**Program Administrator:** Offered as an online Special Session degree program

**Program Office:** Business Development Center, Building C

**Telephone:** (661) 654-2441

**E-mail:** eud@csub.edu

**Website:** http://www.csub.edu/msaonline/

**Program Administration:** Regional and Online Programs, Extended University Division

Program Committee: M. Bedell, A. Grammy (Academic Coordinator), C. Commuri, D. Ropp

Program Faculty: M. Bedell, C. Commuri, S. Daniels, R. Hewett, A. Grammy, B.J. Moore, D. Olson, R. Pimentel, D. Ropp, J. Stark, M. Woodman

**Program Description And Objectives**

The Master of Science in Administration (MSA) is an outcomes-based, interdisciplinary program offered online to a national and international audience through the Extended University Division (EUD). The program requires completion of nine courses for a total of 45 quarter-units.

This program seeks to address access problems faced by working professionals by combining online delivery with curricular flexibility. The degree program is structured to combine attainment of general competencies highly valued in administrative professions with elective course work pertinent to specific careers. Foundation and core requirements build general competencies relating to written and interpersonal communication, quantitative decision-making, project evaluation, project management, program evaluation, and human resource management. Elective requirements can be met through a course pattern that achieves either breadth in administration or depth in an area of emphasis chosen by the student and approved by the Academic Coordinator.

**PROGRAM ADMINISTRATION**

**Program Committee.** A faculty committee administers this interdisciplinary program. The Program Committee consists of at least three members from various departments offering courses in the program. The EUD Dean, in accordance with the Faculty Handbook, appoints the committee members. The Program Committee makes decisions regarding student admission and classification, curriculum development, catalog copy revision, course offering, and faculty assignment. The Academic Coordinator chairs the Program Committee and is the faculty liaison to the EUD and CSUB.

**Advising.** In consultation with the student, the Academic Coordinator either serves as the Advisor or designates an appropriate member of the program faculty to serve as the student’s Advisor. The Advisor guides the student during graduate study and responds to any problems or concerns the student may have while in the program. The Advisor approves the student’s academic plan for the elective requirement and culminating project proposal. He or she serves as the instructor of record for ADM 690 Capstone. Students have a responsibility to regularly communicate with their Advisor.

**Culminating Project.** Students must work with a culminating project committee of at least two faculty members to complete the project for ADM 690 Capstone. The committee is to include the Academic Coordinator. The student and Advisor recommend to the Academic Coordinator a second member of the culminating project committee after considering expertise required for the culminating project. The course must be completed with a grade of B (not B-) or better.

**APPLICATION AND ADMISSION**

Admission to the MSA program is distinct from admission to the university. To be admitted to CSUB, the student must: (1) complete a bachelor’s degree from an accredited college or university, (2) achieve an overall 2.5 GPA in the last 90 quarter units of university work, and (3) be in good standing at the last college attended. The MSA Academic Coordinator in consultation with the Program Committee has the authority to admit students to the degree program. The Program Committee takes a holistic approach to student admission, basing decisions on potential for academic success and potential to make significant professional contributions.
In order to apply to the CSUB and to the MSA program, submit a packet including the following to the Regional and Online Programs of the EUD:
1. An application for admission (available from the EUD)
2. A resume summarizing work experience
3. A written statement of personal goals and program objectives
4. Two official transcripts from each university or college previously attended
5. Three letters of reference including EUD forms

When the application packet is complete, the EUD will forward materials required for admission to the university to the Admissions Office and materials required for admission to the MSA program to the Academic Coordinator. The student will be notified regarding admission to the university and program approximately one-month after submitting said materials.

In addition to meeting the above requirements for admission, international students must take the TOEFL and have a score of 550 or higher (or 213 on the new conversation scale for the computer-based TOEFL).

A maximum of 13 quarter units completed at the post-baccalaureate level may be transferred into the degree program from other accredited universities. Upon the approval of the Academic Coordinator, students may transfer senior-level (400 level) courses to meet the elective requirements of the MSA program. These courses must be taken at the post-baccalaureate level and be related so as to create depth in an area of administration.

PROGRESSION THROUGH THE PROGRAM

**Classified Standing.** Students are admitted to the MSA program with Classified standing if they meet all the entrance requirements of the program. The entrance requirements are as follows:
1. Completion of the CSU Graduate Writing Assessment (GWAR) requirement;
2. Attainment of an undergraduate GPA of at least 2.75 (4.0 scale) in the last 90 quarter units (60 semester units) of the undergraduate program or a 3.0 GPA in post baccalaureate work completed prior to application to the program (at least 36 quarter units or 24 semester units); and
3. Potential for academic and professional success, demonstrated holistically via the entire application packet.

Upon approval of the Academic Coordinator in consultation with the Program Committee, students not meeting all the program entrance requirements may be admitted to the program with **Conditionally Classified Standing.** In these cases, the Academic Coordinator will develop criteria on a case-by-case basis that must be met for the student to advance to Classified Standing.

COURSE AND PROGRAM REQUIREMENTS

**Foundation:** Three courses (15 quarter units)
- ADM 510 (5)
- ADM 511 (5)
- ADM 520 (5)

**Core Skills:** Three courses (15 quarter units) selected from
- ADM 514 (5)
- ADM 515 (5)
- ADM 525 (5)
- ADM 516 (5)

**Culminating Experience:** One course (5 quarter units)
- ADM 690 Capstone (5)

**Electives:** Minimum of two courses and 10 quarter units
Elective courses offered in M.S. in Administration program include:
- ADM 512 (5)
- ADM 519 (5)
Graduation Requirements
1. Completion of a minimum of 45 quarter units of course work, of which 35 quarter units must be graduate (500 or 600 level)
2. Maintenance of a cumulative GPA of 3.0 or better in course work applied to MSA program
3. Completion of ADM 690 Capstone with a grade of B (not B-) or better

COURSE DESCRIPTIONS
Note: The Foundation courses build skills that will be reinforced and applied throughout the program. They should be completed as soon as possible, as should the 500-level portion of the Core. Specific prerequisites are enumerated.

ADM 510 Advanced Technical Communication (5)
Principles and practices of writing material particular to science, technology, and specialized professions. Includes expanded definitions, technical descriptions, process explanations, instructional pamphlets, laboratory reports, proposals, writing for the web, communicating with international audiences, and managing effective presentations. Upon completion of the course, students should be able to effectively write various types of technical documents, adapt rhetorical forms to technical communications, and provide constructive feedback regarding written communication in collaborative and leadership settings. Completion of this course requires a grade of C (not C-) or better.

ADM 511 Interpersonal Communication Skills (5)
Conceptual and developmental views of interpersonal communication. Theory and practice of effective interpersonal communication. Self, perception, and cultural diversity in interpersonal communication. Skills relating to listening and responding, verbal and nonverbal communication, and conflict resolution. Understanding, developing, and nurturing interpersonal communication relationships with family, friends, and colleagues. Upon completion of the course, students should be able to effectively exercise fundamental interpersonal communication skills, build and nurture interpersonal relationships, provide constructive feedback regarding interpersonal communication in leadership settings, and exercise teamwork skills.

ADM 512 Leadership (5)
This course is designed to prepare students to understand and be successful in leadership roles. Topics include historical and contemporary models of leadership, effective leadership behaviors, power and influence, change process, self-assessment, personal character in leadership, and leadership in the future. Upon completion of the course, students should be able to assess their own strengths and weaknesses as a leader, inspire and motivate others toward a common purpose, and articulate a personal vision for organizational leadership.

ADM 514 Benefit-Cost Analysis (5)
Techniques for evaluating the benefits and costs of projects and policies. Topics include time value of money and financial math, decision rules, expected inflation and relative price changes, discount rates, after-tax analysis, replacement analysis, risk and uncertainty, input constraints and benefit-cost ratios, and use of cost-effectiveness analysis when goals are mandated. Upon completion of the course, students should be able to use benefit-cost analysis to evaluate projects, utilize spreadsheets to make benefit-cost calculations, and concisely report the assumptions and conclusions of a benefit-cost analysis.

ADM 515 Project Management (5)
The process of integrating and harmonizing systems, techniques, and people to achieve the desired results of a project within established goals of time, budget, and quality. Upon completion of the course,
students should be able to identify a project, articulate its goals and objectives, plan all aspects of its execution, execute and control the project, close out the project, and devise appropriate follow-up activities.

ADM 516 Program Evaluation (5)
Definition, history, and development of program evaluation. Professional roles, ethics, and standards for the practice of program evaluation are emphasized throughout the course. Topics include development of program goals and objectives, reliability and validity, importance of multiple measures, reporting results, and use of program assessment to plan and implement change. Qualitative and quantitative methods covered include interviewing techniques, focus groups, surveys, and observation. Case studies utilized. Upon completion of the course, students should be able to: (1) evaluate validity, reliability and attainment of ethical/professional standards in various case studies of program evaluation and (2) carry out an effective program evaluation. Prerequisite: one statistics course

ADM 519 External Economic Environments (5)
An analysis of the external economic environments of organizations. Environments to be analyzed include the national economy (growth, inflation, interest rates, exchange rates), industries and occupational markets (including roles of technology, demographics, and legal environment), the regional economy, and social trends that have been analyzed with rational choice models (e.g., demographics). Economic models are reviewed to identify causal relationships, and information resources are identified for monitoring and analyzing trends. Upon completion of the course, students should be able to locate information and data essential for analyzing external environments, use cause-effect models to analyze changes in variables that are external to an organization, monitor and interpret fundamental trends in external economic environments, and effectively communicate one’s findings.

ADM 520 Quantitative Decision Making (5)
Quantitative methods for solving real world problems encountered in various professions. The hands-on, case-study approach is utilized in the diagnosis of problems and search for statistical solutions. Upon completion of the course, students should be able to formulate research questions and experimental designs, collect and analyze data, estimate models, and interpret statistical results to assist with decision support. Prerequisite: one statistics course

ADM 524 Organizational Structure and Processes (5)
This course is designed to acquaint students with the principles of organizational environments and structure and the ways in which decision-making, the use of technology, communications, political processes, organizational change, and conflict can be approached more effectively. Students will complete a series of projects in which they use the theories and models discussed in the course to critically examine an actual organization and to generate suggestions for improvement. Upon completion of the course, students should be able to analyze processes in organizations, diagnose organizational effectiveness, develop recommendations for improving effectiveness, and effectively communicate recommendations.

ADM 525 Human Resource Management Foundation (5)
This course is an examination of the Human Resource foundation. Students will complete a series of projects that focus on the labor market, the external legal environment, and the manager’s view of the employee life cycle (recruiting and selection, training, supervision, and termination). Upon completion of this course, students should be able to analyze the legal and market forces affecting jobs, perform a job analysis, hire an employee, supervise employees, identify initial training needs and methods, and separate an employee from an organization.

ADM 526 Dealing with the Difficult Employee (5)
This course examines a topic that has become more important to organizations — the management of human resources. Students will complete a series of projects that focus on supervisory methods (e.g., coaching and counseling), discipline, training, termination, and related legal issues (e.g., unfair termination, sexual harassment, abusive employees). Upon completion of this course students should be able to analyze and interpret the changing legal environment, exercise supervisory methods to effectively
manage human capital to meet tactical and strategic organizational goals, and effectively address disruptive employees behaviors.

**ADM 527 Contracting and Outsourcing (5)**
This course identifies chains of production and marketing processes, considers the conditions under which buying in markets and vertically integrating these processes have inherent strengths and weaknesses, and analyzes the optimal structuring of outsourcing contracts. Upon completion of this course, the student will be able to identify separable production and marketing processes, identify and evaluate outsourcing versus vertical integration alternatives for specific production and marketing processes, and manage outsourcing activities through effective structuring of contracts.

**ADM 528 Strategic Competition (5)**
The process for formulating, evaluating, and executing competitive strategies for services, products, and product-mixes through identification and analysis of opportunities, challenges, and risks associated with dynamic and uncertain changes within industries in the domestic and international marketplace. Upon completion of this course, students should be able to: analyze forces shaping and sustaining competitive advantage in an industry, develop strategies for creating a competitive advantage, and monitor and analyze technological and other trends influencing industry structure.

**ADM 625 Advanced Human Resource Management (5)**
This course examines advanced topics in Human Resource Management. Students will complete a series of projects that focus on strategic human resources, selection, staffing planning, compensation, benefits, training, and employee development. Upon completion of this course students should be able to develop new selection methods, devise a plan for filling employment vacancies, develop compensation plans, and identify training and development needs. In addition, each student should be able to integrate information from the various areas for strategic HR planning decisions. Prerequisite: ADM 525.

**ADM 677 Selected Topic (1-5)**
This course provides the student with the opportunity to carry out an in-depth study of a selected topic not covered in regular course requirements. The department offering the course will determine prerequisites and course requirements. The Academic Coordinator shall approve applicability of the course to the elective requirement.

**ADM 690 Capstone (5)**
Each course description in the Catalog ends with a delineation of the intended outcomes. Course assignments will be aligned with these intended outcomes. The capstone course will require compilation of the assignments into a portfolio that is presented to showcase skills attained in the program. Each year, a section of the portfolios will be examined by the Program Committee to assess a component of the academic program. The capstone course also will require completion of a culminating project. Students will propose a project that thoroughly applies and further develops a subset of skills acquired in the program (e.g., ADM 515 Project Management or ADM 603 Program Evaluation). To the extent possible, students will be encouraged to complete a work-related project. This will add realism and further their professional advancement.

**ADM 699 Directed Study (1-5)**
Individual study may be used upon approval of the Academic Coordinator and the instructor of record to provide educational and research opportunities in areas not covered by regular courses. No more than 5 quarter units may be used to satisfy degree requirements.