Human Services

Program Chair
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Human services assistants are involved in providing direct and indirect services in public and private agencies by assisting individuals, families and groups to meet human needs. Human needs may be social, emotional, behavioral, environmental and vocational or health related. These services generally require interaction with clients, and are of a "helping nature."

Graduates of this program will be trained to work in a variety of support service settings, such as senior citizen centers, correctional facilities, nursing homes, rehabilitation programs, childcare development centers, departments of human services and non-profit agencies specializing in these services. The graduate will be trained to provide generic therapeutic, supportive and preventive services for people with emotional, developmental, social or physical problems in a variety of social or human service settings. These individuals will also be equipped to match clients with the appropriate services, advocate for clients, and provide administrative support to agencies.

Human Services

Curriculum in Human Services Associate of Applied Science Degree

Course #	Course Name	Semester Hours
1st Semester		
BST 1303	Introduction to Computers	3
ENGL 1013	Composition I	3
HS 1113	Introduction to Human Services	3
HS 1123	Communications and Interviewing	3
PSY 2003	General Psychology	3
	Total	15
2nd Semester		
BST 1043	Professional Communication	3
ENGL 1023	Composition II	3
HS 1213	Skills and Theories in Human Services	3
HS 1223	Systems, Processes, and Case Management	3
SOC 1003	Introductory Sociology	3
	Total	15
3rd Semester		
BST 1033	Administrative Support Procedures	3
EMTP 1003	Medical First Responder or approved elective	3
HS 2113	Cultural Diversity	3
HS 2123	Group Processes	3
TMAT 1203	Technical Mathematics II	3
	Total	15
5th Semester		
BST 1053	Spreadsheets	3

BST 2153	Database Management	3
HS 2213	Management of Human Services Agencies	3
HS 2223	Fieldwork I	3
HS 2233	Fieldwork II	3
	Total	15

Human Services Course Descriptions

HS 1113: INTRODUCTION TO HUMAN SERVICES

This course provides an introductory knowledge of the human services profession. Students will be introduced to the concepts and frameworks that define the human service profession. The historical development and legislative influences of the profession will be explored. The nature of the helping process will be addressed. An overview of the human service delivery systems and organizations will be reviewed. Professional values, skills and ethics will be presented. The range and types of populations served by human services will be discussed. Additionally, human service professional roles, ethics and resources will be introduced.

HS 1123: COMMUNICATION AND INTERVIEWING

A practical course focusing on the knowledge and skills of the helping process. Students will develop the helping skills needed for entry-level workers in human services settings. Emphasis will be on the practical application of interviewing, basic counseling communication, and case management skills. The components of interpersonal communications and interviewing techniques are studied with a particular focus on giving and receiving information in the interview setting. Helping skills for diverse populations will be presented. Professional ethics within the helping process will be explored.

HS 1213: SKILLS AND THEORIES IN HUMAN SERVICES

Students will further develop basic communication and interventive interviewing skills using a multi-theoretical three-stage counseling model. Communication and interpersonal interaction skills are emphasized. Observation, listening and problem-solving skills will be addressed. Students will learn how to use appropriate communication and interventions with diverse populations. Students will apply basic counseling communication skills within a technology environment. An overview of counseling theories will be presented. Professional ethics will be reviewed. Students will provide 40 hours of basic counseling communication experience. Internet access required.

HS 1223: SYSTEMS, PROCESSES, AND CASE MANAGEMENT

Provides an overview of the human services organization and delivery systems for analysis and evaluation. A historical and legislative review of the development of human services delivery systems is provided. Emphasis is placed on the process and implementation of case management and the analysis of the complex structure of existing systems and service-delivery models. Ethical and legal issues will be discussed.

HS 2113: CULTURAL DIVERSITY

The course will focus on the historical, cultural, medical and psychological perspectives when helping individuals with diverse backgrounds and conditions in community settings. Diversities will include, but are not limited to, race, ethnicity, religious background, disability, age, mental illness, crime, socioeconomic status or chemical dependency. Emphasis on transition issues, self-determination and empowerment, and community life/integration will be discussed. Political and legislative influences and ethical issues will be presented.

HS 2123: GROUP PROCESSES

Prerequisite: HS 1213
A practical skills course which focuses on the concepts of group process and the skills in designing and conducting therapeutic groups. An overview of group theory and the application of the theoretical framework in conducting groups will be presented. Students will develop, conduct and evaluate outcomes of group sessions for a variety of group settings. Group leadership skills and diversity competencies will be developed. Leadership interventions and ethical issues in group settings will be explored.

HS 2213: MANAGEMENT OF HUMAN SERVICE AGENCIES

Prerequisites: HS 1213; Submission of medical health status record, criminal and child abuse records, and other record checks may be required by the agency placement site.
Provides an overview of the human services agency from the management perspective. Organizational theories are discussed. Purposes and functions of management are explored. Components of management, including environment, marketing, planning, designing, managing, financing, and evaluating, are discussed. Attention is focused on current and future trends within delivery systems and their impact on management and administrative policy. Legal and ethical issues are addressed within the context of resource management.

HS 2223: FIELDWORK I

Prerequisites: HS 1213; Submission of medical health status record, criminal and child abuse records, and other record checks may be required by the agency placement site.
Students will be given experiences at a human services agency to apply the knowledge, values, concepts, and skills of the human services profession. The student will complete 125 hours with a minimum of 12 hours per week under the direct supervision of the agency's personnel. Under direct supervision, students will observe and participate in the basic procedures and routines with the client and the agency system. Emphasis will focus on the student's professional growth in self-awareness, direct service, interpersonal communication, interviewing skills and the introduction to the human services delivery system.

HS 2233: FIELDWORK II

Prerequisites: HS 1213; Submission of medical health status record, criminal and child abuse records, and other record checks may be required by the agency placement site.
Students will be given experiences at a human services agency to apply the knowledge, values, concepts and skills of the human services profession. The student will complete 125 hours with a minimum of 12 hours per week under the supervision of the agency's personnel. With minimal supervision, students will observe and participate in the helping process with clients and within the policies and procedures of the agency system. Emphasis will focus on the student's professional growth in self-awareness, interpersonal communication, interviewing skills, case management, advocacy, crisis management and community outreach.