

MASTER OF SCIENCE IN ADMINISTRATION HUMAN RESOURCES SPECIALIZATION UNIVERSITY CENTER - RAPID CITY, SD

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

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 MSA 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.

FOR MORE INFORMATION

For more information, please www.usd.edu/cde/rapid-city.cfm or contact a higher education service site that is appropriate for you:

Vermillion area & Worldwide

Division of Continuing & Distance Education
1-800-233-7937
605-677-6240
cde@usd.edu

Rapid City & Pierre area

University Center - Rapid City
Contact: Benjamin Krush
605-718-4112
UC-RC@usd.edu

GETTING STARTED

Students may apply through the Graduate School website at: www.usd.edu/grad/how-to-apply.cfm.

Admission Requirements:

- Completed graduate application
- Non-refundable application fee of \$35.00 made payable to the University of South Dakota
- One official transcript from each prior college or university you have attended. Transcripts must be sent directly from each prior college or university directly to the University of South Dakota Graduate School
- Three letters of recommendation (placed in sealed and signed envelopes)
- A minimum undergraduate grade point average of 2.7
- Three years administrative work experience
- Resume
- 250 word Personal Statement
- International students must submit a financial statement

TUITION RATES

For the most up-to-date online course tuition information, please visit: www.usd.edu/cde/tuition-rates.cfm.

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.



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PROGRAM REQUIREMENTS AND COURSE ROTATIONS

Required Core Courses (24 credit hours)

Course/No.	Course Title	Credits	Offered:
MSAS 763	Professional Writing for Administration	3	Online - Every Fall
MSAS 764	Research in Administrative Practice	3	Online - Every Summer Rapid City - Spring Odd Years
MSAS 786	MSAS Capstone Project	3	Online - Every Spring
POLS 722	Budgetary and Fiscal Management	3	Online - Every Summer Rapid City - Fall Even Years
POLS 733	Administrative Law and Government	3	Online - Every Fall & Spring Sioux Falls - Fall Even Years
POLS 769	Administrative Thought and Ethics	3	Online - Every Spring Sioux Falls - Fall Even Years
SPCM 754	Managerial Communications	3	Online - Every Spring Rapid City - Summer Odd Years Sioux Falls - Spring Odd Years
	Advisor Approved Elective	3	Every Semester

Human Resources Required Courses (12 credit hours required):

Course/No.	Course Title	Credits	Offered:
COUN 705	Career Development for Human Resource Professionals	3	Online - Every Fall
POLS 723	Public Personnel Management	3	Online - Every Summer Rapid City - Spring Odd Years
SPCM 575	Human Resource Training & Development	3	Sioux Falls (D) - Fall Odd Years Rapid City - Fall Odd Years
SPCM 585	Communication & Conflict Resolution	3	Rapid City - Summer 2010
SPCM 587	Team Building & Group Decision Making	3	Sioux Falls - Every Spring Rapid City - Summer Even Years
SPCM 744	Managing Cultural Diversity	3	Sioux Falls (D) - Spring Odd Years Rapid City - Spring Even Years

MSA Human Resources Program Total: 36 credit hours

***If you are a prospective student with a disability and need assistance or accommodations during the admission/application process, please contact the Director of Disability Services, 119B Service Center North, USD, Vermillion, SD 57069. Phone: 605-677-6389 Fax: 605-677-3172 Email: disabilityservices@usd.edu**

This document is available in alternative forms upon request. For assistance, call USD Disability Services at: 605-677-6839 or email disabilityservices@usd.edu. The University of South Dakota is an equal opportunity, affirmative action institution committed to increasing the diversity of its faculty, staff and students.



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