

# MASTER OF SCIENCE IN ADMINISTRATION

## ALCOHOL & DRUG STUDIES SPECIALIZATION - ONLINE

"Your programs are stellar and your online courses are so very needed in our profession... having the program "at our fingertips" helps chemical dependency counselors not only gain a credential in alcohol and drug studies but use the programming for continuing education credits."

Shari Bradstream, CCDC I  
Friendship House

### 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, nonprofit agencies, law enforcement, and social services.

Alcohol and other drugs appear to affect every culture, facet and discipline in life. Theoretical knowledge regarding the nature, etiology, prevention, and treatment of alcohol and other drug issues provides a multidisciplinary approach for career opportunities. This program will develop critical thinking and problem solving skills through practical applications of knowledge gained.

### 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)



UNIVERSITY OF  
SOUTH DAKOTA

### 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
- Note: There is no required admissions test, no prerequisite course work or degree and no exclusion based on current employment status.

#### Applicants must submit:

- 250-word statement of purpose
- Resume
- 3 Letters of Recommendation
- Official transcripts from all institutions attended

### 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/msa](http://www.usd.edu/msa) or contact a higher education service site that is appropriate for you:

**Sioux Falls, Sioux City,  
Vermillion area & Worldwide**  
Division of Continuing Education  
1-800-233-7937  
605-677-6240  
[cde@usd.edu](mailto:cde@usd.edu)

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

**Rapid City & Pierre area**  
University Center - Rapid City  
Contact: Benjamin Krush  
605-718-4112  
[UC-RC@usd.edu](mailto:UC-RC@usd.edu)

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# 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	Every Summer
MSAS 786	MSAS Capstone (3 cr)	Online	Every Semester
POLS 722	Budgetary and Fiscal Management (3 cr)	Online	Every Summer
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

## Alcohol and Drug Studies Specialization (12 credit hours) (choose four of the following):

Course/No.	Course Title	Site	Rotation
ADS 520	Comprehensive Alcohol and Drug Education (3 cr)	Online	Every Fall
ADS 522	Alcohol and Drug Treatment Continuum (3 cr)	Online	Every Fall; Every Spring
ADS 524	Psychopharmacology of Alcohol and Drugs (3 cr)	Online	Every Summer
ADS 552	Alcohol and Drug Counseling Theories (3 cr)	Online	Every Spring
ADS 592	Special Topics in Alcohol and Drug Studies: Professional Ethics (3 cr)	Online	Every Semester

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

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

## MSA Alcohol and Drug Studies 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 Disability Services at USD 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.



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