



Program Prerequisites

The Concordia MBA Admitting Committee strives to help incoming MBA students achieve success in a rigorous graduate program. Because background knowledge in quantitative courses is critical to this success, the committee makes requirements and/or recommendations regarding prerequisite (sometimes called “leveling”) courses that expose students to key concepts and terminology even before they begin an MBA class.

All non-business undergraduate students are required to successfully complete the Math / Statistics Assessment prerequisite course, unless an official undergrad transcript has been provided to the admissions office showing that a statistics class has already been completed with a letter grade of B or higher, and with approval of the MBA program director. Other prerequisite courses (Accounting, Finance and Economics) may also be required if no undergraduate coursework in these areas has been done previously, or have been done more than 10 years ago. Students should report their prerequisite score(s) of 80% or higher to admissions@concordia.edu.

Contingently accepted students who are required to complete prerequisite courses prior to full admittance should purchase and complete the online self-paced courses and submit final assessment scores to be fully admitted to the program. Incomplete prerequisite courses or scores below 80% on the final exam(s) can result in program dismissal. Students have three (3) attempts to complete each course(s) final exam with unlimited time.

The IVY Courses and Assessments are non-classroom-based courses and do not count toward degree hours. They are delivered through a combination of printed and computer material. Each course consists of a series of pretests, problems, and a final exercise. Each course requires 15 to 20 hours of time.



To Order Ivy Course Modules

1. Visit [Ivy Software](#) and create an account
2. Purchase the course(s) required by the graduate admissions committee for your full admittance to the program
3. [Buy a course](#)
 1. Click the Shop link in the **Buy Courses** block on the front page
 2. Select the course you want to purchase, and click **Buy Now**
 3. Click **Buy Now** in the next screen
 4. **If you want to buy just one course** right now, click **Checkout**. **If you want to buy more courses in this same transaction**, click Continue Shopping, and you will be given the course list again so that you can select another course to add to your purchase.
 5. On the Purchaser Information Screen that appears next, **DO NOT change the college name** that's in the Company field! Changing that name could prevent you from receiving correct credit for this course.
 - Fill in your **address, city, Zip code or postal code, and State** (if in the United States). This information, as well as your name, must match the information your credit card company has on file in order for your transaction to be processed.
 - Select your **country** if you are outside the United States.
 - Fill in the **email address** that you want your receipt emailed to.
 - Click **Continue**
 6. In the next screen, you can choose between paying by **credit or debit card** without using a PayPal account, or using your **PayPal account** to pay. If you want to just pay by credit or debit card, click the Pay with Credit or Debit Card button near the bottom of the screen.
 7. Now you will see a **payment details screen** where you enter your credit or debit card number and other payment information as you would for any online transaction. Click Continue when done.
 8. Confirm your information on the next screen by clicking the **Confirm** button
 9. Now you should see the confirmation screen below, which tells you your transaction was completed and gives you your **invoice number**. It's always a good idea to take a screen shot of this page for your records. You will also be emailed a receipt at the email address you specified. Click **Home** in the navigation bar to go back to your Home page.
 10. Now you can scroll down in the **Course Tile Menu** to the course you have just purchased and click its **Course link** to open the course.
 11. The first time you open a course after purchasing it, you will see a course description like the one below, with a green **Click Here to Start this Course button**. Click that button to start the course.



4. Complete the module and corresponding final assessment.

Once you complete all the chapters in a course, you will be tested on your comprehension in that subject area via a proctored Course Final Exam. After thoroughly reviewing the chapter materials and activities, you should be well prepared.

1. Visit [Ivy Software](#) and login with your account credentials
2. Click on Dashboard
3. Select the assessment for the corresponding course module required
 - Math and Statistical Concepts - ASSESSMENT ONLY
 - Fundamentals of Economics - ASSESSMENT ONLY
 - Financial Accounting - ASSESSMENT ONLY
 - Understanding Corporate Finance- ASSESSMENT ONLY

Please note: You must use the Respondus proctoring service while taking the Final Exam for each course. [Here are instructions for using the Respondus service](#). We strongly encourage you to take the FREE Respondus Practice Exam course before attempting your first Course Final Exam. This course has only one activity - a non-graded three-question quiz which gives you the opportunity to see how a Respondus-proctored test works in a stress-free setting before attempting a Final Exam or Course Assessment.

- The Course Final Exam consists of 40 multiple choice questions.
- The questions are randomly selected from a larger question pool, so no two tests within a subject area are identical.
- You have 3 attempts to pass the Final Exam.
- You have unlimited time to complete the Final Exam.
- You must earn a score of 80% or more to pass the Final Exam

Following the final, print or save your results page with your final test score. The results page and final test score should be emailed to admissions@concordia.edu (Note: Scores are not sent to Concordia automatically)