

Occupational Certificate: Human Services Technician

Total Number of Credits: 30

Program Description: The Human Services Technician Certificate is designed for students seeking entry-level positions in the human services field. The student will acquire an understanding of the concepts, principles, skills, methods and techniques necessary for a paraprofessional position in social welfare agencies.

Additional Program Requirements:

1. Grade of C or higher in all Core/Career/Occupational courses
2. Grade of C or higher in all specifically designated General Education course requirements.
3. Prospective students should be aware that a MN Human Services background study may be required for the internship.

Career/Occupational Requirements: 22 credits

HSER 1020	Introduction to Human Services	3
HSER 1030	Helping Skills	3
HSER 2000	Techniques of Working with Groups	3
HSER 2030	Working with the Mentally Ill in Human Service Settings	3
HSER 2040	Crisis Assessment and Intervention	3
HSER 2050	Seminar: Current Issues and Topics	3
HSER 2780	Internship I	4

General Education/MnTC Requirements: 7 credits

Goal 1 - Communication: 7 credits

ENGL 1021	Composition I	4
COMM 1051	Intercultural Communication	3

Recommendation: 1 credit

CAPL 1000	Computer Literacy	1
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Associate in Science Degree: Human Services

Total Number of Credits: 64

Program Description: The Human Services program is designed for students interested in the helping professions. A graduate will acquire an understanding of the concepts, principles, skills, methods, and techniques necessary for paraprofessional positions in the human services field. This degree transfers into a Bachelor's degree in Human Services at Metropolitan State University. See a counselor or Human Services program director if planning to pursue a four-year degree.

Additional Program Requirements:

1. Grade of C or higher in all Core/Career/Occupational courses
2. Grade of C or higher in all specifically designated General Education course requirements.
3. Prospective students should be aware that a MN Human Services background study may be required for the internships.

Core/Career/Occupational Requirements: 26 credits

HSER 1020	Introduction to Human Services	3
HSER 1030	Helping Skills	3
HSER 2000	Techniques of Working with Groups	3
HSER 2030	Working with the Mentally Ill in Human Service Settings	3
HSER 2040	Crisis Assessment and Intervention	3
HSER 2050	Seminar: Current Issues and Topics	3
HSER 2780	Internship I	4
HSER 2781	Internship II	4
HSER Electives/Additional Requirements: 8 credits		
HSER 1040	Dynamics of Violence in Contemporary Society	3
HSER 1060	Applied Theories of Family Functioning	3
HSER 1070	Helping Clients With Disabilities	3
HSER 1770	Learning Through Community Service	1-2
HSER 2060	Case Management	2

General Education/MnTC Requirements: 30 credits

Five (5) credits beyond the minimums are needed to reach 30 credits. See MnTC Course list for options

Goal 1 – Communication: 7 credits

ENGL 1021	Composition I	4
COMM 1051	Intercultural Communication	3

Goal 2 - Critical Thinking is automatically fulfilled when all other MnTC goals are complete

Goal 3and/or 4 – Science/Math/Logical Reasoning: 6 credits

Goal 5 - History/Social and Behavioral Sciences: 6 credits

Two courses from two disciplines

Goal 6 - Humanities and Fine Arts: 6 credits

Two courses from two disciplines

Goals 7-10: Three credits in two of these goals (Goal 8 is met by required COMM course)

General Requirements:

1. Certificate: Up to 30 earned college-level credits; one third of credits must be earned at Century College.
AS: At least 64 earned college-level credits (numbered 1000 or above). At least 20 credits must be earned at Century College.
2. Century college-level GPA of 2.0; Required career and occupational courses GPA of 2.0; MnTC GPA of 2.0.
3. A grade of C or higher in ENGL 1021

Assessment: *Assessments are required for all students* before registering for classes. Students may be required to take developmental courses in English, Reading and Mathematics based upon their assessment scores. For important information and exemptions see www.century.edu/futurestudents/assessment.

References to the Minnesota General Education Transfer Curriculum (MnTC): On this guidesheet, notations such as “Goal 1-Communication: 3 credits” are used to refer to the goals of the Minnesota General Education Transfer Curriculum. Refer to the MnTC Course List for the specific courses from which students may choose to fulfill the MnTC requirements of the program, found in the catalog, the Counseling Center and on the Century website. References to “two disciplines” means that a course must be completed from two different categories with in that goal, for example, Psychology and History in Goal 5. Students should be aware that it may be necessary to select additional MnTC credits beyond the minimum required in each goal area, to reach the total MnTC/General Education credits required for their program.

Career Information: Counselors are available in the Counseling and Career Center, Room 2410 West, to assist with educational and career planning. Resources available include career interest and personality inventories and print and web-based occupational and educational information, e.g., occupational descriptions, employment outlook, earnings, education/training requirements and sources. Consult the *GPS LifePlan* link on the Century website for information on these and more resources for your career, work, and educational planning!

Transfer: Some programs are intended primarily for employment preparation rather than transfer to a four-year institution. Some courses may not transfer to a number of four-year colleges. If you are considering the possibility of transfer, you may wish to talk with a counselor or the program instructor before registering to discuss your goals and look at programs designed for transfer. Through an articulation agreement, Metropolitan State University accepts the degree towards their Bachelor of Science degree in Human Services. Consult with program instructor, counselors, and representatives of the colleges you are interested in for clarification.

Time Limit for Meeting Graduation Requirements: See Century College catalog “Graduation” for information.

Academic Petitions: Any exceptions to the program requirements must be petitioned through the Vice President of Academic Affairs.

Important Telephone Numbers: (651 Area Code)

Admission Office	773-1700
Counseling Office	779-3285
Financial Aid Office	779-3305

Program Instructors:

Maureen Shannon	779-3452
Room: 2231 East	
Sheila Gunderson	747-4032
Room: 2231 East	