

**COTC Certificate in**

**Human Services Program -- Family Service Worker Certificate**

<b>Name:</b>	
<b>Social Security Number:</b>	
<b>Advisor:</b>	
Datatel Department Code	<b>HUMFS</b>
COTC Major Number	<b>6340</b>
OBR Subjectcode	<b>440000</b>

1. Courses listed on this Plan of Study may have prerequisites; please see the Course Description Section on the COTC Web Page (COTC Current Students Tabs).
2. Courses highlighted on this Plan of Study are offered only once a year in the Quarter indicated; courses not highlighted on this Plan of Study may or may not be offered more than once per year.
3. COTC Mandatory Placement Policy may require additional courses in Pre-College Studies to assure student success in college course work. Depending upon the student's placement scores, the student may be required to take one or more of the following courses: PCE-1423 Pre-College Reading Skills, PCE-1413 College Success Skills, MTH-1200 Basic Mathematics, or PCE-1400 Basic Writing Skills. Credit for Pre-College Studies courses will count neither for elective credit nor toward meeting minimum credit hour requirements for certificate completion.
4. A student who maintains a minimum of six (6) credit hours per quarter is eligible for financial aid assistance.
5. A grade of "C" (2.00) or better is required for all courses of the certificate and for completion of the certificate.

The Family Service Worker Certificate is available to individuals who complete the identified 19 credit hours plus a 3 credit hour elective of choice for a total of 22 credit hours in a cluster of courses which address the competencies required of Head Start Family Service Workers.

**Course Subject Area  
and Number**

**Course Title**

**Clock Hours**

**Credit Hours**

HUM-5280	Principles of Social Work	4.00	4.00
HUM-5281	Interpersonal Skills	5.00	3.00
HUM-5284	Group Dynamics	5.00	3.00
HUM-5286	Case Management in Human Services	5.00	4.00
HUM-5285	Family Development	3.00	3.00
	Computer Elective	2.00	2.00
	Elective (Choice of Course)	3.00	3.00

The suggested Plan of Study is as follows:

<b>Quarter 1 -- Autumn</b>			<b>Quarter 2 -- Winter</b>			<b>Quarter 3 -- Spring</b>		
HUM-5280	Principles of Social Work	4.00		Elective Course	3.00	HUM-5284	Group Dynamics	3.00
HUM-5281	Interpersonal Skills	3.00		Computer Elective	2.00	HUM-5286	Case Management in Human Services	4.00
	<b>Total</b>	<b>7.00</b>		<b>Total</b>	<b>5.00</b>		<b>Total</b>	<b>7.00</b>
<b>Quarter 4 -- Autumn</b>								
HUM-5303	Family Dynamics & Addiction	3.00						
	<b>Total</b>	<b>3.00</b>						

**TOTAL CREDIT HOURS REQUIRED TO COMPLETE THIS CERTIFICATE:**

**22.00**