

HUMAN SERVICES TECHNICIAN

2009 – 2010

9 Months – Credits Required for Graduation

Mental Health/Activity Technician: 36

Developmental Disabilities: 36

Child Development: 36

18 Months – Credits Required for Graduation

Optional Associate of Applied Science (A.A.S.) Degree: 72

Youth Offender with Associate of Applied Science Degree: 72

A Career That Touches Lives

Imagine a career where you can truly make a difference in the lives of individuals young and old who rely on the help of others. The Human Service Technician program will prepare graduates for employment in various types of human services environments including development/adjustment training centers, group homes, nursing homes, and daycare centers.

An Unyielding Patience...

Is needed in this particular career. Because the clients may be developmentally disabled, terminally ill, accident victims, or children, the students in this program need the ability to relate to many different individuals. Human services employees are on their feet most of the time, so a high energy level is also important.

Providing a Helping Hand

A human services career means that everyday you will experience the satisfaction and fulfillment that comes from providing care to those who need a helping hand. Based on their interests, students entering this program choose to focus their studies on a particular community of people in need.

Human Services Technician students choose among of the following options:

Activity Technicians/Mental Health providers may work in nursing homes, group homes or assisted living facilities. They organize and implement group or individual activities to promote optimal physical and intellectual health.

Child Development personnel will work or manage such facilities as daycares or preschools. These graduates will provide the daily care of infants, toddlers, and preschool-age children.

Developmental Disabilities graduates will work in developmental/adjustment training centers or group homes. In these settings, they will assist clients with daily functions, activities, and social interaction.

Youth Offender is for those in the developmental disabilities program who wish to focus their second year of study and training toward the challenging and rewarding area of youth offenders. Graduates will work in the fields of court services, probation, or other programs that serve the needs of youth placed out of their homes or communities due to behavioral concerns.

Recommended Background Courses

Although not required, the following courses would be beneficial to this course of study prior to attending Lake Area Technical Institute: Psychology, Sociology, Communications, Health and English.

Courses for Mental Health/Activity Technician, Developmental Disabilities, and First Year Youth Offender

AC 100 – Applied Communications (1 credit)

AED 100 – Automated External Defibrillator (.5 credit)

■ CIS 102 – Windows Applications for Technicians (3 credits)

HAZ 100 – Hazardous Materials (.5 credit)

HST 101 – Orientation to Human Services (1 credit)

HST 119 – Group Techniques (1 credit)

HST 127 – Personal Care Assistant (Nutritional Diets) (2 credits)
HST 132 – Sexual Offending and People with Disabilities (2 credits)
HST 136 – Medication Administration for Unauthorized Personnel (.5 credit)
HST 137 – Families (2 credits)
HST 138 – Mental Health Seminar (1 credit)
HST 139 – Death and Dying (1 credit)
HST 143 – Developmental Disabilities (2.5 credits)
HST 146 – Disabilities Seminar (1 credit)
HST 149 – Behavior Habilitation Training (3 credits)
HST 159 – Diversity Studies (2 credits)
HST 160 – Clinical Experience (2 credits)
HST 164 – Program Planning (2 credits)
HST 165 – Selected Topics in Abnormal Psychology (1 credit)
HST 201 – OJT in the Developmental Disabilities Setting (2.5 credits)
HST 203 – OJT in the Mental Health Setting (2.5 credits)
MA 115 – Medical Terminology (1.5 credits)
OTA 160 – Beginning Sign Language (1 credit)
PSYC 101 – General Psychology (3 credits)

Courses for Child Development

AC 100 – Applied Communications (1 credit)

AED 100 – Automated External Defibrillator (.5 credit)

■ CIS 102 – Windows Applications for Technicians (3 credits)

HAZ 100 – Hazardous Materials (.5 credit)

HST 101 – Orientation to Human Services (1 credit)

HST 108 – Guiding Children's Behavior (2 credits)

HST 114 – Literature, Creativity, and Imagination (3 credits)

HST 116 – Educare of Infants and Toddlers (2 credits)

HST 125 – On-The-Job Training I (2.5 credits)

HST 129 – Lesson Planning and the Early Child Curriculum (4 credits)

HST 131 – Health, Safety, and Nutrition (3 credits)

HST 134 – Child Growth and Development (2 credits)

HST 137 – Families (2 credits)

HST 141 – Children with Special Needs (1.5 credits)

HST 156 – On-The-Job Training II (2.5 credits)

HST 159 – Diversity Studies (2 credits)

PSYC 100 – Human Relations (3 credits)

Additional Courses for Associate of Applied Science Degree

All Options

BUS 170 – Human Resource Management (3 credits)

BUS 220 – Personal Finance (3 credits)

ENGL 101 – Composition (3 credits)

HST 173 – Special Topics in Human Services (1 credit)

HST 177 – Ethics and Issues in Human Services (2 credits)

HST 188 – Chemical Dependency (3 credits)

MATH 100 – Applied General Math (3 credits)

SOC 100 – Introduction to Sociology (3 credits)

SPCM 101 – Fundamentals of Speech (3 credits)

Additional Courses for Associate of Applied Science Degree

Mental Health/Activity Technician and Development Disabilities

HST 176 – Casework Skills and Resources (3 credits)

PSYC 251 – Abnormal Psychology (3 credits)

Selected electives from Business Division (6 credits)

Additional Courses for Associate of Applied Science Degree

Child Development

ACCT 210 – Principles of Accounting I (3 credits)

HST 138 – Mental Health Seminar (1 credit)

or HST 146 – Disabilities Seminar (1 credit)

HST 165 – Selected Topics in Abnormal Psychology (1 credit)

OTA 160 – Beginning Sign Language (1 credit)

Selected Electives from Business Division or HST Courses (6 credits)

Additional Courses for Associate of Applied Science Degree

Youth Offender

HST 176 – Casework Skills and Resources (3 credits)

HST 179 – Introduction to Criminal Justice (3 credits)

HST 183 – Juvenile Delinquency (3 credits)

PSYC 251 – Abnormal Psychology (3 credits)

COURSE DESCRIPTIONS

AC 100 – Applied Communications (1 credit) Designed to improve students' speaking, writing, and listening skills as well as fundamentals of applying for and obtaining employment.

AED 100 – Automated External Defibrillator (.5 credit) To prepare individuals in the workplace to provide care for breathing emergencies, perform cardiopulmonary resuscitation (CPR), and use an automated external defibrillator (AED) for victims of sudden cardiac arrest.

ACCT 210 – Principles of Accounting I (3 credits) Basic accounting principles and practices for service and merchandising businesses.

BUS 170 – Human Resource Management (3 credits) Provides a comprehensive understanding of what effective firms in competitive environments are doing to manage their human resources successfully.

BUS 220 – Personal Finance (3 credits) The emphasis is on development of money management and investment skills to enable the individual to lead an economically satisfying life and gain a secure retirement. Participation in a nation-wide investment contest is part of the course.

■ **CIS 102 – Windows Applications for Technicians Applications (3 credits)** Using a Windows-based microcomputer and related software, you will gain an understanding and basic operational knowledge about the Windows XP operating system, Microsoft Office word processing, and spreadsheets, presentation software, and publishing software.

ENGL 101 – Composition (3 credits) This course concentrates on all phases of the writing/communication process. Prewriting, drafting, revising, and editing are used to help students develop clear, concise, and unified writing styles that will serve them well in their chosen career areas.

HAZ 100 – Hazardous Materials Safety (.5 credit) Covers identifying types of hazardous material, demonstrating personal protective equipment, and identifying blood borne pathogens.

HST 101 – Orientation to Human Services (1 credit) Provides an introduction to the philosophy of human services, the various professions involved in Human Services.

HST 108 – Guiding Children's Behavior (2 credits) Emphasis is on using positive discipline, setting limits, guides to speech and action, and developing self-control.

HST 114 – Literature, Creativity, and Imagination (3 credits) Development of preschool activity file. Materials and activities to include selecting stories, making flannel board characters and puppets, and exploring art activities.

HST 116 – Educare of Infants and Toddlers (2 credits) Development of activities that promote learning in infants and toddlers. An infant-toddler activity file is built.

HST 119 – Group Techniques (1 credit) Various styles of group leadership will be discussed as well as group dynamics and processes.

HST 125 – On-the-Job Training I (2.5 credits) Actual experience working with children at various sites.

HST 127 – Personal Care Assistant (Nutritional diets) (2 credits) The student will learn to care for physical, emotional, social, and safety needs of the elderly. Taught under the federal guidelines according to the OBRA laws.

HST 129 – Lesson Planning and the Early Child Curriculum (3 credits) Instruction in planning educational units for young children, preparation of materials for use with children that are developmentally appropriate. Emphasis on dramatic play, water play, science in the preschool, pre-math activities, and modeling materials.

HST 131 – Health, Safety, and Nutrition (3 credits) Basic nutritional needs of infants, toddlers, and preschoolers. Development of activities, materials and recipes for snacks, meals and special occasions.

HST 132 – Sexual Offending and People with Disabilities (2 credits) Provides a general overview of why people with disabilities might sexually offend, general offender behaviors and techniques for working with sexual offenders.

HST 134 – Child Growth and Development (2 credits) Infants, toddlers, preschool and school-age children are studied with emphasis on their emotional, social, intellectual and physical development.

HST 136 – Medication Administration for Unauthorized Personnel (.5 credit) Introduces the student to the pharmacology standards, terminology, and the different types of medication they will be assisting with.

HST 137 – Families (2 credits) Make up of families in today's society and ways to work with parents.

HST 138 – Mental Health Seminar (1 credit) A variety of topics within the field of Mental Health will be studied in depth.

HST 139 – Death and Dying (1 credit) The student will become aware of the attitudes toward death.

HST 141 – Children with Special Needs (2 credits) The study of children with special needs, their strengths and weaknesses.

HST 143 – Developmental Disabilities (2.5 credits) Discusses types, causes, and classifications of disabilities as well as the sexual needs of these individuals.

HST 146 – Disabilities Seminar (1 credit) A variety of topics within the field of disabilities will be studied in depth.

HST 149 – Behavior Support Training (3 credits) Provides students with behavior skills techniques.

HST 156 – On-the-Job Training II (2.5 credits) Actual experience working with children at various sites.

HST 159 – Diversity Studies (2 credits) Study of various cultures and differences to help assist people of minority backgrounds.

HST 160 – Clinical Experience (2 credits) The student will spend one week at four different clinic sites for "hands-on" experience.

HST 164 – Program Planning (2 credits) Presents various methods of developing program plans.

HST 165 – Selected Topics in Abnormal Psychology (1 credit) A self-directed study course on pre-selected topics. This course will utilize the e-learning system to view videos and complete assignments for each topic.

HST 173 – Special Topics in Human Services (1 credit) Current events and topics of special interest to the student will be researched and presented.

HST 176 – Casework Skills and Resources (3 credits) Students will be exposed to the process of written documentation, reporting procedure, program planning, quality assurance, investigations, as well as other areas.

HST 177 – Ethics and Issues in Human Services (2 credits) Topics covered will include confidentiality, ethical treatment, rights and responsibilities, appropriate care, professional liability, and any other topics relating ethical behaviors in the field of human services.

HST 179 – Introduction to Criminal Justice (3 credits) Explores the roles and responsibilities of various agencies involved in the field of law enforcement and corrections.

HST 183 – Juvenile Delinquency (3 credits) Introduces the student to challenges facing adolescents in today's world and the potential outcomes when there is a lack of support in the home and community.

HST 188 – Chemical Dependency (3 credits) Study of the addiction process and what part chemical dependency plays in the criminal justice system.

HST 189 – On-The-Job Training III (3 credits) Continuing experience working with children at various sites.

HST 201 – On-the-Job Training in the Developmental Disabilities Setting (2.5 credits) Four-week on-the-job training will provide opportunities to implement learned theories into day-to-day experiences.

HST 203 – On-the-Job Training in the Mental Health Setting (2.5 credits) Four-week on-the-job training will provide opportunities to implement learned theories into day-to-day experiences.

MA 115 – Medical Terminology (1.5 credits) Spelling, building words using prefixes, suffixes, roots, and combining forms, defining and recognizing words used in the health field.

MATH 100 – Applied General Math (3 credits) Emphasis on the ability to understand and apply math skills to solve problems in the world of work.

OTA 160 – Beginning Sign Language (1 credit) Introduction to signed exact English. Students will learn words and use them to communicate.

PSYC 100 – Psychology of Human Relations (3 credits) This course is designed to help a student recognize the importance of adjusting and getting along as a member of a working team. It will examine the role personality plays in the work environment and the personal qualities, interpersonal skills, and values that employers are looking for.

PSYC 101 – General Psychology (3 credits) This course is an introduction survey of the field of psychology with consideration of the biological bases of behavior, sensory and perceptual processes, learning and memory, human growth and development, social behavior, and normal and abnormal behavior.

PSYC 251 – Abnormal Psychology (3 credits) A comprehensive study of abnormal personality behavior. Detailed examination of the origin, symptoms and treatment of psychological disorders.

SOC 100 – Introduction to Sociology (3 credits) Comprehensive study of society, with analysis of group life, and other forces shaping human behavior.

SPCM 101 – Oral Communications (3 credits) Introduces the study of speech fundamentals and critical thinking through frequent public speaking practice, including setting, purpose, audience, and subject.

Electives (6 credits) Selected electives from Business Division or HST courses

■ **Students who transfer in two credits in computer science will take CSC 101 – Computer Essentials for 1 credit.**