

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 Regulation and Licensing 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 80 or higher and an e-Write score of 6 or higher with a Writing score of 46-68 or an e-Write score of 5 with a Writing score of 69-99 are 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 Wisconsin Criminal History Background Check (CHBC) 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

The courses listed below outline the requirements for graduation for students entering this program in the 2011-2012 academic year. Requirements for graduation may vary depending on the semester in which a student is admitted to their program.

Current/continuing students should consult their degree progress report available through their student center (myMadisonCollege) account for specific graduation requirements. Program requirements are subject to change.

FIRST YEAR

First Semester	Credits	Hrs/week Lec-Lab
10-520-105 Introduction to Human Services Δ	3	3-0
10-520-106 Orientation to Human Services Populations Δ	3	3-0
10-520-117 Interviewing Δ †	3	3-0
10-520-135 Issues in Alcohol and Other Drug Abuse Δ †	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)
Semester Total	18	

Second Semester

10-520-116 Group Work Skills Δ †	3	3-0
10-520-130 Social Change Skills Δ	3	3-0
10-801-197 Technical Reporting OR	3	3-0
20-801-202 English 2*	(3)	(3-0)
10-804-107 College Math OR	3	4-0
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†	3	3-0
Semester Total	18	

SECOND YEAR

First Semester

10-520-139 Human Services Agency Experience 1 Δ **	4	0-16
10-520-157 Human Services Counseling Skills† Δ	3	3-0
10-520-188 Human Services Experience Conference 1 Δ **	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* Δ	(3)	(3-0)
Elective	3	E
Semester Total	16	

Second Semester

10-520-120 Community Service Agencies Δ **	3	3-0
10-520-140 Human Services Agency Experience 2 Δ **	5	0-20
10-520-189 Human Services Experience Conference 2 Δ **	3	3-0
10-809-172 Race, Ethnic & Diversity Studies OR	3	3-0
20-809-217 Race, Class, Gender*	(3)	(3-0)
Elective	3	E
Semester Total	17	

*College transfer equivalent courses.

Δ Prerequisites required; consult department office.

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

†AODA Certification Courses

Note: Students are placed in English or mathematics courses based on their scores on the COMPASS test or on completion of the appropriate prerequisite/s. A COMPASS Reading score of 80 or higher and an e-Write score of 6 or higher with a Writing score of 46-68 or an e-Write score of 5 with a Writing score of 69-99 are 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 80 or higher and an e-Write score of 6 or higher with a Writing score of 46-68 or an e-Write score of 5 with a Writing score of 69-99 are 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

6 elective credits are required for the program and can be any six associate degree or college transfer credits of your choice.

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: madisoncollege.org. 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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