

# 20240320 - HUMAN SERVICE ADMINISTRATION - BACHELOR OF APPLIED HUMAN SERVICE ADMINISTRATION

## Overview

*Faculty of Health and Community Studies  
Department of Human Services and Early Learning  
MacEwan.ca/HSA (<https://MacEwan.ca/HSA/>)*

Bachelor of Applied Human Service Administration (BAHSA) is a distance-delivered program designed for individuals working in the health or human service field who hold, or strive to hold, supervisory or management positions. Distance study makes the program accessible to students regardless of geographic location and provides the flexibility to balance studies with professional and family responsibilities. Students access their course material and readings online and become part of a virtual community of learners. Faculty guide student learning through online class discussions and activities.

The curriculum includes theory in administration, with an emphasis on leadership, supervision and management. Studies include human, financial, and physical resource management; managing change; communication; community-based practice; research practices; and trend and issue analysis. Assignments are practical in nature and generally involve the application of theory to the student's workplace. Building on a previous diploma or degree, the program consists of ten 3-credit theory courses and two 15-credit directed field studies. Students may complete the directed field studies in their current workplace or in an appropriate agency. Study may be full or part-time. Students have six years to complete the program; however, it may be completed in as little as three years.

## Career Potential

BAHSA graduates are employed in managerial roles in a wide variety of agencies including early learning, child and youth care, community living, human ecology, addictions, corrections, social work, rehabilitation, non-profit/voluntary sector, health care, gerontology and related fields. BAHSA graduates have the knowledge, management skills and confidence to manage a dynamic staff of practitioners, work with boards, be an effective human service leader, and still serve the clients and families at the heart of their organization.

## Contact Information

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### PROGRAM OFFICE

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Edmonton, AB T5J 4S2  
T: 780-497-5157

## Program Requirements

Code	Title	Credits
<b>Year 3</b>		
HSAD 300	The Human Service Administrator	3
HSAD 305	Interpersonal Communication Skills for Human Service Administrators	3
HSAD 310	Managing Human Resources	3
HSAD 315	Managing Financial Resources in Human Service Agencies	3
HSAD 325	Research Practices in Human Service	3
HSAD 330	Managing Physical Resources in Human Service Agencies	3
HSAD 335	Managing Change in Human Service Agencies	3
HSAD 345	Community-Based Practice in Human Service Agencies	3
HSAD 350	Trends and Issues in Human Service Administration	3
Elective		3
<b>Year 4</b>		
HSAD 459	Directed Field Study in Human Service Administration I	15
HSAD 499	Directed Field Study in Human Service Administration II	15
<b>Total Credits</b>		<b>60</b>

The minimum passing grade for a course at MacEwan University is a D unless otherwise noted next to the appropriate course in the program of study.

## Program Regulations

Learners admitted to this program are presumed to be capable of fulfilling the academic requirements of their program with, if applicable, provision of reasonable accommodation for an Accessibility Need. The University will not lower its academic standards, or alter the essential skills or competencies required by a position, to accommodate an Accessibility Need. (Human Rights and Accessibility policy and Students with Disabilities Procedure).

## Admission Requirements

Applicants may be admitted to the following:

### Regular Admission

*To be evaluated through the Office of the University Registrar*

Applicants must have:

- a two-year diploma that includes a three-credit post-secondary English course

OR

- a minimum of 60 credits from a recognized post-secondary institution with an Admission Grade Point Average (AGPA) of 2.0 or better on a 4.0 scale that includes a three-credit post-secondary English course.

## Additional Admission Criteria

All applicants must meet the following:

## **1. English Language Proficiency**

*To be evaluated through the Office of the University Registrar*

### **Applicable to all admission categories**

All applicants must meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan University's Academic Calendar or online at MacEwan.ca/ELP (<https://MacEwan.ca/ELP/>).