

# HUMAN SERVICES

## TECHNICAL ONLINE OPTION

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The Human Services program provides training and knowledge in basic helping skills and an understanding of service delivery and program administration needed for entry-level employment in public, private and volunteer human service agencies.

“Human Services” is a term used to include all the professional disciplines that share a common goal of serving people. This program will prepare students for employment in agencies, schools, businesses and centers that value paraprofessionals who bring to the job a combination of college course work and human services field experience.

Human Service graduates assist professionals in all kinds of positions where people help people. These include community and social welfare agencies, mental health and social service agencies, group home settings, community organizations, day care centers and nursery schools, elementary and secondary schools, and home health aid and geriatric services. The human service worker may provide case management, needs assessment, advocacy, service delivery, crisis intervention, as well as program planning and continuation.

People seeking a career in human service should recognize that to be successful they must be emotionally stable, creative and flexible. Human service workers will have to be able to work with diverse groups of people and individuals with a wide variety of ages, social and cultural backgrounds and life situations.

This program is designed to be flexible to meet current and future market demands so that the students may choose courses most appropriate to their interests and career goals. In addition to pursuing the curriculum for a Human Services generalist, students may specialize in eligibility worker or criminal justice.

Students will complete a coordinated set of courses emphasizing human service theory, subject matter knowledge, and professional skills necessary for their careers. In addition, they will gain practical field experience through an internship. Courses will be offered on-campus and online to provide maximum flexibility and accessibility. The candidate for the Associate in Applied Science must complete 60 semester hours with a cumulative grade point of 2.0.

While not designed as a transfer program, with careful course selection, graduates could complete the appropriate prerequisites to go on to four-year colleges.

BSC also offers a two-semester Program Certificate in an Eligibility Worker program.

## CURRICULUM FOR ASSOCIATE IN APPLIED SCIENCE

| <b>PROGRAM REQUIREMENTS</b>   | <b>CREDITS</b> |
|---|----------------|
| Introduction to Human Services (HMSV 130).....  | 3              |
| Introduction to Helping Skills (HMSV 230).....  | 3              |
| Introduction to Addictions (HMSV 201) .....   | 3              |
| Minority Relations (SOC 221) or<br>Cultural Diversity (SOC 235) or<br>Native American Studies (SOC 275) ..... | 3              |
| Human Services Internship (HMSV 197).....   | 3              |
| Introduction to Psychology (PSYC 111).....  | 3              |
| Introduction to Sociology (SOC 110) .....   | 3              |

| <b>GENERAL EDUCATION REQUIREMENTS</b>   | <b>CREDITS</b> |
|---|----------------|
| College Composition I (ENGL 110) .....  | 3              |
| College Composition II (ENGL 120) or<br>Introduction to Professional Writing (ENGL 125) or<br>Fundamentals of Speech (COMM 110) ..... | 3              |
| Art & Humanities/Social & Behavioral Sciences.....  | 3              |
| Business/Math/Science/Technology .....  | 6              |
| *ELECTIVE REQUIREMENTS.....   | 12             |

| <b>PLUS 12 CREDITS FROM THE FOLLOWING:</b>     | <b>CREDITS</b> |
|--|----------------|
| <b>Eligibility Worker:</b>                     |                |
| TANF (HMSV 140) .....                          | 3              |
| Food Stamps (HMSV 141) .....                   | 3              |
| Medicaid (HMSV 142) .....                      | 3              |
| Childcare Assistance (HMSV 143).....           | 3              |
| <b>Criminal Justice:</b>                       |                |
| Introduction to Criminal Justice (CJ 201)..... | 3              |
| Juvenile Delinquency (CJ 253).....             | 3              |
| Juvenile Justice System (CJ 254).....          | 3              |
| Introduction to Corrections (CJ 270) .....     | 3              |

|  |   |
|--|---|
| Community Based Corrections (CJ 271) .....             | 3 |
| <b>Generalist:</b>                                     |   |
| Gerontology (SOC 251) .....                            | 3 |
| Family (SOC 220) .....                                 | 3 |
| Current Social Issues: Death and Dying (SOC 122) ..... | 3 |
| Development of Social Welfare (SWK 256) .....          | 3 |
| Introduction to Behavior Modification (PSYC 211) ..... | 3 |
| Developmental Psychology (PSYC 250) .....              | 3 |
| Abnormal Psychology (PSYC 270) .....                   | 3 |

|   |                |
|---|----------------|
| <b>*SUGGESTED GENERAL EDUCATION &amp; OTHER ELECTIVES</b> | <b>CREDITS</b> |
| Intro to Philosophy (PHIL 101) .....                      | 3              |
| American Government (POLS 115) .....                      | 3              |
| State & Local Government (POLS 116) .....                 | 3              |
| Principles of Microeconomics (ECON 201) .....             | 3              |
| Fundamentals of Accounting (ACCT 102) .....               | 3              |
| Elementary Statistics (MATH 210) .....                    | 3              |
| Concepts of Biology/Lab (BIOL 111/111L) .....             | 3/1            |

## ELIGIBILITY WORKER CERTIFICATE

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Eligibility workers are an indispensable part of the human services support system. As the first contact for people seeking public assistance, they make important decisions about food, health care, education, job training, and other social services that people need.

Eligibility workers must be adept at interviewing and gathering necessary information to determine qualifying services. Because they serve as advisors to clients, good communication skills are needed to explain eligibility requirements and program details. Within their job, an eligibility worker must be organized and accurate, exhibit care and concern, and show respect for an applicant's need for privacy and confidentiality.

BSC's Eligibility Worker program emphasizes core courses that provide the knowledge and skills most applicable to students preparing for this entry-level position. The program offers on-campus or online study. Students seeking a Program Certificate are required to complete 30 credit hours and to maintain a 2.0 cumulative GPA in the following coursework:

|  |                |
|--|----------------|
| <b>CERTIFICATE REQUIREMENTS FALL</b>                     | <b>CREDITS</b> |
| Introduction to Human Services (HMSV 130) .....          | 3              |
| Introduction to Helping Skills (HMSV 230) .....          | 3              |
| Temporary Assistance for Needy Families (HMSV 140) ..... | 3              |
| Food Stamps (HMSV 141) .....                             | 3              |
| College Composition I (ENGL 110) .....                   | 3              |
| Total credits .....                                      | 15             |

|  |                |
|--|----------------|
| <b>CERTIFICATE REQUIREMENTS SPRING</b>     | <b>CREDITS</b> |
| Medicaid (HMSV 142) .....                  | 3              |
| Childcare Assistance (HMSV 143) .....      | 3              |
| Minority Relations (SOC 221) OR            |                |
| Cultural Diversity (SOC 235) OR            |                |
| Native American Studies (SOC 275) .....    | 3              |
| Human Services Internship (HMSV 197) ..... | 3              |
| Fundamentals of Accounting (ACCT 102) OR   |                |
| Elements of Accounting I (ACCT 200) .....  | 3              |
| Total credits .....                        | 15             |

## HUMAN SERVICES (HMSV)

### HMSV 130 Introduction to Human Services

**F&S**

**3 credits**

This course provides an introduction to the helping and non-profit professions, including the various roles, functions, values, and personal attributes needed to function effectively in these careers. Included will be the history, practice setting, career opportunities, and philosophical concepts related to working with vulnerable populations.

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| <b>HMSV 140</b>  | <b>TANF: Temporary Assistance for Needy Families</b> | <b>Fall</b>        | <b>3 credits</b> |
| The purpose of this course is to introduce students to the Temporary Assistance of Needy Families Program, examine the laws and policies that drive the program, and develop case management skills in administering the program.  |  |                    |                  |
| <b>HMSV 141</b>  | <b>Food Stamps</b>                                   | <b>Fall</b>        | <b>3 credits</b> |
| The purpose of this course is to introduce students to the Food Stamps program, examine the laws and policies that drive the program, and develop case management skills in administering the program.   |  |                    |                  |
| <b>HMSV 142</b>  | <b>Medicaid</b>                                      | <b>Spring</b>      | <b>3 credits</b> |
| The purpose of this course is to introduce students to the Medicaid Program, examine the laws and policies that drive the program, and develop case management skills in administering the program.  |  |                    |                  |
| <b>HMSV 143</b>  | <b>Child Care Assistance</b>                         | <b>Spring</b>      | <b>3 credits</b> |
| The purpose of this course is to introduce students to the Child Care Assistance Program and to examine the laws and policies that drive the program in North Dakota.  |  |                    |                  |
| <b>HMSV 201</b>  | <b>Introduction to Addictions</b>                    | <b>F&amp;S</b>     | <b>3 credits</b> |
| This course is designed to provide current and researched information about abused substances as well as the people who abuse those substances. Topics include theoretical perspectives on abuse, pharmacological characteristics of commonly abused substances, and stages of dependence and addiction. The following topics relating to various areas of human services will also be covered: working with dually diagnosed clients, chemical abuse by children and adolescents, codependency, and enabling.   |  |                    |                  |
| <b>HMSV 230</b>  | <b>Introduction to Helping Skills</b>                | <b>F&amp;S</b>     | <b>3 credits</b> |
| This course provides the basic knowledge and skills associated with the helping process, the problem solving process, and interaction skills. Focus will be on the dynamics of the helping relationship, interviewing skills, referral skills, and ethical behavior.   |  |                    |                  |
| <b>HMSV 197</b>  | <b>Human Services Internship</b>                     | <b>F&amp;S, SM</b> | <b>3 credits</b> |
| Required for Human Services AAS degree. Students get on-the-job experience under qualified supervision in a human service agency. Work hours are arranged by employer, advisor, and student and a total of 96 contact hours are required for 3 credits. Progress is checked by oral and written reports from the employer. Periodic student-advisor conferences are required to discuss progress or problems. Students are required to submit an accounting of their experiences to their instructor. Experience is graded on a satisfactory/unsatisfactory basis. Department approval required. |  |                    |                  |