



The **U**niversity of South Dakota.  
Master of Science in Administrative Studies – Online  
Long-Term Care Administration Specialization

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.

<b>Advising Information</b>		
<b>First Point of Contact</b>	<b>Advisor prior to and following acceptance to the program</b>	
<b>Pierre Area:</b> Brad Henrich Brad.Henrich@usd.edu 800-874-7518 or 605-394-6720		
<b>Rapid City Area:</b> Brad Henrich Brad.Henrich@usd.edu 800-874-7518 or 605-394-6720		
<b>Sioux City Area:</b> Continuing Education <a href="mailto:ceinfo@usd.edu">ceinfo@usd.edu</a> 800-233-7937 or 605-677-6240	Holli Novak <a href="mailto:Holli.Novak@usd.edu">Holli.Novak@usd.edu</a> 605-677-6405 or 888-493-9256	Dr. Anthony Molina <a href="mailto:Tony.Molina@usd.edu">Tony.Molina@usd.edu</a> 605-677-6405 or 888-493-9256
<b>Sioux Falls Area:</b> Continuing Education <a href="mailto:ceinfo@usd.edu">ceinfo@usd.edu</a> 800-233-7937 or 605-677-6240		
<b>Vermillion Area &amp; Worldwide:</b> Continuing Education <a href="mailto:ceinfo@usd.edu">ceinfo@usd.edu</a> 800-233-7937 or 605-677-6240		

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

**MSAS Required Core Courses:** 21 credit hours required

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 Long-Term Care Administration Specialization**

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.

**Long-Term Care Administration Required Courses:** 12 credit hours

Course/No.	Course Title	Site	Rotation
BADM 561	Advanced Topics in Human Resource Management (3 cr)	Online	ESP
HSAD 511	Financial Management of Long-Term Care (3 cr)	Online	EF
HSAD 715	Strategic Management of Long-Term Care (3 cr)	Online	ESU
HSAD 725	Administration of Long-Term Care (3 cr)	Online	ESP

**Long-Term Care Administration total program credit hours:** 36 credits