

ADMINISTRATION

MASTER OF SCIENCE (M.S.)

LONG-TERM CARE ADMINISTRATION SPECIALIZATION

PROGRAM DESCRIPTION:

This cross-disciplinary program provides the primary tools and organizational skills necessary to more effectively perform administrative roles. Course work 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 Master of Science in Administration 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.

America is growing older and as a result, faces serious health-care obstacles. We offer you the opportunity to be a part of the solution with a career in long-term care administration. The Long-Term Care Administration Specialization helps build a career that offers security, status, high income and most importantly, the satisfaction of helping others. The Long-Term Care Administration Specialization requires a minimum of 12 hours of specified course work.

ADMISSION REQUIREMENTS:

Applicants must meet the admission requirements of the Graduate School and specific requirements of the administration program. Graduate School requirements can be accessed online at www.usd.edu/grad.

To be eligible for the Master of Science in Administration, applicants must:

- Provide a current résumé.
- Provide a typed educational goals statement of at least 250 words. The statement should provide an introduction of yourself, outline your educational and career goals, and explain the reasons you chose the Master of Science in Administration graduate degree to achieve your goals.
- There is no admissions test or prerequisite course work required.

APPLICATION DEADLINE:

Six weeks before classes start

GETTING STARTED:

Prospective graduate students may apply through the Graduate School at www.usd.edu/grad/how-to-apply.cfm.

The Graduate School forwards completed applications to the appropriate academic department for review. The department will then recommend the admission status of the applicant to the Dean of the Graduate School, who will make the final decision on admission.

NON-DEGREE PURSUANT STATUS:

To experience the University of South Dakota as a non-degree pursuant student, the University offers graduate students the option of learning under a non-degree pursuant classification. Up to nine credit hours earned as a non-degree pursuant student may be applied to a graduate degree from USD at the discretion of the academic department.

Please note: Enrollment in a course does not guarantee acceptance into the program.

Enrolling as a non-degree pursuant student is easy. Simply complete the online registration form at <https://www.usd.edu/cde/registration> during the registration session open to the public.

FOR MORE INFORMATION:

For more information, please visit www.usd.edu/grad or contact:

University of South Dakota
MSA Department
605-677-6405
1-888-493-9256
Fax: 605-677-6968
msa@usd.edu
www.usd.edu/msa

University of South Dakota
Graduate School
Phone: 605-677-6240
Phone: 800-233-7937
grad@usd.edu
www.usd.edu/grad



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PROGRAM REQUIREMENTS

MSA REQUIRED CORE COURSES.....24 HRS

| | | |
|--------------------------------|--|-------|
| MSAS 763 | Professional Writing for Administration..... | 3 hrs |
| MSAS 764 | Research in Administrative Practice..... | 3 hrs |
| POLS 769 | Administrative Thought and Ethics..... | 3 hrs |
| POLS 722 | Budgetary and Fiscal Management..... | 3 hrs |
| POLS 733 | Administrative Law and Government..... | 3 hrs |
| SPCM 754 | Managerial Communication..... | 3 hrs |
| Advisor Approved Elective..... | | 3 hrs |
| MSAS 786 | MSAS Capstone..... | 3 hrs |
| | OR | |
| POLS 798 | Thesis in Political Science..... | 6 hrs |

LONG-TERM CARE ADMINISTRATION SPECIALIZATION REQUIRED COURSES.....12 HRS

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| HSAD 715 | Strategic Management of Long-Term Care..... | 3 hrs |
| HSAD 511 | Financial Management of Long-Term Care..... | 3 hrs |
| BADM 561 | Advanced Topics in Human Resource Management..... | 3 hrs |
| HSAD 725 | Administration of Long-Term Care..... | 3 hrs |

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

No more than nine hours from an accredited institution may be transferred into the MSA degree program.

Master of Science in Administration with a Specialization in Long-Term Care Administration (Thesis or Non-Thesis) Program Total: Minimum of 36 Credit Hours



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