

Human Services: General

Award Type: Certificate of Achievement

The certificate program is for students preparing for or advancing their careers in social services, including those who plan to transfer to a four-year university and pursue a course of studies leading to a masters in social work and licensure as a clinical social worker. Students may go to work in a social services agency upon completing this certificate, or they may use it as a foundation for further study. The general course of study offers future career flexibility because graduates are not committed to a specialty area (such as addiction studies).

The graduate of the Certificate of Achievement in Human Services: General will:

- Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in the general human or social service field. The knowledge and skills that they will possess fall under the following three rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; and (3) Documentation.
- Interpersonal Helping Skills: Graduates will possess interpersonal skills required to engage empathically with clients, develop safe and trusting relationships with them, assess their strengths and problems, and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, nonpossessive warmth, genuineness and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services.
- Ethics and Boundaries: Graduates will be familiar with a professional association's code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be breached. They will demonstrate an understanding of the principles of culturally competent practice.
- Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

Program Requirements

A total of 28 units is required for the certificate.

Required core courses (22 units):

Course Number	Course Title	Units
FCS 131	Life Management	3.0
HUSV 101	Becoming a Helping Professional	3.0
HUSV 102	Case Management of Diverse Clients	3.0
HUSV 103	Basic Counseling Skills	3.0
HUSV 106	Family Systems, Addiction & Trauma	3.0
HUSV 108	Crisis Intervention Skills	3.0
HUSV 120	Human Services (General) Practicum	2.0
	or	
HUSV 170	Concurrent Human Services Practicum	2.0 - 4.0 units
HUSV 121	Human Services (General) Practicum Seminar	2.0

Plus a minimum of 6 units selected from the following:

Course Number	Course Title	Units
HUSV 104	Group Dynamics	3.0
HUSV 107	Serving Culturally Diverse Clients	3.0
HUSV 110	Alcohol, Other Drugs, and Addiction	3.0
	or	
SOC 106	Alcohol, Other Drugs, and Addiction	3.0

	or	
PSY 106	Alcohol, Other Drugs, and Addiction	3.0
PSY 112	Human Sexuality	3.0
PSY 118	Human Development - Lifespan	3.0