Central Michigan University’s Master of Science in Administration (MSA) Program is designed to meet the educational needs and professional interests of students pursuing administrative careers. This interdisciplinary program focuses on applied action that is grounded in theory, embraces the fundamental education principles applicable to the administrative issues in the private, public, and nonprofit sectors, and stresses the ethical responsibilities of administrators.

The program offers insight into human and organizational relationships; develops skills in oral and written communications; enhances the capacity for sound analytical judgment; and encourages the ability to see the “big picture” as it relates to an organization and its environment.

Grad Studies at CMU

CMU is an accredited university and provides over 70 graduate degree programs at the master’s, specialist’s, and doctoral levels. About 10% of the 21,000 students attending classes at the main campus in Mt. Pleasant, Michigan, are graduate students. Many are working professionals who commute for evening courses.

Other Locations (and Online)

Through CMU’s Global Campus, the popular MSA program is offered online and at more than 50 off-campus locations in the United States, Canada, and Mexico.

For additional information on CMU’s Global Campus, online programs, and off-campus locations, please visit the website at http://global.cmich.edu, or call toll free at (877) 268-4636.

MSA Program Details

To meet the needs of traditional and nontraditional students, most MSA classes are scheduled in the evenings and on the weekends. A minimum of 36 graduate semester hours is required for degree completion. Some prerequisite coursework may be necessary for students whose previous educational background has not adequately prepared them to complete certain courses.

The MSA program includes an administrative core, a concentration, and an integrative, applied research project.

Administrative Core

The MSA program includes a solid core of administration courses that provide each student with a strong base of common knowledge along with competencies required for successful careers as professional administrators.

The administrative core consists of 18 credits of required courses. These core courses empower students with essential concepts and skills needed for a broad range of administrative work environments, including strategic planning, organizational dynamics, critical analysis, financial planning and assessment, and embracing globalization and cultural diversity.

MSA Concentrations

The concentration selected by the student enables each student to specialize in a specific career area. 15 to 18 semester hours are designated for an administrative concentration that allows the students to develop expertise in the student’s area of professional interest within the degree program. This concentration normally is offered through course work in a functional area of administration or in the administration of a particular industry.

Specialized concentration areas currently offered are:

- Acquisitions Administration
- Engineering Management
- General Administration
- Health Services Administration
- Human Resources Administration
- Information Resource Management
- International Administration
- Leadership
- Philanthropy and Fundraising
- Public Administration
- Recreation and Park Administration
- Research Administration

Acquisitions Administration

Both large and small organizations must keep track of purchases and inventory. This indispensable role is the focus of the MSA degree with a concentration in Acquisitions Administration. Courses provide students with a knowledge base in such topics as purchasing, regulatory concepts, administrative law, and related factors in acquisitions administration.

Engineering Management

The MSA degree in Engineering Management provides the skills you need for effective leadership. You’ll learn to meld your technical know-how with the business side of management in a wide variety of industrial, engineering, high-tech, and “green” energy organizations. The courses combine analysis, theory, and principles with research in technology and industrial and engineering management, along with a solid core in administrative science and engineering management.
www.grad.cmich.edu/msa

(Concentrations Continued)

General Administration

The MSA with a concentration in General Administration is a very flexible degree program that is designed to enhance critical thinking and develop analytical and decision-making skills for a wide variety of upper-level administrative positions. The intent is to provide moderate structure through study in areas that are applicable to a wide variety of administrative settings. In addition, the student has considerable flexibility in designing a program of study which avoids duplication of previous course work, training, or experience to allow for new areas of academic growth.

Health Services Administration

The MSA in Health Services Administration will prepare you for a leadership role in the field of health care. You will learn how to proactively meet the challenges of budget expectations, staff retention, new regulations, and the many issues that develop as care, costs, and funding continue to change.

Human Resources Administration

The Human Resources Administration concentration provides a program of study for the student who is pursuing, or intends to pursue, a career in the field of Human Resources. Advance in your own career while helping your fellow employees reach their highest potential with the MSA in Human Resources Administration. You'll learn to master complex employment issues related to labor relations, staffing, training, organizational development, and other areas of Human Resources.

Information Resource Management

The MSA in Information Resource Management will enable you to develop a comprehensive management approach to information resources in any organization. This includes identifying problems within various organizations related to information resource management and then creating and implementing the most appropriate solutions. It also includes managing the introduction of information resource systems throughout an organization, recruiting and training technology staff, and efficiently maintaining the information resource environment.

International Administration

The MSA in International Administration provides the appropriate educational background for students who are interested in practicing administration in international settings or for those who have administrative responsibilities with international dimensions. As an MSA student in International Administration you will learn how different cultural systems work and develop a better understanding of global finance, marketing, and law.

Leadership

The Master of Science in Administration degree with a concentration in Leadership enables students to enhance their knowledge and skills in the areas of leadership, group dynamics, and organizational change. Students learn the core competencies of conflict management, the art of negotiation, and the fundamentals of cultural diversity, communication, and managing organizations through change.

Philanthropy & Fundraising

The concentration in Philanthropy and Fundraising is the perfect choice for those interested in an exciting and rewarding upper-level career in the non-profit sector as a Major Gifts Officer, Director of Development, Grant Writer, or other position dealing with the disbursement of donated funds.

Public Administration

The MSA degree with a concentration in Public Administration focuses on the political, social, and economic environment of public administration and is designed to prepare students for careers in public sector administration. Broadly, the objectives of the program are to provide students with background and competency in five areas, including public management process, public policy analysis, research and analytic methods, organization theory, and behavior.

Recreation & Park Administration

The MSA concentration in Recreation and Park Administration provides students with the background and competencies needed to succeed in all areas of recreation and park administration, including grant writing, evaluation, effectively dealing with current issues, and navigating organizations through change. Graduates typically go on to plan, organize, and oversee park facilities and recreation programs in diverse industries such as municipalities, sport and fitness centers, camps and resorts, employee recreational programs, theme parks, and local, state, and national parks.

Research Administration

The Master of Science in Administration degree with a concentration in Research Administration provides research professionals with administrative and leadership skills coupled with insight into the most recent developments in monitoring, supporting, and facilitating research programs. Through practical experience, students will learn to meet the growing data and information demands in their organizations and prepare to advance in the research administration profession.

Integrative Applied Project

The MSA program culminates in an integrative applied project that links the concepts to the working world, demonstrating the unity and coherence of the student’s course of study. The integrative applied project is a capstone assignment in which each student applies course content to specific administrative tasks. All students take the integrative analysis of administration course.

For students with little or no prior administration experience, an on-site internship experience may be taken in addition to the capstone course.

Graduate Certificates

The 15-18 credit-hour certificate program is designed for the regularly admitted graduate student interested in advanced training in the field of administration. Credits successfully earned within the certificate program may be used toward an MSA degree if the concentration is the same.

Graduate certificates are available in the following areas:

• Acquisitions Administration
• General Administration
• Human Resources Administration
• International Administration
• Philanthropy and Fundraising
• Recreation and Park Admin.
• Engineering Management
• Health Services Admin.
• Information Resource Mgt.
• Leadership
• Public Administration
• Research Administration

Admission Requirements

To be admitted to the MSA program at Central Michigan University, a candidate must meet the requirements for regular admission to the College of Graduate Studies. Regular admission requirements include either a 2.7 overall grade point average or a 3.0 GPA in the last 60 graded hours. Applicants who have undergraduate GPAs less than 2.7 may be considered for conditional admission.

Students are accepted from all undergraduate majors. Previous experience in the field is not necessary, but MSA 681 (Administrative Practicum) and MSA 690 (Internship) enable students to acquire administrative experience.

International students must submit a Test of English as a Foreign Language (TOEFL) score or another English proficiency exam score. Depending upon the score, students may be considered for regular admission, conditional admission, or dual enrollment through CMU’s bridge program. See the CMU Graduate Bulletin for details.

Under dual enrollment, students may take a restricted number of credits in their academic disciplines along with appropriate English Language Institute courses until English language proficiency is achieved. English language requirements must be completed by the end of each student’s second semester on campus.

Financial Aid

The MSA program offers a limited number of graduate assistantships. Check the MSA program web site (www.grad.cmich.edu/msa) for the availability of assistantships. These are administrative and/or research assistantships. Information about additional financial aid is available online through the Office of Scholarships and Financial Aid at www.finaid.cmich.edu.

Apply Online

www.grad.cmich.edu

For More Information

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For More Information

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