



# ADMINISTRATION (MAA)

## HEB School of Business and Administration

GRADUATE ADMISSION (210) 829-6005

### The MAA Program

This is an Administration degree and is accredited under the SACS accreditation guidelines for the University. The MAA program is unique among graduate programs in South Texas in that it provides participants with core competencies in administration as well as essential knowledge, skills and abilities in concentrations such as those listed below. The program curriculum is designed to develop ethical and accountable administrators who are able to conceptualize, and critically analyze complex organizational issues and who are able to persuasively communicate toward a course of action that is in the best interests of those they serve.

### Admission Criteria

See the *Graduate Bulletin* for complete information on admission requirements and program content.

Unconditional admission to the MAA programs (Track 1) will be granted to applicants satisfying the following:

General requirements for admission to graduate studies, including:

- 1) Baccalaureate degrees with a minimum GPA of 2.5;
- 2) Official transcripts of all undergraduate and graduate work;
- 3) An evaluation by the graduate program advisor;
- 4) Completed application and evaluation by the graduate program advisor;
- 5) A combined verbal and quantitative score of 800 or higher and analytical writing score of at least 3.5 on the Graduate Record Exam (GRE) General Test. Requirement waived for applicants who have been awarded masters/post-masters degrees, who were inducted into Delta Mu Delta or Alpha Chi honors Societies, and for applicants who have taken and passed tests considered comparable to the GRE, e.g. GMAT, LSAT, CPA, etc.

### Conditional Admission

Applicants not meeting the criteria for unconditional admission may be denied admission or admitted to the University on a conditional basis (see Track II.) The specific conditions to be fulfilled and the deadline for fulfilling them will be specified in the degree plan assigned at the time the applicant is notified of conditional admission.

- As a general rule, applicants with an earned baccalaureate degree with an overall GPA of less than 2.5 will not be admitted. Those who are granted exceptions by the Graduate Committee will be assigned to Track II, with specific undergraduate and graduate courses to be taken at the beginning of the program, all of which must be completed with a grade of "B" or better. Upon successful completion of these courses, the student would be moved to Track I.
- Applicants who have not taken the GRE may be admitted under Track II criteria, and may be changed to Track I unconditional admission after receiving satisfactory scores on the GRE, which must be taken by the completion of their first semester of enrollment. If an applicant has taken the GRE without receiving a satisfactory score, they may be admitted to Track I by achieving a satisfactory score on a retake of the GRE or by successful completion of Track II criteria.

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## Requirements for the MAA

The MAA program generally consists of the following 36 semester hours of graduate course work:

18 semester hours of core coursework:

ADMN 6310-Accounting Concepts and Issues  
ORGD 6320-Organizational Behavior and Learning  
ORGD 6330-Foundations of Organizational Research and Assessment  
BMGT 6311-Human Resources Management  
ADMN 6360-Management Concepts and Issues  
ADMN 6375-Strategic Planning and Policy

1.5 or more semester hours in the area of the student's concentration.

The area of concentration may be selected from any discipline, except Business, which has a limit of 4 courses allowed in the MAA program. The graduate advisor and the Dean of the School within which the area of concentration resides must approve student concentrations.

A "Capstone" experience, which is an integrative problem-solving course, combining the functional areas of the MAA core with the areas of expertise learned in the individual concentrations.

## Concentrations

There are seven concentrations in the MAA:

**Adult Education** - Prepares individuals for human resources and administrative positions in adult education.

**Applied Administration Online** - With study in two disciplines, prepares students for various management roles.

**Communication Arts** - Prepares individuals for administrative roles within media organizations.

**Healthcare Administration** - Prepares individuals for management positions within health services organizations.

**Instructional Technology Online Only** - Prepares individuals to design and direct training through technology.

**Nutrition** - Prepares individuals for supervisor positions in dietary services.

**Organizational Development** - Prepares individuals as consultants or managers in organizational process and management and for HR positions.

**Sports Management** - Prepares individuals to design, market, and then direct sports activities and programs.

## Contact information

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