The M.S.M. degree program, offered by The Catholic University of America’s Metropolitan School of Professional Studies (MSPS), is designed to help participants enhance their ability to manage organizational resources more effectively. The program combines a strong academic foundation with practical knowledge and skills, and is relevant to anyone who maintains, or is assuming, managerial responsibilities. As with all programs offered by MSPS, the M.S.M. program is “applications-oriented” – that is, it focuses on “real world” applications of management concepts and principles.

The M.S.M. degree requires a set of seven core courses, or management competencies, supplemented by four specialized “track” courses. A final capstone course allows students to demonstrate their ability to synthesize and apply their newly-acquired knowledge and skills by producing a thorough and critical analysis of a strategic problem or issue faced by their employing (or other) organization.

Core M.S.M. Courses
Students must successfully complete a total of twelve courses (36 credits) to earn the M.S.M. degree. Core courses provide a broad foundation in the skills and knowledge necessary to be an effective manager. The M.S.M. core consists of the following courses:

- MBU 501 Communicating Effectively as a Manager
- MBU 505 Project Management
- MBU 514 Leadership Foundations
- MBU 516 Managing People and Performance
- MBU 533 Human Resource Management & Strategy
- MBU 619 Strategic Planning & Implementation
- MBU 652 Managerial Decision-Making
- MBU 674 Master’s (M.S.M.) Capstone

M.S.M. Track Courses
In addition to the core courses above, students complete four courses in a particular “track” (major/concentration). The track courses currently offered for the on-site VA program focus on Leadership. The focus of the Leadership track courses is to provide students with a better conceptual understanding of leadership, to help them identify opportunities for their own development, and – ultimately – to facilitate the emergence of a better leader-manager.

The Leadership courses typically offered at the VA include the following:

- Ethical Leadership
- Leading Organizational Change
- Developing Leadership Competencies
- Strategic Human Capital Management – Federal Sector
Other M.S.M. Tracks
MSPS offers a number of other tracks on-campus from which VA students might be able to select to customize their educational experience. Available tracks include the following:

- Federal Acquisition and Contract Management
- Federal Program Management
- Human Resource Management
- Organizational Communication
- Organization Development
- Project Management
- Social Entrepreneurship

Sample Schedule
The following table provides a sample schedule for the program. Participants will typically take two courses per term, with each course meeting one evening per week. The schedule is particularly tailored to students who are pursuing the program on a year-round, part-time basis.

<table>
<thead>
<tr>
<th>Sample Schedule - Master of Science in Management (M.S.M.)</th>
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<tbody>
<tr>
<td>Term</td>
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<td>Fall – Year 1</td>
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<td>Spring – Year 1</td>
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<td>Summer – Year 1</td>
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<td>Summer – Year 2</td>
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Tuition and Fees
For the 2014-15 academic year, tuition for the on-site VA program is projected at $641.25 per credit, which represents a significant discount off of MSPS’s standard tuition. Each course awards 3 credits, with a total of 36 credits required by the program. Fees associated with the program include a one-time new student fee of $425 and a technology fee of $95 per semester. Students are also responsible for the cost of textbooks and other course materials. (Please note: there is typically an annual increase in tuition each summer.)
Student Services
The Catholic University of America is dedicated to serving the holistic needs of students, and, as such, students will find a full range of services available at the university, including libraries, career services, health/gym facilities, student development seminars, academic skills assistance, a convenience store, banking facilities, a bookstore, dining facilities, etc. Students enrolled in the M.S.M. program at the VA would be afforded the same access to these services as on-campus students.

Admission
In order to be considered for admission into the M.S.M. program to be offered on-site at the VA Central Office, applicants must submit the following materials:

- CUA Graduate Application for Admission.
- Official transcript (with institutional seal) from a regionally-accredited U.S. college or university showing completion of a four-year baccalaureate degree, or the international equivalent.
- Two letters of recommendation. One recommendation will suffice if it is written by the applicant’s current VA supervisor.
- Statement of Purpose, approximately 500 words in length, stating purpose for undertaking graduate studies, qualifications, personal and professional goals, and how participation in the program will help attain these goals.
- Application fee waiver form for VA employees; otherwise, a $60 application fee applies.
- Résumé, detailing your professional experiences.

Admission decisions will be based on grade point average, undergraduate major, years and relevance of work experience, recommendations, writing ability, relevance/usefulness of program to meeting personal and professional objectives, and other relevant criteria.

Submit application materials to:

Mattie L. Hunter, Director of Admission
Metropolitan SPS (Pangborn 334)
The Catholic University of America
620 Michigan Avenue, N.E.
Washington, DC  20064

E-mail: HunterM@cua.edu
Fax: (202) 319-6032
Telephone: (202) 319-6376

Web: http://metro.cua.edu/VA