Professional Master of Business Administration

The MBA experience at BGSU introduced educational experiences and intense commitment to new and changing deadlines and circumstances. The focus on team collaboration and resolution to business problems prepared me well for the varied personal interactions of the real business world. In addition, the international foundation at BGSU continues to serve me well in my career.

John F. Meier
Executive in Residence, College of Business Administration, BGSU
Former Chairman of the Board of Directors and Chief Executive Officer, Libbey Inc.
MBA class of 1970

We Walk the Walk

Competitive Edge

In today's complex and dynamic business climate, you need every advantage you can get. With our 23 month Professional MBA program, BGSU positions you for success with a two evenings per week class schedule for current business professionals. Unlike most area MBA programs, BGSU's Professional MBA program has a selective admissions process and builds a cohort of only experienced working professionals. Candidates must have a minimum of three years professional work experience, above average admission test scores, and a strong previous academic record. These motivated and dedicated individuals move through the program as a cohort, working together to maximize one another's personal and professional development.

- Program can be completed in 23 months of part-time study
- Classes meet twice a week from 6:00-9:00 p.m.
- 12 required classes, two of which may be waived for students who have satisfactorily completed comparable courses
- Students progress within a cohort, learning from and with other experienced leaders
- Selective admissions process guarantees all class members will be qualified, motivated, and experienced
- Curriculum focuses on strategic management in an evolving business environment
- Small class size
- Conveniently located at the Community Education and Wellness Center at the Owens Community College Findlay Campus (County Rd. 18/Crystal Avenue) for access throughout northwest Ohio
- Accredited by the Association to Advance Collegiate Schools of Business (AACSB) - only 20 percent of graduate programs worldwide meet AACSB's high standards
Course Descriptions

Economic Analysis of the Firm
ECON 6000 (3 credit hours)
Emphasizes the application of microeconomics theory to the decision-making process of the firm. Topics include marginal analysis, market structure, competitive strategy, and public issues.

Business Ethics, Law, and Communication
MBA 6070 (3 credit hours)
Legal environment and the vital role law plays in all decisions. Basic law concepts illustrated from viewpoint of the firm. Social responsibility of corporations; topics include white-collar crime, social accounting, legal and restructuring of the corporate firm, and government regulations.

Financial Accounting & Analysis
MBA 6000 (3 credit hours)
Addresses financial accounting concepts and development of financial statements. Emphasis is placed on the effect of business processes on the reported financial statements of an organization and on the usage of financial statements of an organization and on the usage of financial information in the management and analysis of business operation.

Financial Management
MBA 6060 (3 credit hours)
Case method approach to acquisition and allocation of funds from non-financial firms; working capital management; capital budgeting, long-term fund sources, dividend policy; valuation and merger. Pre-Requisite: MBA 6000

Information Technology for Managers
MBA 6020 (3 credit hours)
Surveys various topics in information systems. The purpose is to develop an understanding of key information technologies and the role of IT in organizations. Focuses on empowering managers with the knowledge of IT necessary to use technology effectively in their organizations.

Leading for Organizational Success
MBA 6080 (3 credit hours)
Understanding the effective functioning of individuals, groups, and teams in organizations. Emphasizes application of behavioral science knowledge to major organizational issues such as performance, decision-making, communication, conflict, and leadership. Employs a cross-cultural perspective.

Managerial Accounting
MBA 6030 (3 credit hours)
Applies accounting to the decision-making, planning, and control processes of management. Emphasizes the nature, use, and reliability of accounting data for decision-making.

Marketing Management and Strategy
MBA 6050 (3 credit hours)
Relevant theory and practice as related to principles, analysis, and planning for developing market strategy.
Prerequisites: MBA 6030 and STAT 6010

Quantitative Analysis for Managers
MBA 6010 (3 credit hours)
Provides MBA students with the opportunity to develop analytical skills through the application of quantitative models to managerial problems. Students will learn to design analyses in the context of practical business situations and use the results to support managerial decision-making.
Prerequisites: STAT 6010

Statistics for Managerial Decisions
STAT 6010 (3 credit hours)
Introduces statistical concepts and techniques encountered in business decision-making. Focuses on the role of statistics in decision-making. Covers topics such as exploratory data analysis, sampling distributions, confidence interval estimation, hypothesis testing, population average and proportion, regression analysis, forecasting, analysis of variance, contingency tables, design of experiments, and factor analysis.

Strategy Design and Implementation
MBA 6090 (3 credit hours)
Examines competitive and corporate strategies from the general manager's perspective. Analyzes the strategic mission and objectives of an organization and its environmental and industry dynamics, internal resources and capabilities, and sources of competitive advantage. Emphasizes the development of coherent strategic actions, including the integration of functional areas in an organization and the mobilization of the organization to achieve dynamic and sustainable competitive advantage in a changing global environment. Prerequisites: Completion of MBA Foundation and Core Courses.

Supply Chain Management
MBA 6040 (3 credit hours)
Focuses on how supply chains create value for organizations, their suppliers, and customers. Explores supply, operations, and logistic processes and how they are integrated within the firm and across organizations. Pre-Requisites: STAT 6010
Schedule and Curriculum

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<tr>
<th>Curriculum Component</th>
<th>Credit Hours</th>
<th>Course Policy</th>
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<tr>
<td>Economics ECON 6000</td>
<td>3</td>
<td>May be waived with satisfactory completion of prior course.</td>
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<tr>
<td>Financial Accounting MBA 6000</td>
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<tr>
<td>Quantitative Analysis MBA 6010</td>
<td>3</td>
<td>May be waived with satisfactory completion of prior course. (Prerequisite – STAT 6010)</td>
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<td>3</td>
<td>Not waived. (Prerequisite – Stat 6010)</td>
</tr>
<tr>
<td>Marketing MBA 6050</td>
<td>3</td>
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</tr>
<tr>
<td>Finance MBA 6060</td>
<td>3</td>
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<td>Law and Ethics MBA 6070</td>
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<td>Leading for Organizational Success MBA 6080</td>
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</tr>
<tr>
<td>Statistics STAT 6010</td>
<td>3</td>
<td>Not waived.</td>
</tr>
<tr>
<td>Strategy MBA 6090</td>
<td>3</td>
<td>Not waived. (Must be taken last.)</td>
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<tr>
<td>Total Credit Hours</td>
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<td>Total hours dependent upon course waivers.</td>
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A student can waive only two of the four foundation courses. A student meeting the requirements may waive only one of the two accounting courses. Students are encouraged to take MBA 6030 Managerial Accounting if he/she qualifies to waive either course. Similarly, students can waive only one of the two remaining foundation courses, ECON 6000 or MBA 6010. The Professional MBA requires a minimum of 30 credit hours.

PMBA Schedule Beginning Spring 2013
CLASSES MEET MONDAYS AND WEDNESDAYS FROM 6:00-9:00 P.M.

SPRING 2013
JAN., FEB., MAR., APRIL, MAY
2 courses: STAT 6010, MBA 6020

SUMMER 2013
MAY, JUNE
1 course: ECON 6000
JULY, AUGUST
1 course: MBA 6080

SPRING 2014
JAN., FEB., MAR., APRIL, MAY
2 courses: MBA 6030, MBA 6050

SUMMER 2014
MAY, JUNE
1 course: MBA 6040
JULY, AUGUST
1 course: MBA 6060

FALL 2014
AUG., SEPT., OCT., NOV., DEC.
2 courses: MBA 6010, MBA 6090

GRADUATION
DECEMBER 2014
The Bowling Green State University Graduate and Executive Programs in Business office uses a self-managed application process. You are responsible for assembling and submitting all the elements of the application package (except GMAT scores and transcripts).

**Application for Admission**
The on-line application form has been designed to give you the opportunity to present yourself to the admissions committee in the best possible manner. The application questions should be answered carefully and completely. A $45 non-refundable fee is required of all applicants. You can access the on-line application at: [https://gradcollege.bgsu.edu/apply/](https://gradcollege.bgsu.edu/apply/)

**Transcripts**
A complete application must include two official transcripts from each college or university that you have attended. Please contact the registrar of each college or university that you have attended and ask them to forward two official copies of your transcript to:
- Graduate College
- Office of Graduate Admissions
- 110 McFall Center
- Bowling Green State University
- Bowling Green, Ohio 43403

Transcripts marked “issued to student” will not be accepted.

*Application instructions continued on next page.*
**Recommendations**

Graduate and Executive Programs in Business requires applicants to submit two letters of recommendation. Recommendations should be solicited from two of the three persons you listed on your application who can comment meaningfully on your performance in an academic or professional setting. These individuals should be instructed to complete the form, seal it, and return it to you. Please submit recommendations unopened with your application materials.

**Resume**

Please submit a resume that describes your educational background (degrees, certificates, and/or licenses obtained), leadership experience, and accomplishments (work experience including internships). In addition, please list any special awards or honors obtained.

**Self-Evaluation and Education Objectives**

The admission committee is interested in learning your reason for pursuing a graduate business degree at Bowling Green State University. Among the issues you should address are your: 1) reasons for pursuing a business or management career; 2) reasons for selecting BGSU; 3) expectations of the role of the graduate business program in achieving your personal growth and objectives; 4) ability to make a unique contribution to the educational experience of your peers. If there is any reason you believe your application would not impress the admission committee (i.e., low undergraduate grade point average, low test scores, lack of professional experience, internships, etc.) please include an explanation in your self-evaluation. Please limit your response to no more than three pages.

**Graduate Management Admissions Test (GMAT)**

This test, sponsored and directed by the Graduate Management Admission Council, is required of all applicants. GMAT information can be found at www.mba.com. Please make arrangements to take the test and have the official test results sent directly to BGSU. The GMAT code for BGSU’s Professional MBA program is SVL-BT-75. Applications will not be considered complete until GMAT scores have been received. GMAT scores that are more than five years old will not be accepted.

If you have previously taken the test but have not had your scores reported to Bowling Green State University, you will need to request your test results be sent from:

**GMAT Customer Service**

1-800-717-GMAT, Fax 1-952-681-3681

*(The BGSU Program Code is SVL-BT-75)*

**Note:** Applicants who have earned a graduate degree from a regionally accredited university may be eligible for an exemption from the GMAT requirements based upon academic performance in the program, professional qualifications, and whether the previous program required a standardized admission test. Applicants may discuss GMAT waiver eligibility with the Director of Graduate and Executive Programs in Business.

**Where to Send Application Materials:**

Bowling Green State University
Graduate and Executive Programs in Business
371 Business Administration
Bowling Green, Ohio 43403

**Interviews**

Interviews are not normally required but are strongly encouraged as part of the formal admissions procedure.
The Professional MBA program is designed for highly qualified, mid-career managers who wish to enhance their managerial skills through academic study while maintaining their current work responsibilities. The PMBA program seeks a strong personal commitment from the program participant due to the rigorous nature of the PMBA program and the time constraints placed upon participants. We would appreciate your nomination of a potential participant by providing the following information:

Please feel free to use a separate sheet of paper if necessary.

Nominee’s Name _____________________________________________________________

Title ______________________________________________________________________

1. How long and in what context have you known the nominee?

2. Please comment on the nominee’s motivation, ability to learn and business aptitude.

3. How would you describe the nominee’s future career potential?

Recommender’s Signature _____________________________________________________

Recommender’s Name ______________________________________________________

Position or Title _____________________________________________________________

Address _____________________________________________________________________

Organization __________________________________________________________________

Please place the completed nomination form in a sealed envelope and return to the nominee.

Thank you for taking the time to provide this information. If you have any questions, please contact us at:
Bowling Green State University
Graduate and Executive Programs in Business
371 Business Administration
Bowling Green, Ohio 43403
Phone: (419) 372-2488 Fax: (419) 372-2875
What is the Professional MBA?
Bowling Green State University’s Professional MBA program is designed to meet the educational needs of experienced business professionals and future business leaders. This program allows the convenience and flexibility for professionals to earn an MBA in 23 months while limiting interruptions to work and family responsibilities. The cohort design is a significant benefit of this program where students enter the program, complete classes, and graduate as part of the same close-knit group. This design has proven to greatly increase student success and networking. Unlike most area MBA programs, you will only have experienced working professionals in your classes, no full-time students or people without professional business experience. Being part of a cohort of experienced students significantly impacts the quality of your education.

Is the program limited to “professionals” only?
Yes. We generally require candidates to have at least 3 years of full-time work experience in a business environment. Many of the applicants have significant management experience. However, we consider each applicant on an individual basis and take a candidate’s future leadership potential into consideration when evaluating applicants. Students in the program are expected to be able to comment meaningfully on business issues and provide insight into class discussions based upon their professional experience.

How does Bowling Green’s program rank relative to other MBA programs in the area?
Our program has the prestigious honor of being accredited by the Association to Advance Collegiate Schools of Business (AACSB). AACSB International is the world’s premier accrediting agency for business education. Fewer than 20% of all MBA programs nationwide have earned this unique distinction. BGSU is also the only university in northwest Ohio named to Princeton Review’s list of Best Business Schools in each of the past eight years, recently ranking #2 among MBA programs in Ohio, in the top 15 nationally for our coverage of Accounting, and #6 nationally in the category “greatest opportunity for minority students.” The PMBA program is also ranked among the best part-time MBA programs by *U.S. News & World Report*.

How is the PMBA program similar to the executive or full-time MBA?
As a student in BGSU’s PMBA program you will learn from the same faculty who teach in our full-time and executive MBA programs. BGSU only issues one diploma, the MBA, regardless of which format you attend. The PMBA program covers much of the same curriculum as our full-time and executive programs; however, the content is approached from a very different perspective in the professional program.

How is the PMBA program different than the executive or full-time MBA?
While the PMBA program covers much of the same content of our traditional full-time MBA, the subjects are covered from a managerial perspective. In the PMBA program we are preparing experienced students for careers in middle and upper management. More class time is spent analyzing alternatives and management decisions as opposed to focusing on the basic concepts. Classes are interactive and students learn from the experiences their classmates bring from their own organizations. No electives are required because the typical PMBA student already has a significant understanding of a functional area. They are interested in gaining the knowledge required for success in general management.

Does BGSU use case studies, projects, or exams?
Students are likely to encounter individual and group work, projects, case study analysis, presentations, homework, take-home exams, and in-class exams. How students are graded and assessed will vary between courses.
**Who teaches the courses?**
BGSU has some of the country’s most respected full-time faculty members in their fields of study. They are active in research, service, and consulting with a wide variety of leading organizations and companies. Most faculty members hold Ph.D.’s and they provide interactive class discussions that foster student engagement and learning. PMBA classes are taught “in-load” as part of our faculty members’ regular teaching responsibilities and not in addition to their regular work load.

**What type of student support service is provided?**
Our “one-stop shop” is a significant advantage of being enrolled in the PMBA program. Students receive comprehensive administrative support from the Graduate and Executive Programs in Business staff. Our “one-stop shop” handles much of the administrative work and details of your registration so you can focus your valuable time on coursework. Our staff will register you for classes, handle billing issues, tuition deferral, and assist you with any issues you may have related to your enrollment at BGSU.

**Who will be my classmates?**
By enrolling in BGSU’s PMBA program, you will be surrounded by the region’s most experienced and motivated professionals. You will be learning from and with the area’s current and future business leaders. On average, a student in our program has eight years of professional work experience and many have some managerial experience. Ages generally range from the mid twenties to the mid forties. Students come from a wide variety of professional backgrounds and types of organizations. Most students in a given cohort do not have an undergraduate degree in business.

**What is the typical class size?**
We believe in keeping classes small, so students can get a more personalized education to meet their specific needs. Each cohort has between thirty and thirty-five students.

**Are classes offered on-line?**
Students tell us that both class interaction and discussion with their colleagues and faculty are too valuable to substitute with on-line content, so our classes all meet face-to-face. We do utilize an on-line course management system called Blackboard. Faculty use Blackboard to keep students connected between class sessions. Class notes, assignments, and supplemental course materials are posted so students can access them anytime, anywhere. Blackboard also allows for threaded discussions and study group chat rooms.

**What is the time commitment to complete the program in 23 months?**
On average students will spend between fifteen and twenty hours per week on course work. Of course, this will vary based on test schedules, a person’s educational and work background, and his/her expectations.

**What if I cannot take a full load of courses and complete the program in 23 months?**
It is strongly encouraged that students complete the program as scheduled. If students are unable to complete the regularly scheduled program, PMBA classes are also offered at the Levis Commons facility in Perrysburg. The program must be completed within six years from date of start.
What is the class schedule on a typical evening?
The classroom and breakroom are available starting at 5:30 p.m. We provide drinks and snacks in the classroom. A breakroom is provided so students can arrive early and eat dinner while studying or socializing with classmates. A cohort will have classes on Monday/Wednesday nights throughout the entire 23 months. One class meets from 6:00-9:00 pm one night per week. The professor will usually give a break every hour or 90 minutes. BGSU is on semesters, so a term is usually 16 weeks long. In the summer, each term is 6 weeks long, so one course meets two nights per week. There are two 6-week summer sessions.

Do I need to have an undergraduate degree in business administration?
No, typically less than half the students in our program have had a significant amount of undergraduate coursework in business administration.

Are there required prerequisite courses for students without a prior business degree?
No. The PMBA program consists of 12 courses.

Can some PMBA courses be waived?
A student may waive up to two of the four required foundation courses if she/he already has taken prior undergraduate or graduate level courses in those fields. A student may waive one of the two required accounting courses (MBA 6000 or MBA 6030) and may waive one of the required quantitative courses (MBA 6010 or ECON 6000). An academic advisor can determine a prospective student’s qualification for course waivers before or after application.

Does BGSU accept applications from candidates without a bachelor’s degree or the equivalent?
No. BGSU requires all applicants to have the equivalent of a U.S. bachelor’s degree. If you hold a degree from a non-U.S. school, please contact Graduate and Executive Programs in Business for an evaluation.

What is the total cost for the program?
For spring 2012, in-state PMBA tuition and fees are $650 per credit hour or $1,950 per course. The program consists of 30-36 credit hours or 10-12 courses depending on course waiver eligibility. Fees are subject to change each semester based upon changes in the University’s graduate tuition (www.bgsu.edu/offices/bursar). Students are billed each term based upon the number of courses they are enrolled in that term. Fees include parking and tuition deferral if applicable. Books generally cost approximately $150-$200 extra per course.

Does BGSU offer tuition deferral for students who receive financial assistance from their employer?
Yes. Qualifying student’s bills are deferred until 30 days after the end of each term enabling students to submit their grades to the employer for payment of tuition. There is no extra charge to defer tuition for PMBA students. This deferred application must be resubmitted each semester.

Is financial aid available to PMBA students?
Many PMBA students qualify for the federal government’s subsidized student loan program. There are also a variety of unsubsidized loans available for PMBA students through BGSU’s office of Student Financial Aid. Please contact the office of Student Financial Aid for more information.

Are career placement services available for PMBA students?
Yes. We have a placement specialist available for students who may be interested in assistance with their job search during enrollment or upon completion of their studies.

Is a laptop computer required?
Yes. It is necessary that the student provide their own laptop – Windows base operating system such as XP, Vista or 7.
Are areas of specialization offered through the PMBA program?
No. However, PMBA students can take additional courses in our on-campus program if they are interested in taking more courses after they complete the PMBA.

I’ve been out of school for a long time. How will I adjust?
For many of our PMBA students the anxiety of returning to school after many years is one of the biggest obstacles to starting the program. Students soon find out that their classmates are in the same situation and the support they get from their colleagues is invaluable. Our faculty also realizes what the students are experiencing and work with them as much as possible to ease their concerns and help them manage the work.

When can I start the program?
The program starts January 2013. Applications are now being accepted. Please contact our office for application processes and deadlines at 1-800-BGSU-MBA or mba-info@bgsu.edu.

Do I need to take the GMAT exam for admission?
We require the GMAT exam as part of the application process for the PMBA program. Applicants with a master’s degree from a regionally accredited U.S. university (e.g., a university accredited by the North Central Association) may be eligible for an exemption from the GMAT. Please contact Graduate and Executive Programs in Business for more information on the GMAT waiver.

Where are classes held?
Classes will be held at the Community Education and Wellness Center at the Owens Community College Findlay campus. The address is County Rd. 18 (Crystal Avenue), Findlay, Ohio 45840.

Driving Directions to Findlay-area Campus
The 60-acre campus is located at 3200 Bright Road on Findlay’s northeast side.
From I-75
Take Exit 161. Go East on County Road 99 to County Road 212 (County Road 99 becomes County Road 212). Turn right (south) on County Road 18. Turn left into the campus.
Princeton Review’s
Best Business Schools 2012

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<th>University</th>
<th>Academic Experience Rating</th>
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