The Master of Science (M.S.) degree in Administration of Human Services is designed for those who appreciate diversity and aspire to contribute to social justice through their work in a broad range of service-oriented organizations, such as non-profit and community organizations, criminal justice systems, health and human service agencies, residential programs, and educational institutions. The program encourages critical and creative thinking, self-understanding and reflection, practical knowledge, and analysis of the social contexts, structures, and systems that affect all aspects of work in organizations. This degree differs from a counseling degree in that graduates are prepared to contribute to positive change from a wide range of service and administrative roles within organizations rather than to deliver therapeutic services.

PROGRAM FORMAT
Designed for the working adult, a unique feature of this program is its accelerated term format. Classes meet in the evenings and/or on Saturdays once a week for eight-week sessions. In addition, some courses are offered in a hybrid format, which blend face-to-face and online instruction. Students who enroll in one course each session can anticipate degree completion in approximately two years.

ADMISSIONS REQUIREMENTS
To apply for a master’s degree or certificate in Administration of Human Services, applicants must submit the following materials:
- Application online at www.chc.edu/graduate (plus $55 application fee)
- Official Transcripts from all colleges or universities attended
- Professional Goals Essay
- Two letters of recommendation (professional and/or academic)
- GRE/MAT Test scores OR complete an on-site writing sample
- International Students must also submit acceptable TOEFL or IELTS or Advanced-Level ELS Program Certificate. WES or ECE transcript evaluations are required if transcripts are not in English.

Once all materials are received, the admissions committee will review the application and invite qualified applicants on-campus for an interview with a faculty member.
CAREER OPPORTUNITIES
According to the US Department of Labor’s Occupational Handbook, social and human services positions are projected to be among the fastest growing professions with excellent job opportunities in residential and community-based programs for individuals with advanced education and training. With a master’s degree in Administration of Human Services, graduates will be qualified to take on a wide range of positions at a wide range of organizations/institutions. Professional positions include:

• Program Director
• Employee Assistance Coordinator
• Case Manager
• Client Advocate
• Service Coordinator
• Community Educator
• Nonprofit Manager
• Residential Services Supervisor

CREDITS REQUIRED FOR DEGREE COMPLETION
The M.S. Degree in Administration of Human Services includes:
10 Core Courses       (30) credits
3 Elective Courses    (9 )credits
13 Total courses        (39)  credits

COURSE REQUIREMENTS
Students entering the program are required to take AHSG 510 Organization Management in Human Services, AHSG 550 Public Policy and AHSG 570 Human Diversity in Human Services within their first four 8-week semesters. Students who follow the course progression provided to them at the time of acceptance will be able to graduate within two years. Students who take courses in a different order may need longer to complete the program.

Certificate courses are designated as follows: Leadership Development * Adult and Aging Services +

Core Courses
• AHSG 510 Organization Management in Human Services *
• AHSG 520 Principles and Concepts in Human Resources *
• AHSG 530 Leadership Development in Group Relations *
• AHSG 540 Legal and Ethical Issues in Human Services
• AHSG 550 Public Policy

• AHSG 560 Principles of Finance
• AHSG 570 Human Diversity in Human Services */+
• AHSG 580 Assessment and Evaluation
• AHSG 598 Professional Seminar
• AHSG 599 Special Project

Elective Courses
• AHSG 515 Community Development *
• AHSG 525 Criminal Justice Systems
• AHSG 528 Working with Adults +
• AHSG 535 Promoting Healthy Lifestyles +
• AHSG 545 Drug and Alcohol Problems

• AHSG 555 Eldercare Management +
• AHSG 565 Family Services
• AHSG 575 End of Life Care
• AHSG 585 Volunteer Administration +
• AHSG 595 Working with Children and Youth

PROFESSIONAL AFFILIATION
Chestnut Hill College is a member of the Council for Standards in Human Service Education (CSHSE), the only national organization providing standards for human service training. Human service education is characterized as interdisciplinary, skill oriented, and competency based with a focus on self-understanding.