Getting Started

Requirements:

- Bilingual skills in English and Spanish, as determined by assessment
- Basic computer skills, as determined by assessment
- Personal interview
- Academic Writing course (strongly recommended)

For more information:

Visit us at the
Madison College—South Campus
2238 S. Park St.
Madison, WI 53713

Call (608) 243-4200
or (608) 246-6458

Email:
dcr@matcmadison.edu

matcmadison.edu/dcr/
Human Services

Benefits

The bilingual short-term certificate in Human Services is designed to meet the increasing demand for social and human service assistants.

- Develop skills to better serve people and become more effective
- Build interpersonal and interviewing skills
- Build an educational foundation to prepare you for future possibilities

Curriculum

10-520-105 Introduction to Human Services 3 credits
Examines the scope, values and principles of the human service profession. Introduces the typical roles and duties of human service workers. Students assess their own motivations, attitudes and interests.

In addition to the regular classroom hours, 45 hours of volunteer work in a community human services agency are required.

10-520-106 Orientation to Human Services Populations 3 credits
Introduces social problems that contribute to the dysfunction of individuals, groups, families and communities. Addresses problems, needs, conditions and events that bring people to human service organizations.

10-520-117 Interviewing 3 credits
Students learn principles and techniques needed to conduct informational and supportive interviews. Students practice interviewing skills during class.

10-103-135 Windows XP 1 credit (or completion of other credit computer class)
Introduces the Windows XP operating system: work with common elements (windows, menus, toolbars, panes, dialog boxes and Help), use accessory programs, manage files/folders using My Computer and Explorer, customize using the Control Panel and maintain the computer.

“The miracle is not that we do this work, but that we are happy to do it.”

Service to Humanity: Mother Teresa of Calcutta