Program Prerequisite Competencies

The faculty of our college expect you to have many of the following competencies by the start of your program. Students, who attended SDSU previously or recently graduated with a business-related major from a college in the US, may already be familiar with many of the requirements and resources below.

Required Websites

To see course content, grades, and career resources:	SDSU Blackboard
To update official university info and register for classes:	SDSU WebPortal
To RSVP for career events, job research & applications:	Aztec Career Connection

Group Work Resources:

For compiling/editing group work:	Google Drive, https://www.google.com/drive/
For scheduling meeting times:	Doodle, http://doodle.com/
For meetings on campus:	SDSU Library, http://library.sdsu.edu/spaces/study
For video chatting:	Google Hangouts, https://hangouts.google.com/
For texting group members:	Facebook and Messenger App, www.facebook.com
	Whatsapp, https://www.whatsapp.com/
For creating surveys (Qualtrics):	https://sdsubusiness.qualtrics.com/ControlPanel/

Other Helpful Websites (may occasionally be required):

Class Schedule:	https://sunspot.sdsu.edu/schedule/search
Syllabus Repository:	http://sdsu-dspace.calstate.edu/handle/10211.10/1467
Coursenetworking:	https://www.thecn.com/
Prezi:	https://prezi.com/
SlideShare:	http://www.slideshare.net/
Turnitin (anti-plagarism):	www.Turnitin.com
Harvard Bus.Publishing:	https://cb.hbsp.harvard.edu/cbmp/pages/content/cases
LinkedIn:	https://www.linkedin.com/
Portfolium:	https://portfolium.com/network/san-diego-state-university
Indeed.com:	http://www.indeed.com/
Advising Resources:	https://cbaweb.sdsu.edu/grad/resources

Dress Code

There is no official dress code for MBA classes, however, there is a general expectation that business casual is worn for classes in which you are presenting. Certain presentations may require students to wear business formal. During your time in the program, there may also be occasions that require students to dress business casual or business formal. These include

student orientation, mixers, professional events (job fairs, interviews, etc.). If you ever have any doubts, please speak with your Professor or our Graduate Career Management Center staff.

Computer & Calculator Recommendations:

<u>Laptops in class:</u> While you are not required to bring a laptop to class (some classes will actually prohibit you from using your laptop during class time), it will be helpful in certain classes and during group-work sessions to have a laptop with Microsoft Software installed.

<u>MAC vs PC:</u> MAC computers are typically sufficient for core classes as long as you have Microsoft Office installed (or access to it online). Select electives (such as MIS 749: Business Analytics) may require the use of certain types of software which cannot run on an Apple. However, SDSU's library houses hundreds of PCs which you can use during the day, evening, and on weekends if you need to access certain software.

<u>Library Resources</u>: If you do not have a laptop or a computer with adequate software installed, library computers have the Microsoft Suite installed (as well as other programs such as Adobe Creative) and can be used during library hours once you have created your library PIN.

<u>Calculators:</u> A calculator will be helpful, if not required for all classes. We RECOMMEND a scientific calculator or a financial calculator, but we advise AGAINST a graphic / programmable calculator.

Research Links & Databases:

The content in this section is drawn directly from BA 630 (Business Strategy), which is a required course for all MBA students. Students in all programs may find this helpful as well.

Students should be able to access the following databases using their library accounts and PIN. Students should also be able to download quantitative data from these databases and analyze it using spreadsheets. Students should also be able to accurately cite data using MLA and APA styles, and incorporate it into research papers and presentations.

Important Links:
- Library Website: http://library.sdsu.edu
- Create a Library PIN: http://library.sdsu.edu/help/create/reset-pin
- Business Research Guide: http://library.sdsu.edu:8080/guides/sub.php?id=14
- Citations: https://owl.english.purdue.edu/owl/section/2/

Business Source Premier
- Search for industry reports
- Search for company reports
- Search for country reports

- Offers access to SWOT analyses, forecast reports, news articles, and journal articles

Business Monitor International (BMI Research)
- View economic, political, and financial content for 175 countries
- View analyses, forecasts, and other strategic content
- View content by geography and/or service/industry

Mergent Online
- Search by company name or NAICS/SIC code
- View company financials, including balance sheet, income statement, and
- statement of cash flows
- View annual reports, 10-k, SEC filings, etc.
- View competitor lists

Passport GMID
- View marketing information by country
- View supply chain information
- Compare product categories across countries
- View information about the business environment, consumer behavior, technology, and infrastructure for countries

IBISWorld USA
- Use keywords, industry codes, and/or company names to search across industry
- Reports focus on industries in the United States
- Reports include industry trends, supply chain information, products and services reports segmentation, competitors, and much more

Wells Fargo Financial Markets Lab, https://cbaweb.sdsu.edu/wffmlab
- The Wells Fargo Financial Markets Lab facilitates both small and large scale student projects with access to Bloomberg and related databases

Knowledge Competencies

The following knowledge competencies will be taught to you during your time here, however, they will be required and/or referred to frequently enough throughout the program that you may find it helpful to go through them prior to starting your coursework.

Read and analyze an instructional case
http://faculty.haas.berkeley.edu/robinson/Papers%20DOR/Case%20Analysis.pdf

Have an understanding of:
- Basic Economic Environment
- Use normal distribution table

- Understand American's perceptions of global brands
- Understand significance of and implications of organizational structure
- Different types of organizational culture
- Project management for groups.
- Basic cost comparison / cost / benefit / make or buy analysis
- Pro Con / decision making
- Know and be able to do regression analysis
- Be able to create a basic forecast using excel
- Basic financial statement analysis for trends
- Convert data tables from research or cases into tables and graphs
- Know how to write an executive summary and abstract
  https://www.youtube.com/watch?v=QRIjQ11GDyw

Know how to use APA / MLA styles*

Basic NPV and ROI calculations

Know how to send out a professional survey and analyze the data statistically
https://www.qualtrics.com/blog/6-ways-to-pretest-your-survey-before-you-send-it/

Resources

After admission, students will be sent information on how to access online modules that we recommend. These will cover topics such as spreadsheets, quantitative skills, probability and statistics, accounting, and financial economics. In the meantime, you can consult the following free resources:

Basic Probability and Statistics
https://www.khanacademy.org/math/probability

Basic Economics
https://www.khanacademy.org/economics-finance-domain/core-finance

Basic Accounting
https://www.khanacademy.org/economics-finance-domain/core-finance/accounting-and-financial-stateme

Basics of Microsoft Office / Excel / PPT
https://faculty.fuqua.duke.edu/~pecklund/ExcelReview/AReviewOfExcelBasics.pdf

Basics of Google Drive
https://www.youtube.com/watch?v=KFO5UnRlCrQ