

# MASTER OF SCIENCE IN ADMINISTRATION: LONG-TERM CARE ADMINISTRATION SPECIALIZATION

## UNIVERSITY CENTER - SIOUX FALLS, S.D.

---

"The flexible schedule and the online learning structure of the MSA degree with a Long-Term Care Administration Specialization have helped me focus on my personal goals for education. The schedule has also helped me focus on learning without having to sacrifice valuable time with my family and the program has provided me with a good foundation to prepare me for a position in health care administration."

Jason Breuer  
Rehabilitation Director  
Lake Wood Health Center

---

### 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.

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 prepares you for a career that offers security, stability, high income, and most importantly, the satisfaction of helping others.

### GETTING STARTED

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

Once accepted, students can register online through WebAdvisor at [www.usd.edu/webadvisor](http://www.usd.edu/webadvisor) or through the online form located at <https://www.usd.edu/cde/registration>.

### TUITION RATES

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

---

### ADMISSION REQUIREMENTS

Minimum Requirements for Admission

1. Baccalaureate degree or an equivalent degree from an institution with full regional accreditation for that degree
2. A minimum undergraduate grade point average of 2.7
3. Three years administrative work experience
4. Three years since receiving an undergraduate degree

#### Applicants must submit:

- 250-word statement of purpose
- Resume
- 3 letters of recommendation
- Official transcripts from all institutions attended

### NON-DEGREE SEEKING STUDENTS

To experience the University of South Dakota as a non-degree pursuing student, the University offers graduate students the option of learning under a non-degree seeking classification. Up to nine credit hours earned as a non-degree seeking 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 special 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/msa](http://www.usd.edu/msa) or contact a higher education service site that is appropriate for you:

#### Sioux Falls area

University Center  
1-866-220-7085  
605-367-5640  
[www.SDUniversitycenter.org](http://www.SDUniversitycenter.org)

#### MSA Department

1-888-493-9256  
605-677-6405  
[msa@usd.edu](mailto:msa@usd.edu)



UNIVERSITY OF  
SOUTH DAKOTA

Revised August, 2011

# PROGRAM REQUIREMENTS AND COURSE ROTATIONS

## Required Core Courses (21 credit hours)

Course/No.	Course Title	Site	Rotation
MSAS 763	Professional Writing for Administration (3 cr)	Online	Every Fall
MSAS 764	Research in Administrative Practice (3 cr)	Online Rapid City	Every Summer Spring Odd Years
MSAS 786	MSAS Capstone (3 cr)	Online	Every Semester
POLS 722	Budgetary and Fiscal Management (3 cr)	Online Rapid City	Every Summer Fall Even Years
POLS 733	Administrative Law and Government (3 cr)	Online Sioux Falls	Every Fall, Every Spring Fall Odd Years
POLS 769	Administrative Thought and Ethics (3 cr)	Online Sioux Falls	Every Spring, Every Summer Fall Even Years
SPCM 754	Managerial Communication (3 cr)	Online Rapid City Sioux Falls	Every Spring Summer Odd Years Spring Odd Years

## 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	Every Spring
HSAD 511	Financial Management of Long-Term Care (3 cr)	Online	Every Fall
HSAD 515	Strategic Management of Long-Term Care (3 cr)	Online	Every Summer
HSAD 560	Administration of Long-Term Care (3 cr)	Online	Every Spring

## Required Advisor-Approved Elective (3 credit hours)

Course/No.	Course Title	Site	Rotation
	Advisor-Approved Elective (3 cr)	Online	Every Semester

## MSA Long-Term Care Administration Program Total: Minimum 36 credit hours required

\*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 E-mail: [disabilityservices@usd.edu](mailto: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](mailto: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.



UNIVERSITY OF  
SOUTH DAKOTA