

# Human Services Administration

BACHELOR OF SCIENCE



## Where It Can Take You

Health administration, public administration, business administration, aviation, gerontology, and social work to name a few potential fields. You'll be ready to work in nonprofit agencies, community-based organizations, and government. Become a supervisor in your area of expertise and move up the ladder of leadership.

## B.S. in Human Services Administration

Improving the quality of life for others is hard work, and it requires determination and an understanding of social dynamics. You'll be prepared to work in communities, health care centers, and other settings that solve real problems for individuals. Vulnerable populations depend on many public and private services and you can become a part of their solution.

### What You'll Study

Core courses cover a range of applicable fields, from management to counseling to business communications. Then, you'll choose a highly specialized concentration, including one for pilots (Professional Development in Aviation). You'll finish with a combination of management skills and knowledge of an area of business or health care.

### How You'll Learn More

The convenience of online courses gives you flexibility to complete your bachelor's degree on your own terms. Frequent interactions with faculty members are supplemented by threaded discussion boards, chat rooms, and multimedia presentations. A field placement challenges you to apply theory and current research into the real world.

Learn More  
[www.cahss.nova.edu](http://www.cahss.nova.edu)



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## Human Services Administration Major Curriculum 2015–2016

The Bachelor of Science in Human Services Administration requires successful completion of 120 credit hours including 30 credit hours of General Education, 54 credit hours of major (core) courses, which include two 3-credit field placements and 36 hours of elective courses. The elective courses may be selected to count towards specific concentrations, which consist of 12–18 credits each.

### HUMAN SERVICES ADMINISTRATION MAJOR (54 CREDITS)

| Core Courses (54 credits) |      |                                                    | Credits |
|---------------------------|------|----------------------------------------------------|---------|
| HS                        | 1100 | Social Issues and Human Services Delivery Systems  | 3       |
| HS                        | 1200 | Introduction to Human Services Administration      | 3       |
| HS                        | 1300 | Interpersonal Assessment Skills in Human Relations | 3       |
| HS                        | 1400 | Counseling and Assessment in Human Services        | 3       |
| MGT                       | 2050 | Principles of Management                           | 3       |
| ECN                       | 2025 | Principles of Macroeconomics                       | 3       |
| ACT                       | 2200 | Financial Accounting                               | 3       |
| MGT                       | 3020 | Business Communications                            | 3       |
| PADM                      | 1000 | Introduction to Public Administration              | 3       |
| MATH                      | 2020 | Applied Statistics                                 | 3       |
| HS                        | 3300 | Ethical and Professional Issues in Human Services  | 3       |
| HS                        | 3315 | Human Services and Cultural Diversity              | 3       |
| HS                        | 3990 | Supervised Experience in Human Services I*         | 3       |
| HS                        | 4100 | Rehabilitation Principles and Case Management      | 3       |
| HRM                       | 4160 | Human Resource Management                          | 3       |
| HS                        | 4200 | Accountability in Human Services Administration    | 3       |
| HS                        | 4250 | Program Planning and Evaluation                    | 3       |
| HS                        | 4995 | Supervised Experience in Human Services II*        | 3       |

\* These field placement courses allow the development of skills through hands-on experience. Field placements will consist of 10–12 hours per week within a human services agency within the community and are designed to enable the student, under the direction and guidance of on-site and faculty supervisors, to apply what has been learned to a real world work experience.

### Electives (36 credits)

Select 12 credits from any combination of courses listed as major electives or under the following concentrations. Select an additional 24 credits of open electives from any courses, including those listed under the following concentrations.

| Major Electives |      |                                                     | Credits |
|-----------------|------|-----------------------------------------------------|---------|
| HRM             | 4300 | Managing Workplace Diversity                        | 3       |
| MGT             | 4170 | Organizational Behavior                             | 3       |
| PSYC            | 2630 | Ethical and Professional Issues in Mental Health    | 3       |
| HS              | 2100 | Administration of Recreational and Leisure Services | 3       |
| HS              | 3250 | Aging in a Social Context                           | 3       |
| PADM            | 3000 | Public Policy                                       | 3       |
| PADM            | 3200 | Public Budgeting                                    | 3       |
| GERO            | 2030 | Gerontology and the Law                             | 3       |
| PSYC            | 2470 | Grief, Loss, and Bereavement                        | 3       |

| Concentrations (12 or 18 credits)                                   |  | Credits |
|---------------------------------------------------------------------|--|---------|
| Students may choose to select one of the following concentrations:  |  |         |
| Basics in Aviation Concentration**                                  |  | 12      |
| Professional Development in Aviation Concentration**                |  | 18      |
| Advocacy/Case Management Concentration                              |  | 12      |
| Gerontology Concentration                                           |  | 12      |
| Health Administration Concentration                                 |  | 12      |
| Nonprofit Management, Philanthropy, and Grantsmanship Concentration |  | 12      |
| Social Work Concentration                                           |  | 12      |
| Substance Abuse Studies Concentration                               |  | 12      |

\*\* These concentrations are designed to provide students with a comprehensive understanding of the human factors associated with flight. These factors include problem solving skills, decision-making, communication, attention, stress management and physical condition. The Basics in Aviation Concentration allows students to gain the training necessary to become professional aviators and have the opportunity to obtain a Federal Aviation Administration (FAA) Private Pilot License and Instrument Rating Certificate. Within the Professional Development in Aviation Concentration, students have the opportunity to obtain a Commercial Pilot License, Multi-Engine Rating, and Flight Instructor Certification. Admission for flight instruction is subject to comprehensive medical exams.

By focusing on the knowledge, skills, and human factors such as critical thinking, problem solving, communication and effective emergency management, students are prepared with a comprehensive understanding of the various elements associated with flight. In addition, effective resource management and safety awareness are emphasized throughout this curriculum.

This publication should not be viewed as a substitution for official program requirements and outcomes. A student is responsible for meeting the curriculum and program requirements in the *Undergraduate Student Catalog* that are in effect when the student enters the program.

Nova Southeastern University admits students of any race, color, sexual orientation, and national or ethnic origin. ■ Nova Southeastern University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate's, baccalaureate, master's, educational specialist, doctorate, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Nova Southeastern University. 09-083-15\_21NOM

## Admissions

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