

# Human Services Associate

Program Number: 10-520-3

## Associate in Applied Science Degree

Human Services Program Cluster

Center for Human and Protective Services

Program offered at Downtown Education Center, Madison

For information call: (608) 245-5888 or  
(800) 322-6282 Ext. 5888

## About the Program

The Human Services Associate program trains people to provide information, support, care and advocacy in a human service agency. Students acquire the skills needed to work with individuals, groups and communities. They learn to work with people of diverse racial, ethnic and cultural backgrounds.

General education courses included in the program teach students to better understand social problems. During the second year of the program, students have a fieldwork placement in a human service agency. Travel to fieldwork sites is necessary and is the student's responsibility. A Caregiver Background Check is required for fieldwork placements.

Some of the aptitudes and interests that are essential for human service students include emotional stability and maturity, an interest in working with people, and an appreciation of cultural diversity.

The Human Services Associate program is accredited by the State of Wisconsin Department of Licensing and Regulation as a training program for Substance Abuse Counselors. The Human Services Associate program is also accredited by the National Counsel on Standards in Human Services Education

## Unique Requirements for Admission

High school diploma or GED/HSED with a grade point average of 2.0 or equivalent or satisfactory completion of 12 college credits. A COMPASS Reading score of 75 or higher, or an ASSET Reading score of 39 or higher, is required for the following first semester courses: Intro to Human Services, 10-520-105; Orientation to Human Services Populations, 10-520-106; and Interviewing, 10-520-117.

Prior to taking 10-520-139 Human Services Agency Experience 1, students will be required to complete a Background Information Disclosure and Criminal History Check (CHC) prior to placement in a human services agency. Information obtained from the CHC may affect the ability to secure a fieldwork placement and the ability to find employment after graduation.

## Unique Requirements for Graduation

Students must achieve at least a 2.0 (C) grade in all program core courses and an overall 2.0 (C) grade point average.

## Curriculum

### FIRST YEAR

First Semester		Credits	Hrs/week Lec-Lab
10-520-105	Introduction to Human Services $\Delta$	3	3-0
10-520-106	Orientation to Human Services Populations $\Delta$	3	3-0
10-520-117	Interviewing $\Delta$	3	3-0
10-520-135	Issues in Alcohol and Other Drug Abuse $\Delta$	3	3-0
10-801-195	Written Communication OR	3	3-0
20-801-201	English 1*	(3)	(3-0)
10-809-199	Psychology of Human Relations OR	3	3-0
20-809-231	Introduction to Psychology*	(3)	(3-0)
<b>Semester Total</b>		<b>18</b>	

### Second Semester

10-520-116	Group Work Skills $\Delta$	3	3-0
10-520-130	Social Change Skills $\Delta$	3	3-0
10-801-197	Technical Reporting OR	3	3-0
20-801-202	English 2*	(3)	(3-0)
10-804-106	Intro to College Math OR	3	3-0
20-804-201	Intermediate Algebra*	(3)	(3-0)
10-809-197	Contemporary American Society OR	3	3-0
20-809-203	Introduction to Sociology*	(3)	(3-0)
10-520-136	Counseling Alcoholics and Other Drug Abusers OR	3	3-0
10-520-141	Introduction to Community Mental Health	(3)	(3-0)
<b>Semester Total</b>		<b>18</b>	

### SECOND YEAR

#### First Semester

10-520-139	Human Services Agency Experience 1 $\Delta$ **	4	0-16
10-520-157	Human Services Counseling Skills $\Delta$	3	3-0
10-520-188	Human Services Experience Conference 1 $\Delta$ **	3	3-0
10-809-188	Developmental Psychology OR	3	3-0
10-809-127	Human Development OR	(3)	(3-0)
20-809-233	Developmental Psychology* $\Delta$	(3)	(3-0)
Elective		3	E
<b>Semester Total</b>		<b>16</b>	

#### Second Semester

10-520-120	Community Service Agencies $\Delta$ **	3	3-0
10-520-140	Human Services Agency Experience 2 $\Delta$ **	5	0-20
10-520-189	Human Services Experience Conference 2 $\Delta$ **	3	3-0
10-809-195	Economics OR	3	3-0
20-809-211	Macro-Economics*	(3)	(3-0)
Elective		3	E
<b>Semester Total</b>		<b>17</b>	

\*College transfer equivalent courses.

$\Delta$ Prerequisites required; consult department office.

\*\*Corequisites: courses must be taken at the same time.

*Note: Students are placed in English or mathematics courses based on their scores on the COMPASS or ASSET test or on completion of the appropriate prerequisite/s. A COMPASS Reading score of 75 or higher, or an ASSET Reading score of 39 or higher, is required for the following first semester courses: Intro to Human Services, 10-520-105; Orientation to Human Services Populations, 10-520-106; and Interviewing, 10-520-117.*



## Program Courses

### Human Services Associate Course Prerequisites

Students enrolling in the courses identified within this program must meet the following requirements: High school diploma or GED/HSED with a grade point average of 2.0 or equivalent. A COMPASS Reading score of 75 or higher, or an ASSET Reading Score of 39 or higher is required for the following first semester courses: Intro to Human Services, 10-520-105; Orientation to Human Services Populations, 10-520-106 and Interviewing, 10-520-117.

**10-520-105 Introduction to Human Services 3 credits**  
Examines the scope, values and principles of the human service profession. Introduces the typical roles and duties of human service workers. Students assess their own motivations, attitudes and interests. In addition to the regular classroom hours, 45 hours of volunteer work in a community human services agency are required. Prerequisites: Human Services Associate course prerequisites.

**10-520-106 Orientation to Human Services Populations 3 credits**  
Introduces social problems that contribute to the dysfunction of individuals, groups, families and communities. Addresses problems, needs, conditions and events that bring people to human service organizations. Prerequisites: Human Services Associate course prerequisites.

**10-520-116 Group Work Skills 3 credits**  
Covers skills needed to organize, facilitate and participate in groups. Through reading and experiential exercises, students learn about group process, stages of group development, leadership styles, their own behavior in a group and the types of groups used in human services work. Prerequisite: 10-520-117.

**10-520-117 Interviewing 3 credits**  
Students learn principles and techniques needed to conduct informational and supportive interviews. Students practice interviewing skills during class. Prerequisites: Human Services Associate course prerequisites.

**10-520-120 Community Service Agencies 3 credits**  
Focuses on characteristics and functions of human services organizations and the roles of human service workers in those organizations. Covers organizational skills of assessment, planning, budgeting, grant writing, evaluation and consulting. Prerequisite: 10-520-105, 10-520-139, 10-520-188 and concurrent enrollment in 10-520-140 and 10-520-189.

**10-520-130 Social Change Skills 3 credits**  
Introduces principles and strategies of planned change and the role of human services workers as community organizers. Covers how consumers affected by a social problem can clearly define an issue, set a goal and organize to bring about social change. Prerequisite: 10-520-106.

**10-520-135 Issues in Alcohol and Other Drug Abuse 3 credits**  
Provides students with a basic understanding of the use and abuse of alcohol and other drugs. Emphasizes historical and social perspectives on drug use, trends of use and legal and social responses to illicit drug use. Additionally, this course provides an accurate description of the effects of psychoactive drugs, identifies methods of substance abuse treatment and introduces the student to local treatment services. Prerequisites: Human Services Associate course prerequisites.

**10-520-136 Counseling Alcoholics and Other Drug Abusers 3 credits**  
Trains students in basic listening and responding skills, familiarizes students with the 12 core functions performed by AODA counselors (screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, reports, record keeping and consultation) and provides a structured learning environment in which students can develop skills in these core functions.

**10-520-139 Human Services Agency Experience 1 4 credits**  
Students develop skills as human services workers by working directly or indirectly with clients in community agencies 16 hours per week. An agency supervisor and a faculty member closely supervise students. The human services staff makes field placement assignments. Prerequisites: 10-520-105, 10-520-116, 10-520-117 and concurrent enrollment in 10-520-188.

**10-520-140 Human Services Agency Experience 2 5 credits**  
Students continue their on-the-job training in community agencies for 20 hours per week. By the end of the course, students have the skills of an entry-level human services worker. Prerequisites: 10-520-139 and 10-520-188, and concurrent enrollment in 10-520-120 and 10-520-189.

**10-520-157 Human Services Counseling Skills 3 credits**  
Introduces basic concepts of ego counseling, Rogerian counseling, transactional analysis, rational-emotive therapy, reality therapy, narrative therapy and solution focused therapy. Covers how counseling theories identify and define problems, explain personality development and treat problem situations. Prerequisites: 10-520-116 and 10-520-117.

**10-520-188 Human Services Experience Conference 1 3 credits**  
A small-group seminar designed as a companion/supportive course to the agency experience. Relates theory and principles of practice to agency field-study experience. Students learn to develop supportive relationships with clients and apply the values of confidentiality and client self-determination. They learn how their values and personal experiences affect their work with clients. Prerequisites: 10-520-105, 10-520-116, 10-520-117 and concurrent enrollment in 10-520-139.

**10-520-189 Human Services Experience Conference 2 3 credits**  
Students develop skills specific to their fieldwork placement and complete a major project for their fieldwork agency. Taken concurrently with 10-520-120 and 10-520-140. Prerequisites: 10-520-139 and 10-520-188.

### Recommended Electives

10-520-141 Introduction to Community Mental Health 3 credits

10-520-150 Alcohol and other Drug Abuse – Special Populations 3 credits

## Career Potential:

- Case Aide
- Case Manager
- Community Support Worker
- Counselor
- Income Maintenance Worker
- Information and Referral Specialist
- Intake Worker
- Outreach Worker
- Prevention Worker
- Resident Manager
- Social Services Assistant
- Volunteer Coordinator

With additional education and/or work experience, graduates may find employment as:

- Alcohol and Other Drug Abuse Counselors
- Program Directors
- Social Workers
- Supervisors

*More detailed and updated information on this program may be available at: [matcmadison.edu](http://matcmadison.edu). The college reserves the right to make changes in the regulations and courses announced in this publication without notice.*

*Madison Area Technical College provides equal opportunity in education and employment.*

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