Table of Contents
Dean’s Welcome ................................................................................................................................. 3
Overview ................................................................................................................................................ 4
   Contact information for the MBA program ........................................................................................ 5
Admission and Application ..................................................................................................................... 5
   Admission to the MBA Program ......................................................................................................... 5
   Admission to Conditional Status ....................................................................................................... 6
   GMAT/GRE Waiver ............................................................................................................................. 6
   GMAT Preparation ............................................................................................................................... 7
   Application ........................................................................................................................................... 7
Class meetings ....................................................................................................................................... 9
Class Schedule ..................................................................................................................................... 9
Course Registration .............................................................................................................................. 10
   Policies about course registration .................................................................................................... 11
   Transfer credits .................................................................................................................................. 11
   Alternatives to standard courses ......................................................................................................... 11
   Account on-hold ................................................................................................................................. 12
MBA Program Requirements ................................................................................................................ 12
   The Required Courses (24 cr.) ......................................................................................................... 12
   The Elective Courses (9 cr.) ............................................................................................................... 13
   Managerial Competencies (12 cr.) ..................................................................................................... 14
Academic Policies ................................................................................................................................. 14
Graduation ............................................................................................................................................... 15
Tuition, Financial Aid and Scholarship ................................................................................................. 16
   Tuition .................................................................................................................................................. 16
   Financial Aid, Graduate Assistantship and Scholarship ................................................................. 17
Career Services ....................................................................................................................................... 18
Directions to Campus ............................................................................................................................ 19
Course Description .............................................................................................................................. 19
Dean’s Welcome

Greetings from Northeastern’s College of Business and Management! My name is Mike Bedell, Dean of the COBM.

It’s an exciting time for us as we celebrate more than 30 years as a College at Northeastern. Over the past three decades, we have graduated alumni who have gone on to find success in industries including banking, finance, accounting, operations, customer service, and more. Many of our graduates have leveraged their Northeastern degrees to take their small or family-run businesses to the next level.

In 2012, a degree from Northeastern became even more valuable when we were named the 6th best investment in the U.S. by Newsweek, sharing the top 10 with Harvard, Stanford, and MIT. That ranking is based on what you pay for your degree relative to what you will earn during your career. Northeastern is the only University in Chicago or even the Midwest to earn that ranking, making it the only choice for students who want to maximize their return on investment.

What makes our College special is the diversity and quality of our faculty and students. The diversity you find in our classrooms is a mirror of the diversity you will find in the workplace, making Northeastern graduates incredibly well-equipped to function in our global economy.

We also offer a customized learning experience and a variety of programming and events including opportunities to meet face-to-face with international industry leaders. Our students also reach out to the community, working with neighborhood organizations on recent projects including providing tax preparation assistance to low income individuals and advertising consulting assistance to the local Albany Park Chamber of Commerce.

Our COBM Building was remodeled in 2009 and features technology and spaces designed to help our students achieve. Our College is growing and two of our programs (accounting and management) are now top 10 majors at Northeastern.

An important key to our success is private support from friends and alumni. First and foremost, this support allows us to provide financial assistance to students who demonstrate excellence and to students who may not otherwise be able to achieve a college education. Giving also helps our overall college rankings, which in turn increases the value of a Northeastern degree.
MASTER OF BUSINESS ADMINISTRATION (MBA) PROGRAM

Overview
The College of Business and Management (COBM) offers two graduate programs in business: the Master of Business Administration (MBA) degree and the Master of Science in Accounting (MSA) degree. An undergraduate degree in a business field is not required in order to pursue either of these business graduate degrees.

The MBA Program provides students with a broad knowledge base in the area of business and management. It offers a challenging and practical orientation to the complexities of modern business management and the tools necessary for business decision-making.

The curriculum of the MBA Program at NEIU consists of cores, capstone and electives. To graduate, a student is required to complete seven required (core) courses, one capstone course and three advanced electives that focus on advanced knowledge, skills and tools in major business areas, totaling a course work of 33 credit hours.

The core courses immerse students in the modern concepts, tools and practices related to Managerial Accounting, Corporate Finance, Management Information Systems, Leadership and Organizational Behavior, Production and Operations Management, and Applied Business Research. Beyond the seven required cores and one capstone, each MBA student selects three elective courses. The three electives may potentially be used by students to build a special expertise in one of the following areas: Accounting, Finance, General Management, Global Business, and Marketing. The knowledge from these cores as well as other electives is further enriched in the capstone course from a perspective of strategy formulation and implementation.

All MBA students are required to fulfill the requirement of Managerial Competencies prior to enrolling into the MBA coursework (cores, capstone and electives). This requirement can be met by completing with an average GPA of 3.0 or higher, the following 4 graduate-level courses from the program: COBM 401, COBM 402, COBM 403 and COBM 404. The Managerial Competencies courses expose students to important decision making situations in major business-related subjects: Accounting, Economics, Finance, Management, Marketing, Operations and Business Statistics. Students who have an undergraduate business major may be waived from some or all of the Managerial Competencies courses,
depending only on their educational background. Decisions regarding course waivers will be made by the Admissions Committee at the time an admission decision is reached.

Contact information for the MBA program
Coordinator: Dr. Jian Li
Office: CBM 180
Phone: 773-442-6129
Email: JLi@neiu.edu

Program Advisor: Christine Douglas
Office: CBM 181
Phone: 773-442-6114
Email: CbDouglas@neiu.edu

Program Advisor: Vladimir Fernandez
Office: CBM 178
Phone: 773-442-6114
Email: V-Fernandez1@neiu.edu

Admission and Application

Admission to the MBA Program
All potential graduate students must first be admitted to the College of Graduate Studies and Research before they can be considered for admission to the MBA program. All application materials are to be sent directly to the College of Graduate Studies and Research either online or by mail. Once a potential graduate business student’s file is complete, it will be forwarded to the College of Business and Management for admission consideration.

The Admissions Committee of the College of Business and Management makes decisions about the admission of students into the MBA program. Each application is evaluated on the basis of: (1) transcripts of all prior undergraduate and graduate coursework; (2) performance on the GMAT or GRE; (3) a statement of career goals and objectives; (4) two letters of recommendation; and (5) curriculum
vitae (C.V.) and any other evidence that can help the committee assess the applicant’s qualifications. International applicants are required to submit a minimum TOEFL score of 550 on the paper-based test (or, equivalently, 213 on the computer-based test, or 79 on the internet-based test). (A minimum score of 6.5 on IELTS is also acceptable in lieu of TOEFL.) All transcripts from foreign countries must be professionally evaluated on a course-by-course basis by Educational Credential Evaluators (ECE) or World Education Services (WES).

The MBA program requires a GPA of at least 2.75 (on a 4.0 scale) and a Graduate Management Admissions Test (GMAT) score of at least 450 or an equivalent Graduate Records Exam (GRE) score computed using the published GRE conversion table (generally, 146 on each part of GRE is equivalent to 450 on the GMAT).

Minimum competency in Mathematics (i.e., Finite Mathematics, Business Calculus, or their equivalent) will be expected before entry into the program. Those who have not acquired appropriate mathematical skills as part of their undergraduate programs may be required by the Graduate Program Coordinator to take appropriate remedial course(s).

Note: A GMAT Preparation course is available through NEIU. Call the Graduate Studies in Business Office at 773-442-6101 for details.

**Admission to Conditional Status**

Applicants may be admitted to conditional status if their GPA or the GMAT/GRE score is slightly below the minimum requirement as specified above, provided that the composite index score calculated following the formula below is greater than or equal to 1,000.

**Composite index score = (GPA x 200) + GMAT score (or equivalent GMAT score in the case of GRE)**

Each applicant admitted to conditional status is required to obtain a letter grade of B or A in all courses in the first 9 credit hours.

**GMAT/GRE Waiver**

An applicant may request a GMAT/GRE waiver during the application process, if one of the following three conditions is satisfied.

1. An advanced degree (e.g., masters or higher) from a U.S. regionally-accredited institution with a GPA of 3.5 or higher;
2. A combination of an undergraduate GPA of 3.25 or higher from a U.S. regionally-accredited institution, at least five years of management experience, and at least 7 years of working experiences in total;
3. A combination of an undergraduate GPA of 3.25 or higher from a U.S. regionally-accredited institution, and active (or current) certification of ongoing continuing education (i.e., CPA, CMA, CIA, PHR, SPHR).

If, upon review by the Admissions Committee, the applicant is considered admissible without a GMAT/GRE score, then the GMAT/GRE requirement will be waived. An applicant may also request personal interview. Waivers are never guaranteed and must be approved by the Admissions Committee, whose decisions are final.

**GMAT Preparation**

To help prospective students perform well on the GMAT exam, the College of Business and Management at Northeastern Illinois University offers a (non-credit) GMAT preparation course on campus. The GMAT Preparation Course aims to expose students to GMAT test-taking techniques via discussion of math and homework assignments that cover the topics of reading comprehension, sentence correction, critical reasoning, integrated reasoning, discrete quantitative and data sufficiency, etc. Students also take a proctored practice test in a computer lab. All class meetings are held on campus on Saturdays for a duration of 8 weeks. The tuition for this course is $600 ($500 for NEIU Alumni, current students and staff). All books, study guides and materials are included in the tuition. For general information about the GMAT exam, visit [www.MBA.com](http://www.MBA.com).

**Contact information**

- Office: CBM 184 (The Dean’s Office)
- Administrative Assistant: Diana Valdez
- Phone: (773) 442-6101 or 6102
- Email: COBM-DO@neiu.edu

**Application**

The complete list of required application material and the corresponding description are given below. More information can be found at [http://www.neiu.edu/academics/graduate-college/for-future-students/how-apply](http://www.neiu.edu/academics/graduate-college/for-future-students/how-apply).
Applicant Type | Item
---|---
International (# 1-12 needed) | 1. **Application Form**: The applicant must complete and sign an application form.

2. **Application Fee**: A $30 application fee is required. Checks, bank drafts, or money orders should be made payable to *Northeastern Illinois University*. This fee cannot be waived and is required before your application will be reviewed. And, this fee is nonrefundable and is not applicable to any other University fee or bill.

3. **Statement of Goals and Objectives**: The applicant must provide a personal statement of one-page or longer discussing reasons for graduate study.

4. **Transcripts and Exams**: Official transcripts and examination scores (if required by the program) must be in sealed envelopes from the sending college or institution. Opened transcripts are not considered official. **Courses taken at colleges outside of the United States must be evaluated by Educational Credentials Evaluators, Inc (ECE) or World Education Services (WES). The Subject Analysis or Course-by-Course evaluation is required.** For more information, visit [www.ECE.org](http://www.ECE.org) or [www.WES.org](http://www.WES.org).

5. **Letters of Recommendation**: All applicants must submit **two** letters of recommendation with **reference form filled** by both applicant and letter writer. They must enclose these letters in envelopes signed and sealed by the authors of the letters. These letters should be from persons who can attest to the applicant’s qualifications, e.g. the applicant’s professor, employer or supervisor. One letter should be from a former professor if you have been out of school for less than five years.

6. **Specific Program Requirements**: the Graduate Record Examination (GRE) or Graduate Management Admissions Test (GMAT), and current CV.

7. **A course-by-course evaluation report**: An additional set of transcripts from foreign institutions must be sent for a detailed course-by-course evaluation to Educational Credential Evaluators (ECE) or World Education Services (WES). This evaluation report is required as it analyzes and converts the foreign credentials into US equivalent. An **ECE/WES form** for credential evaluation and other details can be obtained from their respective website. Applicants must request **ECE/WES to forward one copy** to Graduate Admissions of Northeastern Illinois University. Applicants must have at least four years and 120 credit hours of undergraduate education in the foreign country. ECE will also convert your grades into a US equivalent GPA. As mentioned above, we seek a minimum undergraduate GPA of 2.75 out of 4.00.

8. **Official TOEFL/IELTS results**: A minimum TOEFL score of 550 paper-based (213 computer-based, or 79 internet-based) or IELTS score of 6.5 is required for admission for all applicants whose native language is not English. Northeastern Illinois University’s test code is 1090.

9. **Financial Statement with supporting documents**: All international applicants must make adequate provisions to meet all financial needs for the entire period of stay in the United States while pursuing a full-time course of study. Specifically, you and/or your sponsor must complete the Northeastern Financial Statement and provide supporting documents to prove resources available for at least the first calendar year. The Financial Statement and supporting documents cannot be dated more than six months prior to the date of application. Only proof of savings account and certificates of deposits are considered satisfactory evidence of financial resources. This is needed to obtain I-20 Form.

10. **Bank Letter**: See sample of Bank letter posted on the Graduate College. This letter is needed to obtain I-20 Form.

11. **Copy of Visa**: Copy of current visa if the applicant is in the USA.

12. **Copy of I-20**: If already in the U.S. attending school or have completed schooling.

Prospective students are encouraged to apply as early as possible. The deadline to apply for a Spring semester admission is November 1, the deadline to apply for a Summer term admission is April 1, and the deadline for a Fall semester admission is July 1. International students (on a visa beginning with F or J) who require the form I-20 must complete their application one month prior to the deadlines. Applications can be submitted online by following the procedure at [https://www.applyweb.com/apply/neiu/](https://www.applyweb.com/apply/neiu/) and can also be mailed to the Office of Graduate Admissions and Records.
Information Sessions for prospective students are organized regularly throughout the year. Contact the Office of Graduate Admissions and Records for the dates.

Contact information for the Office of Graduate Admission and Records

- Office: D101
- Phone: 773-442-6001
- Email: graduateadmissions@neiu.edu
- Mail: 5500 N. St. Louis Ave., Chicago, IL 60625

Class meetings
Nearly all graduate business courses being offered are scheduled for evening (most often) or Saturday (occasionally) time periods. In a regular semester (i.e., Fall and Spring), each class typically meets once a week for 15 weeks. In a summer term (Summer I and Summer II), each class meets twice a week for 6 weeks. Some graduate courses in business are offered in a hybrid format. Though most regular classroom attendance may be avoided in these hybrid courses, some of these classes may require some campus attendance, as for a final. The content of a hybrid course is the equivalent of the course offered on campus. All face-to-face classes are held at the NEIU main campus.

Class Schedule
Students can find the class schedule for a term via the following means:

- Visit the University homepage (www.neiu.edu) and click on the tab of ACADEMICS. On the left side of the screen, you will be able to click Registrar Services. (The direct link for Registrar Services is http://www.neiu.edu/academics/registrar-services.) Clicking “Class Schedule and Registration”, you will be led to the University-posted class schedules.
- Log into the NEIUport (https://neiuport.neiu.edu/) and click on the tab of Student. Find the group tools of Class/ Courses Lookup. Here, you will be able to see the available seats for the classes scheduled.
- Visit the College of Business and Management homepage and click on the tab of Student Resource (http://www.neiu.edu/academics/college-of-business-and-management/). Here, you will be able to find the up-to-date class schedule that reflects changes on short notices.
Course Registration
The Coordinator of the MBA program is the graduate advisor for all students seeking admission to and course approval in the MBA program. All MBA students, irrespective of admission status, must secure official course authorization from the Coordinator prior to registration in order to enroll in any course offered by the College of Business and Management.

Full-time MBA students are strongly advised to enroll for no more than nine hours of graduate credit in a fall or spring term and for no more than six hours of graduate credit during a summer term. Part-time MBA students are strongly advised to enroll for no more than six hours of graduate credit during a fall or spring term and for no more than three graduate credits during a summer term. Exceptions are approved by the MBA Program Coordinator.

Students can register for classes for a term once the term’s advance registration period starts, until the start of the term. After the term starts, students who wish to register for a class need to first get permission from the instructor for the class. The table below lists the start date of advance registrations.

<table>
<thead>
<tr>
<th>Term</th>
<th>Advance Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Middle April</td>
</tr>
<tr>
<td>Spring</td>
<td>Late October</td>
</tr>
<tr>
<td>Summer (I, II)</td>
<td>End February</td>
</tr>
</tbody>
</table>

Classes with low enrollments after they are opened for registration for a certain period of time may be cancelled. Thus, students are strongly encouraged to register early for classes they wish to take. To register for classes

Step 1. Find the courses to take in the NEIUPort for a specific term and make sure that there are seats available.

Step 2. Send the CRN, Course Code and Course Name to the MBA Program Coordinator for approval.

Step 3. With approval, register for the courses in the NEIUPort.

Reminders: 1) Remember to check your NEIU email account frequently for important deadlines and information. 2) The online Class Schedule is your primary resource for registration and enrollment information each semester. We encourage you to review the Class Schedule regularly so that you are aware of important information and deadlines.

1 Visit http://www.neiu.edu/academics/registrar-services/academic-calendar for the exact start date.
Policies about course registration
The following policies for course registrations are in observance.

- Generally, the MBA courses (cores, capstone and electives) can be taken only after all the requirement of Managerial Competencies is fulfilled.
  - When the remaining Managerial Competencies courses are not enough a load for a student, MBA courses may be added on top of these Managerial Competencies courses. In such a situation, a student who failed in a Managerial Competency course before needs to submit a written plan on how he/she will exert efforts to succeed in the courses prior to course approval.
- To maximally gain a meaningful and successful experience in the capstone, a student can only take the capstone course (MNGT 502) after all the other seven required courses are completed.

The College of Business and Management makes an effort to schedule graduate business courses by following a predictable pattern in the format of two-year course template for the MBA program. Students are cautioned to make course choices carefully and well in advance so that program completion will not be delayed because a needed course is not available.

Transfer credits
Generally, transfer credits are not allowed for the MBA courses. Requests for transfer credits with supporting documents/ transcripts for special situations should be submitted to the College of Graduate Studies and Research. Upon the recommendation of the Coordinator of the MBA Program and the approval of the Dean of the College of Business and Management and the Dean of the College of Graduate Studies and Research, a student may transfer a maximum of nine semester hours of graduate credit from the degree-granting program of another regionally accredited college or university for use in meeting the requirements of the MBA curriculum.

Alternatives to standard courses
Up to six credit hours of elective coursework may be earned through two types of supervised activities: an independent study and a master’s thesis. A thesis is a scholarly endeavor equal to six credit hours of standard courses. They can be used only in exceptional situations. For further details about either of these alternatives, contact the MBA Program Coordinator.
Account on-hold
For a variety of reasons, a hold may be put on your account with NEIU, which will prevent you from registering for classes. You can log into NEIUport, choose the Current Student tab, and click on the “Holds” link at the bottom of the Academic Profile channel, to see if you have any active holds. Some of the common registration holds and the corresponding offices to contact are listed below.

<table>
<thead>
<tr>
<th>Name of Hold</th>
<th>Steps to resolve hold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Receivable Hold</td>
<td>Your account is past due. You can make a payment online or speak to an Accounts Receivable representative at Window 6 in Bursar Services about making payment arrangements. If you have questions, please call Accounts Receivable at 773-442-5170.</td>
</tr>
<tr>
<td>Admissions Office Hold</td>
<td>Please call the Admissions Office at 773-442-4000.</td>
</tr>
<tr>
<td>Advisement Hold</td>
<td>Please contact your advisor or call the Advising Center at 773-442-5470 to schedule an appointment.</td>
</tr>
<tr>
<td>Bookstore Hold</td>
<td>Please call Beck’s Bookstore at 773-442-4990.</td>
</tr>
<tr>
<td>Emergency Loan Hold</td>
<td>Please call the Student Loans office at 773-442-5175.</td>
</tr>
<tr>
<td>Library Hold</td>
<td>You have library fines or fees owed. For more information, please call 773-442-4400.</td>
</tr>
<tr>
<td>Loan Office Hold</td>
<td>Please call the Loan Office at 773-442-5175.</td>
</tr>
</tbody>
</table>

If you have any questions about registering for classes after your account is put on hold, stop by the Enrollment Services Center in D-101 or e-mail registration@neiu.edu.

MBA Program Requirements
The Required Courses (24 cr.)
All MBA students are required to complete the following eight advanced graduate business courses, comprised of seven required courses and one capstone course and worth 3 credit hours each.

- ABF 403 Management of Information Systems and Technology
- ACTG 402 Managerial Accounting
- FINA 402 Issues in Corporate Finance
- MKTG 402 Marketing Management
- MNGT 402 Applied Business Research
- MNGT 403 Leadership and Organizational Behavior
- MNGT 404 Production/Operations Management
- MNGT 502 Business Policy and Strategy
MNGT 502 is the capstone course for the MBA Program. To register for MNGT 502, students need to first complete all the other seven required courses.

The Elective Courses (9 cr.)
All students are required to choose three (3) electives from the following five focus areas: Accounting, Entrepreneurship, Finance, Global Business, and Marketing.

Elective courses in the Accounting area
- ACTG 406 Government and Not-for-Profit Accounting
- ACTG 407 Auditing Theories and Practice
- ACTG 410 Seminar in Tax Planning
- ACTG 412 Accounting for Planning and Control
- ACTG 413 Advanced Management Accounting
- ACTG 421 Current Topics in Financial Accounting
- ACTG 422 Financial Statement Analysis
- ACTG 430 Research Methodologies in Accounting
- ACTG 440 Tax Research and Procedure
- ACTG 441 Estate, Gift and Trust Taxation
- ACTG 451 Accounting Information Systems
- ACTG 480 International Accounting and Multinational Business

Elective courses in the Entrepreneurship area
- MNGT 474 Human Resources Policy & Decision Making
- MNGT 480 Entrepreneurship
- MNGT 481 International Management
- MNGT 489 Management and Organization Change
- MNGT 490 Management and Technological Innovation

Elective courses in the Finance area
- FINA 462 Investment Strategies
- FINA 470 Corporate Financial Strategy
- FINA 471 International Financial Management
- FINA 474 Seminar on Futures and Options
- FINA 475 Management of Financial Institutions

Elective courses in the Global Business area
- ACTG 480 International Accounting and Multinational Business
- BLAW 410 International Business Law
- FINA 471 International Financial Management
- MKTG 458 Global Marketing
- MNGT 481 International Management

Elective courses in the Marketing area
- MKTG 451 Consumer Behavior & Marketing Action
- MKTG 453 Marketing Research
- MKTG 456 Channel Distribution and Retailing
- MKTG 458 Global Marketing
- MKTG 461 Services Marketing Management
- MKTG 468 Industrial Marketing
Managerial Competencies (12 cr.)
Prior to enrolling in MBA cores and/or electives, students must demonstrate certain managerial
competencies. This requirement can be fulfilled by completing, with an average GPA of 3.0 or higher,
four graduate-level courses given below:

- COBM 401 Accounting for Managers
- COBM 402 Business Economics and Finance for Managers
- COBM 403 Topics in Management and Marketing
- COBM 404 Business Statistics and Operations Decisions for Managers

The managerial competencies can also be satisfied by having successfully completed equivalent
coursework from a regionally-accredited institution. For example, the corresponding conversion table
for NEIU undergraduate coursework is given below.

<table>
<thead>
<tr>
<th>Graduate-Level Courses</th>
<th>Prior Coursework at Undergraduate-Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>COBM 401 Accounting for Managers</td>
<td>ACTG 201 and ACTG 202</td>
</tr>
<tr>
<td>COBM 402 Business Economics and Finance for Managers</td>
<td>FINA 360 and ECON 215</td>
</tr>
<tr>
<td>COBM 403 Topics in Management and Marketing</td>
<td>MNGT 370 and MKTG 350</td>
</tr>
<tr>
<td>COBM 404 Business Statistics and Operations Decisions for Managers</td>
<td>MNGT 368 and MNGT 377</td>
</tr>
</tbody>
</table>

Academic Policies
All MBA students shall follow the Graduate Academic Standing Policies. A summary of them is given
below.

1. Students are expected to finish the program within six years since admission. Students who are
   not able to finish the program in a six-year time window may be dismissed from the program.

2. Students shall make all efforts to remain in a good academic standing during the tenure in the
   program by maintaining a cumulative GPA of 3.0 or above.
   i) A graduate student whose cumulative GPA falls below 3.0 will be placed on academic
      probation.
          (1) If, in subsequent terms, the student earns grades that restore his/her cumulative GPA to
              3.0 or above, he/she will be returned to good academic standing.
          (2) If a student needs to be placed on academic probation for a third time after he/she
              returned to good academic standing in two previous probation instances, he/she will be
ten dismissed.
ii) If, in any subsequent term, the student on academic probation fails to earn a 3.0 GPA for the term, he/she will be dismissed.

iii) A student who is on academic probation will be permitted to remain on academic probation as long as he/she earns at least a 3.0 GPA for the term.

iv) A student whose cumulative GPA falls below 2.0 will be dismissed without academic probation.

v) A maximum of two courses with grades of “C” may be counted toward satisfying program requirements.

vi) A student who earn more than two grades of C or lower in the program may be dismissed.

3. Students are expected to maintain active status in the program. A student is placed on inactive status occurs when he/she has not taken any courses in three consecutive terms, including the summer term. A student in inactive status is deactivated from the program and thus will not be allowed to register for additional classes. To return to active status, the student has three options:

1) apply for readmission to his/her original program;
2) apply for admission to a new program; or
3) apply for admission as a student-at-large.

A re-activated student will need to fulfill the program requirement that is in place during the term of reactivation.

More information about the Academic Policies can be found in the Academic Catalog posted online at www.neiu.edu.

**Graduation**

In order to graduate, a student must have, by the time of graduation, finished the program requirement, and must have a minimum cumulative GPA of 3.0. The calculation of cumulative GPA includes all the graduate-level courses that are taken at Northeastern Illinois University during the tenure of the MBA program.

All students must apply for graduation by completing the Application for Graduation and submit it by the application filing deadline as indicated below. The application form is currently available online on the website for the College of Graduate Studies and Research (the link: http://www.neiu.edu/academics/graduate-college/current-student-resources/plan-your-graduation)
and can be picked up in the Graduate Admissions and Records Office. After the graduation form is filled in with coursework and other personal information by a student who applies for graduation, it needs approval from the MBA coordinator. The approved and filled-in graduation form is then submitted to the Office of Graduate Admissions and Records. Do not forget that there is an application fee of $30 for graduation.

<table>
<thead>
<tr>
<th>Graduation Goal</th>
<th>Graduation Application Deadline Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>September 1 - November 1 (of the previous year)</td>
</tr>
<tr>
<td>August</td>
<td>February 1 - April 1 (of the same year)</td>
</tr>
<tr>
<td>December</td>
<td>March 15 - May 15 (of the same year)</td>
</tr>
</tbody>
</table>

Students are strongly advised to visit the homepage of the College of Graduate Studies and Research and find “Plan for Graduation” under the tab of ACADEMICS.

Contact information for the Office of Graduate Admissions and Records:
- Office: D101-D
- Phone: 773-442-6002
- Website: [http://www.neiu.edu/academics/graduate-college/current-student-resources/plan-your-graduation](http://www.neiu.edu/academics/graduate-college/current-student-resources/plan-your-graduation).

### Tuition, Financial Aid and Scholarship

#### Tuition

Northeastern Illinois University is proud to provide high-quality and affordable education. The current rate for Fall 2015/Spring 2016 Class is $364.60 per credit for residents of Illinois, and it is $671.60 for non-Illinois residents (including international students, as well). The detailed up-to-date tuition and pay schedule can be found at the University website ([www.neiu.edu](http://www.neiu.edu)) with the following steps:

Step 1. Click on the tab of Academics.
Step 2. Click on the link for Registrar Services on the left column.
Step 3. Click on the link for Class Schedule and Registration. Scrolling down the screen, you will be able to see a group of information links for tuition and fees.

Payments can be made by Visa, MasterCard, or check via NEIUport ([http://neiuport.neiu.edu](http://neiuport.neiu.edu)). Once you register, you are responsible for the full amount regardless of any subsequent additions in credit hours, unless you officially drop by the appropriate refund deadline. If you are unable to pay your tuition in full
at the time you make your initial payment, you may select the Deferred Payment Plan. Payments can also be made at the Registration Office by cash, check, Visa and MasterCard.

Contact information for the Registration Office

- Location: in Building D and is part of the Office of Enrollment Services
- Normal business hours: Monday through Friday from 8:30 a.m. to 4:30 p.m. (often open until 7 p.m.)
- Phone: at 773-442-4040
- Email: registration@neiu.edu

Financial Aid, Graduate Assistantship and Scholarship
A variety of financial aid is available for Master’s students. To apply for Financial Aid for 2016, students must complete the 2015-2016 Free Application for Federal Student Aid (FAFSA) at http://www.fafsa.gov and indicate NEIU (school code 001693) as one of their school choices. Financial aid awards will be processed in the order of date when the student's FAFSA results are received at NEIU, and as funds are available. To be eligible for most Financial Aid awards, students must be enrolled at least half-time (i.e., minimum 6 credit hours).

Contact information for Financial Aid Office

- Room: D-200
- Phone: 773-442-5016
- Website: http://www.neiu.edu/FinAid.htm and http://www.neiu.edu/academics/graduate-college/financial-aid-gc
- E-mail: Financial-Aid@neiu.edu

Depending on time availability and academic background, students may apply for Graduate Assistantships. The application can be filled out online at http://www.neiu.edu/academics/graduate-college/financing-your-graduate-education/graduate-assistantship-application. The College of Business and Management offers two types of positions for assistantships:

- Tutors for certain undergraduate courses, such as ACCT 201, ACCT 202, FINA 360, MNGT 368, MNGT 377 and MNGT 379.
- Graduate Research Assistantship. Every semester, there are a certain number of quotas for graduate students to assist faculty members in their research activities.
In addition, there are a limited number of Tuition Waiver Scholarships that are based on students’ academic performance. To be eligible, the minimum GPA is 3.5. The application for the Tuition Waiver Scholarship can be filled online at [http://www.neiu.edu/academics/graduate-college/financing-your-graduate-education/graduate-merit-tuition-scholarship](http://www.neiu.edu/academics/graduate-college/financing-your-graduate-education/graduate-merit-tuition-scholarship).

**Career Services**

The program aims to prepare students for mid- and upper-level positions in both the private and public sectors, in the fields such as manufacturing, service, financial, institutional, and government. Some potential career options include, but are not limited to,

- Financial managers, investment bankers, and financial analysts;
- Marketing managers, market research analysts, brand managers, new product managers, marketing communications managers, and sales managers;
- Directors, branch managers, human resource managers, chief operating officers, and computer systems analysts.

The Dean’s Office often sends, via email, announcements of opportunities for internships and formal positions at local community, companies, and government agents, etc. To be on the email list for these announcements, contact Diana Valdez at COBM-DO@neiu.edu via email with your name and preferred email address.

The University has a Career Development Center that is staffed with a team of dedicated professionals who help students with career options, job searches and other important decision making. Students are strongly advised to fully utilize the resources at the Career Development Center. Visit their website for more information about the center: [http://www.neiu.edu/university-life/career-development-center](http://www.neiu.edu/university-life/career-development-center).

Contact information:

The Dean’s Office (for email list and announcement):

- Office: CBM 184
- Phone: 773-442-6102
- Email: COBM-DO@neiu.edu

The Career Development Center:

- Office: B 119
- Phone: 773-442-4680
- Website: [http://www.neiu.edu/university-life/career-development-center](http://www.neiu.edu/university-life/career-development-center)
Directions to Campus
Northeastern Illinois University is easy to find. It is located in a quiet residential neighborhood at 5500 North St. Louis Avenue, Chicago, Illinois. First-time visitors are encouraged to get a map and parking regulations from the University Police Department or Parking Office.

By Bus and "L" from Chicago's Loop
Take the Ravenswood (Brown Line) train to Kimball, and transfer to the CTA bus going north on Kimball. Get off at Bryn Mawr and walk two blocks west.

By Car
From the North:
Take 41 south to I-94 East and exit at Peterson East (41B). Proceed on Peterson to Pulaski and turn right (south). Take Pulaski south to Bryn Mawr and turn left (east) to the campus.

From the Northwest:
Take I-90 East to the Austin exit. At the stop sign, turn left and follow the street around to the light at Foster. Turn left (east) on Foster. Proceed on Foster past Pulaski and turn left onto the NEIU campus.

From the West:
Take I-88 East to I-290 East, to I-94 West. Exit at Peterson East (41B). Proceed on Peterson to Pulaski and turn right (south). Take Pulaski south to Bryn Mawr and turn left (east) to the campus.

From the South:
Take I-94 West to Peterson and exit East. Proceed on Peterson to Pulaski and turn right (south). Take Pulaski to Bryn Mawr and turn left (east) to the campus.

Course Description
ABF 403 - Management Of Information Systems And Technology
This course examines two major and related concepts: the management of information and the management of technology. Students investigate issues and approaches in managing the information system (IS) function and how the IS function supports and enables organizational capabilities and strategies. Principles underlying the acquisition, application, and management of technology are considered. Special attention is given to management information systems (MIS) and to information technology (IT) applications which support managerial decision-making and enhance organizational competitiveness. Relevant business cases are studied to reinforce conceptual learning.
ACTG 402 - Managerial Accounting
This course focuses on managerial accounting. Managerial accounting is a company's internal language. It emphasizes the use of accounting information for planning, control, and decision making. Topics include relevant costing, cost behavior analysis, product costing, budgetary control, and performance evaluation.

ACTG 406 - Governmental & Not-For-Profit Accounting
The course is designed to introduce students to the requirements of accounting for not-for-profit and federal, state, and local governmental entities. These entities are required to follow the pronouncements of either the Financial Accounting Standards Board or the Government Accounting Standards Board. The financial accounting and reporting concepts, standards and procedures applicable to federal, state, and local governmental entities and not-for-profit organizations will be discussed.

ACTG 407 - Auditing Theory And Practice
This course integrates accounting standards, accounting systems, internal control structures and the dual auditing functions of obtaining and evaluating evidence - all within the context of a professional environment.

ACTG 408 - Information Technology Auditing
The purpose of this course is to teach students how to audit computer-based accounting information systems; therefore, this course focuses on evaluation of accounting systems controls, tests accounting data integrity, and discusses the nature and use of expert systems in accounting with emphasis on their use as an audit tool.

ACTG 409 - Forensic And Investigative Accounting
This course is designed to introduce students to basic topics associated with forensic and investigative accounting. It helps students to understand and design procedures related to fraud detection, computing economic damages, and business valuation, among other topics.

ACTG 410 - Seminar In Tax Planning
This course focuses on a managerial approach to taxation through emphasis on major provisions of the income tax law and related administrative and judicial rulings as they affect business transactions. This course also includes consideration for the tax structure and its role as a tool for business planning.
ACTG 412 - Accounting For Planning And Control
This course provides for systematic and in-depth discussion and analysis of various accounting models which are useful to organizational planning and control, including the role of accounting systems in developing and refining data necessary for cost and managerial planning.

ACTG 421 - Current Topics In Financial Accounting
This course provides a conceptual framework for current issues in financial accounting measurement and reporting, and valuation of assets, liabilities and income determination and other necessary disclosures of financial information.

ACTG 422 - Financial Statement Analysis
This course is designed to prepare students to interpret, analyze and evaluate corporate financial statements effectively for the purpose of reaching informed lending, investment, and other business related decisions. Topics include overview of basic financial statements, assessment of accounting quality, tools of profitability and risk analysis, preparation of forecasted financial statements, and models to derive firm value.

ACTG 430 - Research Methodology In Accounting
This course provides a thorough understanding of research methodologies in accounting. The approach is to take a central research question and pursue its dimensions which include: importance of the question posed, the research design to evaluate that question, threats to the credibility of potential inferences drawn, research types that could be applied to the same question, and challenges in communication and interpretation.

ACTG 440 - Tax Research And Procedure
The purpose and methods of conducting tax research and communicating tax research conclusions will be covered. The course will focus on internal revenue practice and procedure in the context of individual taxpayer. Tax policy, issues in taxpayer compliance, and taxpayer and tax preparer responsibilities will also be addressed.

ACTG 441 - Estate, Gift And Trust Taxation
Current laws, cases, rulings and regulations useful for estate planning purposes are discussed. Topics include estate valuation, gift planning, estate planning and trusts, life insurance, joint tenancy, powers of appointment, pre-marital and marital dissolution agreements, community property, and generation-skipping transfer tax. Planning for estate tax minimization will be emphasized.
ACTG 451 - Accounting Information Systems
In-depth coverage of the concepts and techniques underlying the development, use and control of computerized accounting information systems are evaluated. Focus is on the understanding of accounting information and accounting information systems, and the underlying theory and practice of internal control systems. Particular emphasis will be placed on how information systems, including spreadsheets, databases, and other information technologies, serve as the basis for the functional areas of accounting and business through a case study approach.

ACTG 480 - Issues In International Accounting And Multinational Business Operations
The course covers in-depth discussions of accounting issues and problems faced by companies with multinational operations. Topics include issues related to foreign currency translator, consolidation of foreign subsidiaries, foreign investment, international transfer pricing, analysis of foreign investment. Issues in the ethical conduct of multifunctional operations and in the Foreign Corrupt Practices Act will also be discussed.

BLAW 410 - International Business Law
This course will include material on the international legal environment, international economic associations, such as WTO, conflicts of law, international contracting, letters of credit, exporting/importing issues, including tariffs and other aspects of international business transactions. The purpose is to prepare an MBA student to be able to understand the legal issues that are involved in international business transactions.

FINA 402 - Issues In Corporate Finance
This course builds upon the theory of modern corporate finance covered in Fundamentals of Financial Management (FINA-400). Concepts addressed include: cost of capital and optimal structures; the role of dividends in corporate evaluations; using options and features in hedging financial risk; leasing; mergers and acquisitions, and the basics of international financial management.

FINA 462 - Investment Strategies
This course focuses on the practical use of the techniques of modern finance in managing pension/endowment funds. Students will be exposed to the foundations of modern portfolio theory and will be required to develop a plan for inventing a significant amount of pension fund assets.
FINA 469 - Mergers And Acquisitions
This course involves an examination of the key elements of the mergers and acquisitions process. It provides the analytical framework and vital tools necessary to successfully plan and execute mergers, acquisitions, and corporate restructuring. One key goal of this course is for the students to develop a critical appreciation of the key financial and strategic criteria in a proposed acquisition. The primary purpose of this course is to make sure students understand what works and what does not, in the world of mergers and acquisitions.

FINA 470 - Corporate Financial Strategy
Corporate financial strategy in practice is emphasized in this course. Topics to be discussed include: (a) financial planning, (b) strategies for raising capital, (c) strategies for allocating capital among different uses, and (d) strategies for working capital management.

FINA 471 - International Financial Management
This course emphasizes the theoretical concepts of international banking and finance together with their practical ramifications. Case-studies will be used to reinforce concepts discussed in the textbook.

FINA 474 - Seminar On Futures And Options Markets
This seminar provides a rigorous treatment of the commodity/financial and options markets. Emphasis is placed on the theory underlying futures/options instruments. However, the course is a practical, problem-solving approach to market-generated challenges, and will concentrate primarily on advanced trading and hedging techniques.

FINA 475 - Management Of Financial Institutions
This course focuses on the application of traditional finance concepts to the management of commercial banks and other depository intermediaries, which are part of the Financial Services Industry, operating in domestic and international markets.

MKTG 402 - Marketing Management
This course focuses on the techniques of management as applied to the functional areas of marketing.

MKTG 451 - Consumer Behavior And Marketing Action
This course focuses in analyzing demand, identifying market segments and predicting customer response to alternative marketing strategies using concepts from the behavioral sciences.
**MKTG 452 - Advertising Management**
This course explores advertising from the viewpoint of business management, develops an understanding of the role of advertising under various conditions and looks at the problems of integrating strategies into the firm's total marketing program.

**MKTG 453 - Marketing Research - Techniques And Applications**
This course explores different approaches to planning, collecting, analyzing and communicating information from the marketplace, including techniques and applications for specific marketing areas. It introduces conceptual tools and techniques necessary to conduct business research. Students will understand the scientific method, how to use secondary and primary data, write research proposals, have knowledge of survey and experimental research, and how to analyze, interpret, and present research results.

**MKTG 456 - Channel Distribution And Retailing**
This course provides for the study of retailing as an integral part of the economic system and examines retailing from both the manufacturer's perspective and consumer's perspective. It focuses on management and behavioral theories.

**MKTG 458 - Global Marketing**
This course focuses on identifying and analyzing worldwide marketing opportunities and generating strategies for overseas marketing, and explores the impact of environmental differences on marketing strategies and customer response.

**MKTG 461 - Services Marketing Management**
This course focuses in analyzing demand, identifying market segments, and predicting customer response to alternative marketing strategies using concepts from the behavioral sciences. The course is designed to develop your knowledge of concepts, theories, and principles from the various behavioral and social sciences as they relate to understanding acquisition, consumption, and disposition of goods and services, by consumers. The primary objective is to develop a conceptual base for understanding the behavior of consumers within the marketing system in a society.

**MKTG 468 - Industrial Marketing**
This course examines planning, organizing and controlling industrial marketing activities and studies industrial products and how they are marketed. Different marketing techniques are discussed according to the nature of industrial products and services.
MNGT 402 - Applied Business Research
This course conveys the nature, purpose and method of applied business research for practicing managers and owner-operators and enables them to acquire research skills. Course topics include problem or project definition, data gathering, hypothesis testing, analysis of result, and developing and reporting of conclusions. Special attention is devoted to the communication process, reporting research findings at various stages, and the use of traditional and high-tech sources of business information.

MNGT 403 - Leadership And Organizational Behavior
This course addresses the concepts of perception, learning and motivation, and focuses on work-related attitudes and personalities of individual employees and managers. Organizational facets of stress, group dynamics and organization culture and socialization provide a foundation for the discussion of cooperation, conflict, and influence. The role of leaders and leadership upon organizational behavior and cultures is emphasized. Management communication methods and decision-making processes are considered.

MNGT 404 - Productions And Operations Management
This course is intended to expose the graduate students to the fundamental concepts and tools in Production and Operations Management and their applications. These include, but are not limited to, process view of an organization and its capacity analysis, management of a process and its variability, inventory and capacity decisions, supply chain management and quality control.

MNGT 474 - Human Resources Policy And Decision Making
This course addresses personnel policy formulation and implementation. Consideration is given to human resources planning, staffing, development and placement issues in the context of legal and collective bargaining constraints. A review of topical issues such as employment-at-will, drug testing, honesty in the workplace and other special topics is provided.

MNGT 480 - Entrepreneurship
This course focuses on the initiation of new business ventures as contrasted with the management of on-going enterprises. Topics covered include the characteristics of successful entrepreneurs, methods of identifying market opportunities, appraising market potential, determining startup costs of acceptable purchase price, legal aspects of organization or acquisition, raising venture, capital, initial capital structure, selection of the board of directors and key managers, allocation of control among involved parties, and method of rewarding entrepreneurs and key managers. Cases, readings and some outside
speakers will be used. The major emphasis, however, will be on the evaluation of prospective "real world" ventures.

**MNGT 481 - International Management**
This course examines the salient features of decision-making and management practices in multinational firms. Particular attention is given to organizational planning and control functions, and to problems encountered by managers as they interact with host governments and institutions. Linkages between certain cultural factors and features of the managerial climate are also examined.

**MNGT 487 - Strategy And Organization**
This course serves to integrate preceding courses through the study of strategy to integrate preceding courses through the study of strategy formulation and implementation functions and responsibilities of top-level management. The topics addressed include the concept of corporate strategy, the strategic planning and resource allocation, the design of formal organizational structure, management control systems, reward and sanction systems, the selection and training of key personnel and the leadership role of the chief executive officer. Cases and readings are drawn from a variety of types of organizations.

**MNGT 488 - Strategic Planning**
This course provides an examination of various models and research findings in the area of strategic planning and of the theoretical and managerial issues raised by these models, findings, and evolving organizational practice. The topics covered include concepts of strategy, analytical informational and behavioral characteristics of the strategic planning process, the design and organization of strategic planning systems, and patterns of strategic behavior. Examples are drawn from a variety of institutions, although the major emphasis is on business.

**MNGT 489 - Management of Organizational Change**
This course explores the concept of successful management of organizational and behavioral change, focusing on both "planned" and "unplanned" changes and emphasizing the development of change strategies and measurement of change effectiveness. Included will be group laboratory work using video tape systems. Attention will also be given in response to external (e.g., social) changes. Opportunities exist for field work in various institutional contexts.

**MNGT 490 - Management of Technological Innovation**
This course provides a foundation for managing innovation and technology in a changing global and competitive environment. It takes an integrative perspective on the management of innovation as a
strategic activity, emphasizing discussion and workshops on topics related to the evolution of technology, threats of disruptive technology, networked business models, organizational architecture and innovation, corporate venturing and entrepreneurship, and means for developing technological competencies.

**MNGT 498 - International Business**
This course examines the cultural, social, political and economic factors which underlie certain business practices in foreign countries. Depending upon the expertise and preference of the instructor, the course may focus upon a few primary geographical areas (e.g., Eastern Europe, Far East) intensively, or it may present a wide array of cultural environments in survey fashion.

**MNGT 502 - Business Policy And Strategy**
This course focuses upon strategy formulation and implementation at the highest level of organizations. Methods of obtaining resources and creating systems, structures and policies needed to attain strategic goals are addressed, as is the critical role of the chief executive officer (CEO) or the owner-operation of smaller entities. The common body of knowledge acquired from other graduate business courses is integrated and applied to policy and strategy issues or practices within a wide range of organizational frameworks, including multinational corporations, small-to-medium-sized enterprises (SMEs), and sole proprietorship. The case method of instruction is emphasized.

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1 **Disclaimer:** The MBA Program Coordinator in the College of Business and Management at NEIU creates this MBA Student Handbook. The aim of the MBA Student Handbook is to be a one-stop service guidance for students on important and relevant information that is frequently asked, while pointing to directions if further help is needed. As such, this handbook is not intended to, nor does it contain all regulation information that relates to students. Students remain responsible for all university policies and regulations that pertain to them. Every effort has been made to provide students with complete and accurate information on the topics provided in the MBA Student Handbook. The MBA Program reserves the right to amend, revise or modify content at any time and to revoke any rule, regulation and schedule, as deemed appropriate by the College of Business and Management, within this publication.