



The University of South Dakota.

Master of Science in Administrative Studies
Human Resources Specialization
Online/DDN/Some Face-to-Face in Rapid City/Sioux Falls

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 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.

MSAS Degree Core Requirements

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.” Currently, the MSAS program offers specializations in Organizational Leadership, Human Resources, Health Services Administration, Long-Term Care Administration, Criminal Justice (Rapid City only), Alcohol & Drug Studies, and Interdisciplinary Studies.

Advising Information		
First Point of Contact	Advisor prior to and following acceptance to the program	
Pierre Area: Brad Henrich Brad.Henrich@usd.edu 800-874-7518 or 605-394-6720		
Rapid City Area: Brad Henrich Brad.Henrich@usd.edu 800-874-7518 or 605-394-6720		
Sioux City Area: Continuing Education ceinfo@usd.edu 800-233-7937 or 605-677-6240	Holli Novak Holli.Novak@usd.edu 605-677-6405 or 888-493-9256	Dr. Anthony Molina Tony.Molina@usd.edu 605-677-6405 or 888-493-9256
Sioux Falls Area: Continuing Education ceinfo@usd.edu 800-233-7937 or 605-677-6240		
Other South Dakota sites: Continuing Education ceinfo@usd.edu 800-233-7937 or 605-677-6240		

Last updated: 3/09

Key: S = Semester; F = Fall; SP = Spring; SU = Summer; E = Every; Odd = Odd Years; Even = Even Years; D = DDN

MSAS Required Core Courses: 24 credit hours

Course/No.	Course Title	Site	Rotation
MSAS 763	Professional Writing for Administration (3 cr)	Online	EF
MSAS 764	Research in Administrative Practice (3 cr)	Online	ESU
MSAS 786	MSAS Capstone Project (3 cr)	Online	ES
POLS 722	Budgetary and Fiscal Management (3 cr)	Online	ESU
POLS 733	Administrative Law and Government (3 cr)	Online	EF, ESP
		Sioux Falls	F odd
POLS 769	Administrative Thought and Ethics (3 cr)	Online	ESP, ESU
		Sioux Falls	F even
SPCM 754	Managerial Communication (3 cr)	Online	ESP, F 09
		Rapid City	SU odd
		Sioux Falls	SP odd
	Advisor approved elective (3 cr)		ES

Please Note: The minimum hours required for a degree is 36 hours, half of which must be at the 600 level or above.

PROGRAM OF STUDY– MSAS Human Resources Specialization

The Human Resources option provides education in supervision of personnel, leadership, and human resource management. Within the Human Resource specialization, a minimum of twelve hours of specified course work is required. The remaining hours can be taken from approved electives.

Human Resources Required Courses: 12 credit hours • Select any four of the following courses:

Course/No.	Course Title	Site	Rotation
COUN 742	Career and Life Span Development (3 cr)	Online	EF
POLS 723	Public Personnel Management (3 cr)	Online	ESU
SPCM 575	Human Resource Training & Development (3 cr)	Sioux Falls (D)	F odd
		Rapid City	F odd
SPCM 585	Communication & Conflict Resolution (3 cr)	TBA	TBA
SPCM 587	Team Building and Group Decision Making (3 cr)	Sioux Falls	ESP
		Rapid City	SU even
SPCM 744	Managing Cultural Diversity (3 cr)	Sioux Falls (D)	SP odd
		Rapid City	SP even

Human Resources total program credit hours: 36 credits

Note: DDN sites originate in Sioux Falls and are received at Sioux City, Pierre, and Statewide sites as requested.