

# Human and Social Services Certificate Program

*Division of Social Sciences – Curriculum Code: 3057*

*Will Earn Upon Program Completion: Certificate in Human and Social Services*

## ***Why Major in Human and Social Services?***

To begin a career where you have the satisfaction of helping individuals and communities.

## ***If I major in Human and Social Services, can I transfer to an upper-division college or university?***

This program is designed for immediate employment. However, four-year institutions will apply most or all of your courses toward a bachelor's degree, depending upon their program requirements. Consult your departmental advisor to obtain information about transferability.

## ***Are there any requirements I must satisfy before I start taking course in my major?***

Based on your placement test scores, you may have to take developmental courses in mathematics, English and/or reading before taking courses at the 100 level and above.

## ***How long will it take me to complete this certificate?***

If you do not need developmental coursework and you attend full time, you can complete the certificate in two semesters. Part-time students can complete the program in two years.

## ***Where should I direct specific questions about this program?***

Contact the Division at (973) 877-3250 for referral to a faculty advisor, or call Admissions at (973) 877-3100.

## ***Upon completion of this program, graduates will be able to:***

- ◆ Demonstrate knowledge of the network of agencies and institutions that provide human and social services to individuals, families, and communities, and also their structure, policies, and procedures;
- ◆ Conduct client intake and process client referrals to appropriate support services; and
- ◆ Conduct home visitations and participate in client mentoring projects.

Students must complete Division of Youth and Family Services Para-Professional Training or related program approved by the Social Sciences Division prior to admission to the program.

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<p><b>GENERAL EDUCATION REQUIREMENTS: (6 credits)</b></p> <p><b>Communications (3 credits)</b>  ENG 101 College Composition I 3  ENG 109 Effective Speech 3</p> <p><b>MAJOR COURSE REQUIREMENTS: (21 credits)</b></p> <p>PSY 101 General Psychology 3  PSY 250 Theory and Practice of Counseling &amp; Psychotherapy 3  SOC 101 Introduction to Sociology 3  SOC 111 Helper Theory 3  SOC 121 Social Service Policies and Procedures 3  SOC 228 Human and Social Services Fieldwork I 3  SOC 229 Human and Social Services Internship Seminar I 3</p> <p><b>Total Credits Required for Certificate 27</b></p>	<p><b>RECOMMENDED SEQUENCE OF COURSES:**</b></p> <p><b><u>First Semester</u></b></p> <p>ENG 101 College Composition I 3  ENG 109 Effective Speech 3  PSY 101 General Psychology 3  SOC 101 Introduction to Sociology 3  SOC 111 Helper Theory 3</p> <p><b><u>Second Semester</u></b></p> <p>PSY 250 Theory and Practice of Counseling &amp; Psychotherapy 3  SOC 121 Social Service Policies and Procedures 3  SOC 228 Human and Social Services Fieldwork I 3  SOC 229 Human and Social Services Internship Seminar I 3</p>
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**\*\*NOTE:** This plan assumes the completion of all required developmental courses in reading, writing, and mathematics as well as other pre- and co-requisites for some of the courses, as listed in the Course Descriptions section.