

COURSE COMPLETION CHECKLIST

Master of Business Administration

Student Information

Name: _____ ID: _____

Major Concentration: 1. _____ 2. _____

Course Information

Foundation Courses & Workshops (10 Courses/ 27 Credits)

Foundation Courses		Grade	Semester Taken
1	MBA 301: Financial Accounting		
2	MBA 302: Management & Organization		
3	MBA 303: Analytical Techniques		
4	MBA 304: Micro Economics		
5	MBA 305: Macro Economics		
6	MBA 306: Management Accounting		
7	MBA 307: Legal Issues in Business		
Workshops (3 workshops: 6 Credits)			
8	MBA 310: Communication Workshop		
9	MBA 311: IT Workshop		
10	MBA 312: Career Planning		

Functional (Core) Courses (5 Courses/ 15 Credits)

Functional (Core) Courses		Grade	Semester Taken
1	MBA 501: Human Resource Management		
2	MBA 502: Marketing Management		
3	MBA 503: Business in the Global Environment		
4	MBA 504: Financial Management		
5	MBA 505: Operations Management		

Concentration (Major) Courses (4 Courses/ 12 Credits)

Major Course 1		Grade	Semester Taken
1			
2			
3			
4			
Major Course 2		Grade	Semester Taken
1			
2			
3			
4			

Capstone Course (1 Course/ 3Credits)

Capstone Courses		Grade	Semester Taken
1	MBA600: Strategic Management		

Additional Course(s)

Additional Courses		Grade	Semester Taken
1			
2			

Summary

Courses			Courses Required		Total Courses Completed		
					Waived	Transferred	Completed
Foundation			10			10	
Core			5			5	
Major 1			4			4	
Major 2							
Minor							
Capstone			1			1	
Internship (Optional)							
TOTAL			20		0	20	

Signatures

I attest that the above student has successfully completed all academic requirements for a Master of Business Administration.

Signature of Coordinator
 MBA Program
 Date:

Signature of Director
 MBA Program
 Date:

Signature of Dean, School of Business
 Date: