



## Master of Business Administration Program

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Office of Graduate Business Programs

Phone: (936) 261-9215

Email: [mba@pvamu.edu](mailto:mba@pvamu.edu)

Hello

Thank you for your interest in pursuing your graduate studies with our university. **Producing productive people** is the goal of Prairie View A&M University (PVAMU). This goal is the foundation of graduate programs in business in the College of Business. The curriculum and objectives of the graduate business programs are based on the rich traditions and cultural heritage that exist at PVAMU.

PVAMU and the College of Business are accredited by the Southern Association of Colleges and Schools (SACS-COC). The College of Business is separately accredited by The Association to Advance Collegiate Schools of Business (AACSB).

Today, businesses need leaders who are able to make decisions based on critical thinking, who can express their ideas verbally and in writing, and are effective as an individual contributor or on a team. These expectations are the cornerstone of the **Master of Business Administration (MBA)** degree program.

The MBA degree is designed to provide opportunities to acquire the knowledge and skills necessary to succeed in profit or not-for-profit enterprises. The program integrates various business disciplines to provide the high-quality educational experience needed to assume a leadership role as a manager or entrepreneur.

At PVAMU, our MBA degree program is designed for the working adult. Classes are offered in both face-to-face and online formats to allow students flexibility in earning the degree. Face-to-face classes are offered Monday through Thursday evenings at PVAMU's Northwest Houston Center, located near the intersection of FM 1960 and State Hwy 249. Students may also choose to pursue some or all of the program online.

Faculty are committed to providing a quality education in a close-knit learning environment. And advising support is available through the Director of Graduate Business Programs to guide new and continuing students on the best path to completing the degree. We look forward to working with you in helping you achieve your educational and professional goals.

Regards,  
Office of Graduate Business Programs

# Application Material Checklist

## Graduate Programs, College of Business Prairie View A&M University

Individuals applying to the MBA and MSA programs at Prairie View A&M University must submit the following documentation to be considered for admission to the university and the desired program. All requirements for both the university and the College of Business must be met in order to be considered for admission.

1. Set up an application account via the online Apply Texas system ([www.applytexas.org](http://www.applytexas.org)).
  - a. Applicants to the Part-Time or Online MBA should select 'General Business Administration' as the major. For Master of Science in Accounting, select 'Accounting (MS)' as the major.
  - b. Application fee (\$50 for domestic applicants, \$100 for international applicants) must be paid either online or by check/money order to the university before an application can be officially submitted.
2. In addition to the online application, individuals must submit supplemental documentation to the Office of Graduate Studies. The following supplemental documents can be mailed or hand delivered to:

**Office of Graduate Studies  
Graduate Admission  
P.O. Box 519 – Mail Stop 2800  
Prairie View, TX 77446**

Or emailed to [gradadmissions@pvamu.edu](mailto:gradadmissions@pvamu.edu) when applicable. Transcripts, when possible, should be submitted electronically using school code 36360.

- a. **Graduate Programs Applicant Information Form**
- b. Official transcripts from all colleges and universities as indicated in Apply Texas application
- c. **Recommendation of Applicant Form** from three different recommenders (Formal recommendation letters are optional but not required. Form must still be submitted.)
- d. Updated copy of applicant resume (not required but recommended)
- e. Typed document responding to essay question: "Please share your short-term and long-term career goals. Explain how the graduate business degree contributes to accomplishing these goals."
  - i. Applicant name, program seeking admission to, and planned start term should be listed at top of page.
  - ii. No more than 1,000 words maximum.

### International Applicants

International candidates should refer to the Office of Graduate Studies International Student website for specifics on additional required documentation needed, including language exam requirements and academic credential certification. <https://www.pvamu.edu/graduatestudies/international-students/>

**COLLEGE OF BUSINESS, GRADUATE PROGRAMS  
APPLICANT INFORMATION FORM**

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LAST/FAMILY NAME: \_\_\_\_\_

FIRST/GIVEN NAME: \_\_\_\_\_

PREFERRED NAME: \_\_\_\_\_

PERMANENT ADDRESS:

Street Name/Apt.: \_\_\_\_\_

City and State: \_\_\_\_\_ ZIP: \_\_\_\_\_

MAILING ADDRESS (if different from above):

Street Name/Apt.: \_\_\_\_\_

City and State: \_\_\_\_\_ ZIP: \_\_\_\_\_

EVENING PHONE: \_\_\_\_\_ DAY PHONE: \_\_\_\_\_

PRIMARY EMAIL ADDRESS: \_\_\_\_\_

ALTERNATE EMAIL ADDRESS: \_\_\_\_\_

**(Note: University email address will be official source of school communication after enrollment in program.)**

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INTENDED DEGREE PROGRAM:

- \_\_\_\_\_ Master of Business Administration (36 hours)\*
- \_\_\_\_\_ Online Master of Business Administration (36 hours)\*
- \_\_\_\_\_ Master of Science in Accounting (30 hours)\*

\*Hours do not include any required prerequisites.

INTENDED SEMESTER FOR ADMISSION:

Fall Term      20 \_\_\_\_      Spring Term      20 \_\_\_\_      Summer Term      20 \_\_\_\_

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EDUCATIONAL AND PROFESSIONAL BACKGROUND

Undergraduate Degree(s) Earned

Institution: \_\_\_\_\_  
Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Graduate Degree(s) Earned (if applicable)

Institution: \_\_\_\_\_  
Degree/Field of Study: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

COPY OF UPDATED RESUME ATTACHED: Yes \_\_\_\_\_ No \_\_\_\_\_

## PREREQUISITE COURSE EQUIVALENTS

### Master of Business Administration Program

Applicants who have not earned a bachelor's degree in business (or have not completed equivalent coursework in business) may be required to take up to five (5) foundational or concepts courses (ACCT 5003, ECON 5003, FINA 5003, MRKT 5003 and MGMT 5113).

Admitted applicants will receive an official, signed degree plan from the Director of Graduate Programs in Business. The degree plan will indicate prerequisites assigned with the notation "Required". These courses must be completed in order to advance to next-level core courses required for the graduate degree.

In order to be waived from prerequisites, applicants must provide official transcripts with the application confirming the equivalent prerequisite is completed with a grade of "C" or higher.

Course Number	Course	PVAMU Undergrad Course Equivalents
<u>ACCT 5003</u>	Concepts of Accounting	ACCT 2113/ACCT 2123 – Financial <i>and</i> Managerial Accounting
<u>ECON 5003</u>	Concepts of Economics	ECON 2113/ECON 2123 – Micro <i>and</i> Macro Economics
<u>FINA 5003</u>	Concepts of Finance	FINA 3103 – Principles of Finance
<u>MGMT 5113</u>	Business Statistics	MGMT 3013 – Business Statistics
<u>MRKT 5003</u>	Concepts of Marketing	MRKT 3103 – Principles of Marketing

Course equivalents may be substituted for these concepts courses through CLEP test equivalents. CLEP scores must be less than five years old at the time of admission to the program. Course examinations require the approval of the director or the student's advisor.

Name of CLEP Examination	Required Score	Course Equivalent	Business Concepts Course Equivalent
Principles of Marketing	50	<u>MRKT 5003</u>	MRKT 5003
Principles of Macroeconomics	50	<u>ECON 2123</u>	ECON 5003
Principles of Macroeconomics	50	<u>ECON 2113</u>	

**SAMPLE DEGREE PLAN (Approved degree plan will be provided upon admission.)**

**PVAMU COLLEGE OF BUSINESS**  
**Master of Business Administration (MBA)**

Name: \_\_\_\_\_ SID: \_\_\_\_\_ Undergraduate Institution: \_\_\_\_\_

Undergraduate Major: \_\_\_\_\_ Undergraduate Minor: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Prerequisite Courses*	Hrs	Term	Year	Grade	Director's Note
ACCT 5003 Concepts of Accounting	3				
ECON 5003 Concepts of Economic Analysis	3				
FINA 5003 Concepts of Finance	3				
MRKT 5003 Concepts of Marketing	3				
MGMT 5113 Business Statistics	3				
<b>TOTAL</b>	<b>15</b>				

(\*Prerequisite courses are assigned or waived upon admission to the program by the Graduate Program Director.)

Core Courses	Hrs	Term	Year	Grade	Prerequisite
ACCT 5103 Managerial Accounting	3				ACCT 5003 or equivalent
BCOM 5203 Managerial Communication	3				
MISY 5103 Management Information Systems	3				
ECON 5103 Managerial Economics	3				ECON 5003 or equivalent
FINA 5103 Theory of Financial Management	3				FIN 5003 or equivalent
MGMT 5103 Organizational Behavior	3				
MGMT 5123 Quantitative Analysis	3				MGMT 5113 or equivalent
MGMT 5433 Production and Operations Management	3				MGMT 5123
MGMT 5323 Strategy and Policy	3				ACCT 5103, ECON 5103, FIN 5103, MKT 5303.
MRKT 5303 Marketing Management	3				MKT 5003 or equivalent.
<b>CORE TOTAL</b>	<b>30</b>				

Elective Courses (Note: Select electives offered per sem.)	Hrs	Term	Year	Grade	Prerequisite
ACCT 5113 Advanced Auditing	3				ACCT 4223 or equivalent
ACCT 5123 Accounting Information Systems	3				ACCT 5003 or equivalent
ACCT 5133 Accounting for Managerial Decisions	3				ACCT 5003 or equivalent
ACCT 5143 Accounting Theory	3				ACCT 3213 or equivalent
ACCT 5153 Seminar in Tax	3				ACCT 3333 or equivalent
ACCT 5163 Law & Ethics	3				ACCT 5003 or equivalent
ECON 5313 International Trade and Business	3				ECON 5003 or equivalent
FINA 5313 Investment Management	3				FIN 5003 or equivalent
FINA 5333 International Finance	3				FIN 5003 or equivalent
FINA 5383 Financial Markets	3				FIN 5003 and ECON 5003 or equivalents
MGMT 5343 Human Resource Management	3				
MGMT 5613 Special Topics in Management	3				TBD
MGMT 5353 Entrepreneurship and Innovation	3				
MISY 5413 Applied Database Management	3				MISY 5103
MISY 5423 System Analysis & Design	3				MISY 5103
MISY 5323 Data Communication	3				MISY 5103
MISY 5533 Special Topics in MISY	3				MISY 5103
MRKT 5313 International Marketing	3				MKT 5003 or equivalent
COB elective not listed:	3				TBD
<b>ELECTIVE TOTAL</b>	<b>6</b>				