

M.S. ADMINISTRATIVE STUDIES HUMAN RESOURCES

Education for Today's Leaders

This cross-disciplinary program provides the primary tools and organizational skills necessary to more effectively perform administrative roles. Coursework focuses on the practical application of theory and developing an intellectual framework for analyzing and successfully addressing challenges associated with the administrative environment. This program values past work experience and benefits people from a variety of different backgrounds including health care, government, non-profit agencies, law enforcement, and social services.

The MSAS program is designed for people currently in full-time employment. Therefore, course schedules are created around normal working hours. Further, the program is generally designed to allow students to take six hours of course work per semester (including summer). This enables students to complete the program within a two to three year period.

The Human Resources specialization provides education in supervision of personnel, leadership, and human resource management.

WHO TO CONTACT

Contact Dr. Sharlen Krause, Student Services Coordinator at University Center by mail, phone 605-367-5640 or 1-866-220-7085, or www.SDUniversityCenter.org and click on "Request Information" or use Live Chat.



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The information in this brochure is accurate at the time of publication, but program and curriculum changes may occur before the next publication cycle. For the most current information, please check the University's catalog or website at <http://www.usd.edu>.



The University of South Dakota



SOUTH DAKOTA PUBLIC UNIVERSITIES & RESEARCH CENTER

University Center makes getting an affordable, high-quality education easy. Choose from over 50 degrees offered right here in Sioux Falls. With convenient day, evening and weekend class times, you can pick a schedule that fits around your life. We also have on-site advisors and financial aid available to those who qualify.

HOW TO APPLY

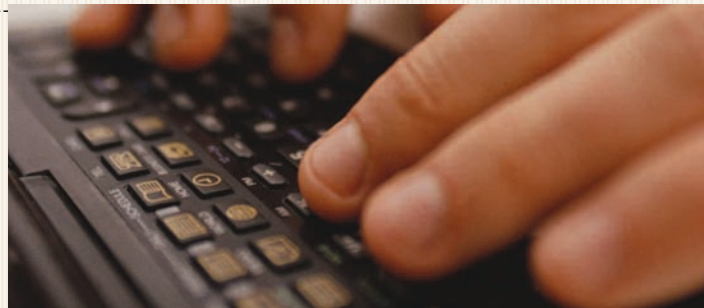
Call or make an appointment with Dr. Sharlen Krause, Coordinator of Student Services, to receive information and an application. Or, go to www.SDUniversityCenter.org and click on "Request Information."

Administrator
CEO
Compensation & Benefits Manager
Consumer Affairs
Corporate Recruiter
Deputy Chief
Director of Human Resources/Budget
Director of Admissions
Director of Development
Director of Human Resources
District Sales Manager
Employee Relations Manager
Human Resources Manager
Human Resources Director
Instructional Designer
Performance Improvement Coordinator
Risk Manager and Trainer
System Director/Human Resources
Training Manager

WHAT OUR STUDENTS & GRADUATES SAY

"The coursework in The U's Master of Administrative Studies – Human Resources program gave me the foundational knowledge and technical skills to excel in the human resources profession. The curriculum is solid and practical to the work environment. The professors are engaging and the class discussions and projects are challenging and relevant. I can honestly say that I use my graduate education every day in my workplace."

Barbara Cole, Director
The University of South Dakota
Employment Services Office



The Master of Science in Administrative Studies program has a central "core" of at least 24 hours in coursework that must be taken by all students. The core requirements are supplemented by 12 hours of coursework in a particular area of emphasis called a "specialization."

Core Requirements	24 credit hours minimum:	
MSAS 763	Professional Writing for Administration	3
MSAS 764	Research in Administrative Practice	3
POLS 722	Budgetary and Fiscal Management	3
POLS 733	Administrative Law and Government	3
POLS 769	Administrative Thought and Ethics	3
SPCM 754	Managerial Communication	3
	Approved Elective	3

Plus one of the following:

MSAS 786	MSAS Capstone	3
POLS 788	Professional Report	3
POLS 798	Thesis in Political Science	6

Human Resources Specialization Requirements

12 credit hours:

Select any four of the following courses:

CGPS 742	Career and Life Span Development	3
POLS 723	Public Personnel Management	3
POLS 725	Compensation Administration	3
PSYC 732	Seminar in Personnel Selection and Training	3
SPCM 575	Human Resource Training and Development	3
SPCM 585	Communication and Conflict Resolution	3
SPCM 587	Team Building and Group Decision Making	3
SPCM 744	Managing Cultural Diversity	3

Please Note: The minimum hours required for a degree is 36 hours, half of which must be at the 700 level or above.

Students with six hours of "B" level or better of undergraduate accounting from a regionally accredited school may take an elective rather than ACCT 520 with permission of MSAS Director.