Graduate Certificate in Human Resources Administration

Admission Requirements
Students desiring a graduate certificate must apply and be admitted to the program.

Admission requirements for the Graduate Certificate in Human Resources Administration are the same as for the MSA degree, except you do not have to meet the competency requirements in accounting or statistics.

Required Courses* (3 credits):
Students should take one of the following, preferably before taking other courses in the concentration:
- MGT 643 Human Resource Management (3)
- Or
- PSC 711 Public Personnel Administration Practice (3)

Representative Electives* (12-15 credits):
- COM 560 Communication and Social/Organizational Change (3)
- ECO 515 Collective Bargaining and Labor Law (3)
- MGT 645 Personnel Compensation Practice and Process (3)
- MGT 647 Employee Selection and Evaluation (3)
- MGT 649 Seminar in Organizational Development (3)

* Courses are subject to change. For the most up-to-date list of courses, please see the current Bulletin online at global.cmich.edu/bulletin.

My CMU degree has played a significant role in my advancement. Just recently, I was selected for a new position... The professors at CMU were outstanding. If there was anything I didn't understand, they were always ready to explain more in detail.

Tonja Deans – MSA/Human Resources Administration graduate

Central Michigan University’s Global Campus
877-268-4636
cmich.edu/globalcampus

The Certification to Credit Program does not apply to the Graduate Certificate in Human Resources Administration. It only applies to the full Master of Science in Administration degree with a Concentration in Human Resources Administration.
MSA degree in

Human Resources Administration

Advance in your own career while helping your fellow employees reach their highest potential with the MSA degree with a concentration in Human Resources Administration. You’ll learn to master complex employment issues related to labor relations, staffing, training, and organizational development.

Course titles in maroon are currently available online.

Core Courses* (18 credits):
- MSA 600 Foundations of Research Methods in Administration (3)
- MSA 601 Organizational Dynamics and Human Behavior (3)
- MSA 602 Financial Analysis, Planning and Control (3)
- MSA 603 Strategic Planning for the Administrator (3)
- MSA 604 Administration, Globalization and Multiculturalism (3)
- MSA 699 Applied Research Project in Administration (3)

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- MGT 645 Personnel Compensation Practice and Process (3)
- MGT 647 Employee Selection and Evaluation (3)
- MGT 649 Seminar in Organizational Development (3)

Cognate Course* (0-3 credits)
Chosen in consultation with an academic advisor and approved by the MSA Director.

*Courses are subject to change. For the most up-to-date list of courses, please see the current Bulletin online at global.cmich.edu/bulletin.

Now available completely online!
MSA students can now complete the Human Resources Administration concentration online:
- COM 560 Communication and Social/Organizational Change (3)
- MGT 643 Human Resource Management (3)
- MGT 647 Employee Selection and Evaluation (3)
- MGT 649 Seminar in Organizational Development (3)
- PSC 711 Public Personnel Administration Practice (3)
- MSA 501 Managing Change with Emotional Intelligence (cognate course) (3)

Interested students should consult their advisor regarding these online courses.

Attention SHRM-CP’s, SHRM-SCP’s, PHR’s & SPHR’s:
You’ve already earned 6 or 9 credits toward your Master of Science in Administration degree with a Concentration in Human Resources Administration! The Certification-to-Credit Program at CMU’s Global Campus is the perfect way to apply your professional certification to the MSA degree you want – saving you time and money.

A few restrictions do apply. Please go to global.cmich.edu/c2c for complete information.
Master of Science in Administration
A history of quality education

Central Michigan University, founded in 1892, is a nationally distinguished, student-centered university. Accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, CMU has grown to become Michigan’s fourth largest university. We continue that growth with our Global Campus, increasing our reach at centers across North America and with online students around the globe.
Welcome to the Master of Science in Administration program. As you read through this booklet, know that a graduate degree opens many doors, and your investment of time and energy in the MSA program will be worthwhile. Graduate education can literally change your life.

Central Michigan University’s MSA program offers you an opportunity to apply theory in a practical way. Knowledge you gain in class one day is often applicable to your work the next day. Your fellow students will come from a variety of backgrounds, experiences, and age groups. That variety enriches the classroom environment as you will learn from one another as well as from your instructor. You will be challenged to be a team member, a planner, a decision-maker, a problem-solver, as well as a scholar – all traits of a capable administrator.

The MSA degree will give you that essential credential needed to advance in today’s global environment. Please join us and grow with us. Our staff and advisors are ready to help you every step of the way.

Pete Ross, Ph.D.
Associate Vice President - Academic Programs
CMU’s Global Campus

The MSA program offers you:

- A structured set of administrative core courses designed to develop or enhance your administrative and leadership skills
- The choice of specializing in an area of concentration or becoming a generalist
- A flexible program that can be tailored to meet your educational goals
- Both face-to-face classes and online options for many courses
- A recognized degree from an accredited university

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Graduate Certificates .......................................................... back cover
What can you do with this degree?

You can find success in such careers* as:
- Air Force general
- Army general
- City manager
- Corporate financial officer
- County director
- Data analyst
- Health care analyst
- Health services director
- Human resources director
- Information systems manager
- Marine general
- Marketing and communications director
- Navy admiral
- Operations manager
- Personnel analyst
- Production manager
- Quality and materials manager
- Web applications developer

*This is a list of some careers held by current MSA students and alumni according to a recent survey.

The MSA degree from Central Michigan University provides a strong academic experience with career-focused, practical skills and knowledge to help you achieve new levels of personal and professional success. It is a solid management program that combines financial and organizational skills with the leadership and “people skills” needed for success in any professional work environment.

The MSA Core Program – 18 Credits

Every student takes six core courses in administration. These courses are offered in a traditional face-to-face format at our centers and online.

**MSA 600 Foundations of Research Methods in Administration (3 credits)**
An introduction to research methods designed to build the skills and knowledge necessary to conduct and interpret primary research in the field of administration. Prerequisite: Statistics competency.

**MSA 601 Organizational Dynamics and Human Behavior (3 credits)**
An examination and application of organizational theories aimed at developing a conceptual framework for the understanding and analysis of human behavior in complex organizations.

**MSA 602 Financial Analysis, Planning and Control (3 credits)**
Study of financial analysis, planning and control techniques/methods emphasizing mechanisms used to determine the overall financial health of private, public and non-profit organizations. Prerequisite: Accounting competency.

**MSA 603 Strategic Planning for the Administrator (3 credits)**
An examination of processes and approaches used by administrators to analyze internal and external environments to establish and accomplish long-term strategic organizational goals.

**MSA 604 Administration, Globalization and Multiculturalism (3 credits)**
Focuses on theoretical and applied concepts and skills essential to successfully managing an environment of workplace diversity and multiculturalism within domestic and global organizations.

**MSA 699 Applied Research Project in Administration (3 credits)**
Research project on a practical organizational administrative issue and/or problem integrating theoretical, methodological, and applied knowledge from core and concentration coursework with student’s professional experience. Prerequisites: MSA 600, MSA 602, and MSA 603 all with a grade of C or better; 24 hours of graduate credit in the MSA program.

Deborah Minton

**MSA degree with a concentration in Health Services Administration**

Deborah Minton is a Nurse Manager at Miami Valley Hospital in Dayton, Ohio. She received statewide recognition for her final MSA project on color-coding the uniforms of the various levels of patient care facilitators at her hospital. “I wanted to choose something that had a lot of meaning,” said Deborah. “My project has had a ripple effect through communications, patients, families, visitors, and I will be able to use this throughout my career.”
According to Christi Amato, it all started because she wanted it all: a full-time job with career progression and to start a family. "With my husband in the military," says Christi, "we’re gone every two to three years. In my undergraduate degree, I jumped from institution to institution and lost coursework and credits in the process. I didn’t want to go through that again. Having the security of CMU being at so many military bases was a big factor for me. A CMU degree is portable, affordable, and most conducive to working families."

Her experience was so positive, her husband decided to pursue his degree. According to Joe, "Military people view CMU as a very flexible university that has the degrees we need for advancement. The courses are challenging, rewarding, and I feel that I have learned things that I can bring to my job and to decisions I have to make in life."

The MSA Concentrations – 18 Credits

Students also choose a concentration that best fits their career goals. Central Michigan University’s Global Campus offers the following choices:

- Acquisitions Administration
- General Administration (also available online)
- Health Services Administration
- Human Resources Administration (also available online)
- Information Resource Management (also available online)
- International Administration (also available online)
- Leadership (also available online)
- Public Administration
- Research Administration (available online)

For complete information on the concentrations available at locations near you or online and any new concentrations that may have been added, please see the inserts in the back pocket of this booklet.

Joseph and Christi Amato
MSA degrees with concentrations in Acquisitions Administration and Public Administration

According to Christi Amato, it all started because she wanted it all: a full-time job with career progression and to start a family. "With my husband in the military," says Christi, "we’re gone every two to three years. In my undergraduate degree, I jumped from institution to institution and lost coursework and credits in the process. I didn’t want to go through that again. Having the security of CMU being at so many military bases was a big factor for me. A CMU degree is portable, affordable, and most conducive to working families."

For complete information on the concentrations available at locations near you or online and any new concentrations that may have been added, please see the inserts in the back pocket of this booklet.

Joseph and Christi Amato
MSA graduates and family
What is the difference between an MSA and an MBA?

<table>
<thead>
<tr>
<th>An MSA is geared towards mid-career and advanced leadership roles in a wide range of organizations.</th>
<th>An MBA provides more specialized preparation for positions that concentrate on finance and economics, as well as other business-related jobs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>An MSA is an interdisciplinary program that pulls courses from such areas as psychology, economics, political science, computer science, and business administration among others.</td>
<td>For an MBA, the majority of courses come from functional areas of finance, accounting, marketing, economics, and management.</td>
</tr>
<tr>
<td>An MSA does not require the Graduate Record Exam or Graduate Management Admission Test.</td>
<td>An MBA requires the GMAT.</td>
</tr>
<tr>
<td>Preparation for the MSA requires competency in financial accounting and statistics.</td>
<td>Preparation for an MBA requires undergraduate courses in business, economics, accounting, marketing, finance, management information systems, and statistics.</td>
</tr>
</tbody>
</table>
Admission Requirements

• A four-year bachelor’s or equivalent degree from a regionally-accredited university or college
• Grade point average of at least 2.7 overall or 3.0 in the final 60 credits of your bachelor’s degree
• Applicants with an undergraduate GPA of less than 2.7 may be considered for conditional admission

International applicants
For regular admission to the MSA program, if English is not your native language or if you have not satisfactorily completed a course of study (high school, baccalaureate or graduate degree) in which the language of instruction was English, you must submit:

TOEFL scores of 213 CBT, 550 PBT or 79 iBT and above

Or

IELTS scores of 6.5 and above

Scores must be reported to the admission specialist for CMU’s Global Campus with your application. Any official transcripts must be translated into English. Remember, it takes longer to process international applications so be sure to allow enough time to become admitted before you plan to register for classes.

Competency Requirements
To ensure your success in the MSA program, you must demonstrate competency in Accounting 201 or 203 and Statistics 282 or their equivalents. There are several ways to meet these requirements:

1. Successful completion of the course (grade of C or better) or its equivalent within three years prior to admission to the MSA program.
2. Pass a competency assessment exam only offered if the student has previously taken the course and earned a grade of C or better. The exam may be taken twice and must be passed with at least 70% accuracy.
3. Take the course or its equivalent at CMU or another accredited institution and earn a C or better.
4. Take either the CLEP Financial Accounting Test with a score of 50 or better or take the DSST Principles of Financial Accounting exam with a score of 47 or better. Take the DSST Principles of Statistics exam with a score of 48 or better (400 or better on the revised version).

Faculty
Faculty for the MSA program come from our main campus in Mount Pleasant, Michigan, from other universities, and from the executive ranks of government, business, and industry. Many of them work in the “real world” and know the theory and the practical application of the knowledge. In fact, the comment we hear most often from our MSA students is that the knowledge they gain at class one evening, they use on the job the next day.

Advising
All MSA students are assigned an advisor. Each student meets with his or her advisor, usually by phone or e-mail, to determine prerequisite and core area requirements and to select the courses to meet the concentration requirements. Together they form an approved Program Plan that the student will follow to complete his or her degree.

Accreditation
Central Michigan University is regionally accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Accreditation ensures that a school teaches students at a nationally acceptable level. There are six regional accreditation agencies recognized by the National Education Association (NEA), the agency that determines the legitimacy of accrediting boards. The North Central Association of Colleges and Schools is the recognized accrediting body for our region.
Prior Learning Credit
Through CMU’s Prior Learning Assessment, you can receive credit for graduate-level learning that has been gained through work or life experience. Admitted students compile a detailed portfolio of experiences completed within the seven years prior to your graduation from the MSA program and after the completion of your latest undergraduate degree for evaluation. MSA students may apply up to 10 semester hours of prior learning credit toward their program. Complete information can be found at global.cmich.edu/prior-learning.

Transfer Credit
You can apply relevant transfer credit from other regionally-accredited universities and colleges to your MSA degree. You will work with your advisor to determine qualifying work; however, generally speaking:

• The grade for acceptable credit is B or better.
• You must have earned the transfer credit within the seven years before your graduation from the MSA program.
• You must be a student in good standing at the institution where the course was taken.
• No more than 18 credits may be transferred into your MSA program.

Federal Financial Aid
Your MSA degree is an investment in your future. At CMU, we want to make the financial aid process as simple as possible:

1. Go to global.cmich.edu/financial-aid
2. Read the information under “Graduate Financial Aid.”
3. Follow the instructions on the Financial Aid Checklist.

To be eligible for Federal Financial Aid, you must be a U.S. citizen and graduate students must take a minimum of 5 credit hours per semester.
CMU Is Military-Friendly

Central Michigan University has been repeatedly designated a military-friendly university by both *G.I. Jobs* and *Military Advanced Education* magazine.

Over 150 generals and admirals have earned degrees from Central Michigan University. Why? Because we understand our military students. We make our programs at our centers across the country and online applicable to the important work they do, and flexible enough to fit both their work and family obligations.

Military Tuition Discounted Rate

CMU is honored to offer this rate to active duty U.S. military, their spouses and dependents, and current DoD employees. We also extend this discount to retired or honorably discharged U.S. veterans and the spouse and/or adult children of a U.S. veteran who is permanently or totally disabled as a result of, or has died from, a service connected disability. For complete information on CMU’s military tuition discounted rate, visit cmich.edu/military.

Military Transfer Credit

Central Michigan University accepts applicable credits from many military schools, including:

- Army CGSC – ILE
- Defense Acquisition University
- National Defense University
- Air University
- Air Command and Staff College
- Air War College
- Army Management and Staff College
- Army Logistics and Management College
- Joint Forces Staff College
- Naval War College
- And other military credits based on recommendations of the ACE Military Guide Online

Library Services

Access to library resources and services is provided to students enrolled through CMU’s Global Campus by the Global Campus Library Services (formerly Off-Campus Library Services) department. Through GCLS, global campus and online students have access to the full range of book, e-book, journal, and online resources owned by the CMU Library and the same library services available to on-campus students.

GCLS provides:

- Research assistance
- Librarians accessible by phone, e-mail, Web form, and a chat interface
- Documents on Demand at no charge

The Global Campus Library Services website is available at ocls.cmich.edu and offers many additional helpful resources including hours of operation.

Writing Center

The CMU Writing Center provides assistance with any writing project, from help with choosing a subject within the parameters set by your instructor to suggestions on polishing your final draft. Global Campus students can find more information at global.cmich.edu/student/writing-center.aspx.
Getting Started at CMU

Applying for admission
At CMU, we keep the application process as simple as possible:

1. Complete and submit your application online at apply.cmich.edu. If you prefer to mail in a paper application, you can print one out at apply.cmich.edu.
2. Pay the $50 application fee online by credit card or electronic draft with your online application, or mail in your check or money order.
3. Have each of your previous school(s) send one official transcript to CMU. You can use the Transcript Request Form included in this booklet to inform the school(s).

Get more information
Information about CMU and all the programs we offer is available on our Web site at cmich.edu/globalcampus, by e-mailing us at CMUglobal@cmich.edu, or by calling our friendly enrollment specialists toll-free at 877-268-4636.

Central Michigan University
877-268-4636
CMUglobal@cmich.edu
cmich.edu/globalcampus

GoArmyEd.com
Active army students and reservists using tuition assistance must apply for admission to CMU as above, and also apply for tuition benefits and register for classes at www.GoArmyEd.com.