.
 - Personal recommendations from friends and family are not appropriate.
 - Recommendation requirements vary by program.
 - Graduate Certificate Programs: Letters of recommendation not required.
 - References must be provided on letterhead, or emailed from professional domains.
- E. Current résumé/curriculum vitae.
 - Recommended but optional, except as noted under program-specific requirements.
- F. Copy of the following documents. Please copy both front and back of cards:
 - Legal Photo ID. Accepted ID: driver license, state-issued ID, passport
 - Social Security card (if any)
 - Permanent Resident card (if applicable)
- G. Program-specific requirements (list follows). In addition to items listed above, applicants submit all items specified for their intended program of study.

2. Application Fee \$ 50 Domestic Application
 \$100 International Application

3. Official Documentation

Applicants may be admitted based upon unofficial documents. Official documents must be submitted directly to the university prior to term start. Digital transcripts are accepted through authorized channels.

- A. Official transcripts from all colleges and universities previously attended.
- B. Copies of degrees/diplomas earned, if awarded outside the US.

Application requirements are also available online at www.uwest.edu.

Program-Specific Requirements

Business Administration

Graduate Degree Programs

- MBA Additional Document: Submit current résumé.
- PMBA Additional Document: Submit current résumé.
 Prior Experience: Minimum three years managerial or professional experience
 Prior Degree: BA required, however PMBA applicants with five or more years of managerial
 Or professional experience who have not earned a bachelor's degree may be eligible for admission if they
 have completed four years and at least 120 semester units of degree- applicable undergraduate
 coursework from an accredited institution with a cumulative GPA of 2.5 or higher

Certificate Programs

- Graduate Prior degree requirement: BA in Business Administration or related field
 Letters of Recommendation: Not required
- Post-MBA Prior degree requirement: MBA
 Letters of Recommendation: Not require