



HUMAN SERVICES

Associate in Applied Science (AAS)

2017-2018 CATALOG

Advising Sheet – Suggested Course Sequence

Student Name _____

Faculty Advisor _____

REQUIRED COURSES	CR	PRE-REQUISITE COURSES	APPROVED COURSE SUBSTITUTIONS	TERM THAT I PLAN TO TAKE OR ✓ TAKEN
HMS 100 Introduction to Human Services	3		See Notes 1, 2, and 3	
HMS/MEN Electives	9		See Notes 6, 15, 16, and 17	
MEN 101 Mental Health Skill Training I	3	HMS 100	HMS 121. See Notes 1, 3, and 4	
MEN 102 Mental Health Skill Training II	3	HMS 101	MEN 198, HMS 227. See Notes 1, 4, and 5	
MEN 190 Coordinated Practice	3	HMS 102, MEN 190 and MEN 196 are corequisites	MEN 290. See Notes 1, 5, 9, 10, and 14	
MEN 196 On-Site Training	3	HMS 102,, MEN 190 and MEN 196 are corequisites	MEN 296. See Notes 1, 5, 9, 10, and 14	
MILESTONE: Substance Abuse Assistant CSC when completing HMS 251, HMS 252, and HMS 258 for HMS electives. See Faculty Advisor. See Note 15				
Social Science Elective	3		See Notes 6, 11, and 13	
MILESTONE: Bereavement & Grief Counseling CSC when completing HMS 106 and SOC 246 for Social Science and HMS electives. See Faculty Advisor. See Note 16				
General Elective	3		See Notes 6, 11, and 17	
MILESTONE: Adult Home Administration CSC when completing MKT 100, HMS 106, HMS 225 for General and HMS electives. See Faculty Advisor. See Note 17				
Mathematics/Science Elective	3	See Placement Requirements	See Note 6. MTH 120, MTH 158, MTH 163, MTH 170, BIO 101, CHM 101, CHM 111, PHY 101, PHY 201	
ENG 111 College Composition I	3	See Placement Requirements		
ENG 112 College Composition II	3	ENG 111		
Humanities Elective	3		See Notes 6 and 7	
HMS 251 Substance Abuse I	3		ADJ 228, HMS 258 See note 15	
SDV 100 College Success Skills	1			
Information Technology Elective	3		See Note 12	
General Electives	6		See Notes 6 and 11	
Health/Physical Education Elective	2		See Note 8	
PSY 200 Principles of Psychology	3		See Note 6	
PSY 215 Abnormal Psychology	3		PSY 230, SOC 268	
SOC 200 Principles of Sociology	3			
Total Minimum Credits to Complete	66			

NOTES:

- Students must obtain a grade of "C" or better in the human services sequence courses (HMS 100, MEN 101, and MEN 102) in order to remain in the program.
- Students must complete all developmental coursework before enrolling in HMS 100.
- Students must complete HMS 100 with a grade of "C" or better prior to enrolling in MEN 101.
- Students must complete MEN 101 with a grade of "C" or better prior to enrolling in MEN 102.
- MEN 102 must be taken prior to enrolling in MEN 190 and MEN 196 or MEN 290 and 296. MEN 190 and MEN 196 are co requisites and must be taken in the same semester. MEN 290 and MEN 296 are co requisites and must be taken in the same semester. In these courses, students will complete 100 hours of practical hands-on training. Students will secure their own internship sites prior to the start of their MEN 190 and MEN 196 classes or their MEN 290 and MEN 296 classes. All internships must be approved by the Human Services and Mental Health Program Chair.

For more information on this major, contact the Division of Engineering, Business and Public Services. 804.706.5121 (Chester Campus, Godwin Hall, G108) or 804.594.1480 (Midlothian Campus, Hamel Hall, H206).



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6. Full and part-time students desiring to transfer to four-year programs should consult with their academic advisors for appropriate mathematics, psychology and general elective courses. In addition, students should consult their intended transfer institutions for specific direction in program and course selection. Required courses for any major at four-year institutions may vary.
7. The humanities elective requirement must be satisfied by completing one 3-credit conceptual humanities course that offers breadth of knowledge. Additional humanities electives may be conceptual or applied with a focus on skills, techniques and procedures. See website (<http://www.jtcc.edu/humanitiesselectives>) for a list of approved conceptual and applied humanities electives.
8. Students who have current certifications in First Aid and Safety and CPR (Child or Adult) can use these to fulfill the two credit HLT/PE elective requirement. The original cards must be presented to the faculty advisor. Students planning to transfer to four-year programs should choose options and substitutions with the assistance of the program head.
9. Students entering the public or private sectors of human services will be subjected to criminal background and sex offender registry checks and a TB screening as a condition of their placement in a training/practicum site. Students will be expected to cover any costs incurred for these procedures. Depending on the training/practicum site additional tests may be required. Plan accordingly. This may also be required as a condition of employment.
10. Students who are convicted felons or are on the sex offender registry in any state will not be able to secure internship sites. This will prevent them from completing requirements for the Human Services degrees and certificates.
11. Students planning to pursue four year degrees are encouraged to take a course in history, economics or political science.
12. Students who have strong computer skills may seek to satisfy this requirement by CLEP.
13. The social science elective requirement can be satisfied by courses with the following prefixes: ECO, GEO, HIS, PLS, PSY, and SOC.
14. Students who are 18 years of age or younger will not be able to secure an internship. Should students be unable to secure an internship, they will be unable to complete the requirements of the Human Services degree and therefore be unable to graduate.
15. Students can complete a Substance Abuse Certificate by taking the following sequence of courses in appropriate order: HMS 100, HMS 251, HMS 252, HMS 258, MEN 101, MEN 102 and secure an internship in a Substance Abuse Facility for MEN 190 and MEN 196 (MEN 290, MEN 296), prior to completing their HMS degree.
16. Students who wish to finish their Bereavement and Grief Counseling Certificate may do so by taking HMS 100, HMS 106, HMS 101, HMS 102, SOC 246 and securing an internship in hospice, or related facilities (MEN 190, MEN 196 or MEN 290, MEN 296).
17. Students can complete an Adult Home Administration Certificate prior to completing their degree by taking the following sequence of courses: HMS 100, HMS 106, HMS 225, HMS 236 or MEN 121 or MEN 122, MKT 100, MEN 101, MEN 102, and completing an internship in an adult home or assisted living facility.