



ADULT HOME ADMINISTRATION

Career Studies Certificate (CSC)

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			
HMS 106 Working with Death and Dying <i>Offered Fall only</i>	3		PSY 116	
HMS 225 Functional Family Intervention <i>Offered Spring only</i>	3		SOC 268	
HMS 236 Gerontology <i>Offered Fall only</i>	3		MEN 121, MEN 122	
MKT 100 Principles of Marketing	3		BUS 111, BUS 200	
MEN 101 Mental Health Skill Training I	3	HMS 100		
MEN 102 Mental Health Skill Training II	3	MEN 101	MEN 198	
MEN 190 Coordinated Practice	3	MEN 102 (pre-requisite) MEN 196 (co-requisite)	MEN 290 See Notes 3 and 4	
MEN 196 On-Site Training	3	MEN 102 (pre-requisite) MEN 190 (co-requisite)	MEN 296 See Notes 3 and 4	
Total Minimum Credits for Completion	27			

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.
- This program is in compliance with State of Virginia requirements for Adult Home Administration.
- MEN 190 and MEN 196 are co-requisites and must be taken in the same semester. All students who plan to pursue a degree or certification in Human Services are required to complete a 100 hour internship in an Adult home facility. 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.
- Students who are convicted felons or are on the sex offender registry in any state will not be able to secure internship sites. Students who are 18 years of age or younger may not be able to secure an internship. Should students be unable to secure an internship because of the above reasons, they will be unable to complete the requirements of this certificate and therefore be unable to graduate.
- Students should regularly meet with their faculty advisor and check their advisement report in MyTyler – SIS.
- Courses noted as Fall only or Spring only are based on historical trends and current planning and may change without notice.