

Social/Human Services Assistant

COURSES & HOURS

KOFC 0110 Beginning Keyboarding	12
KOFC 0115 Beginning Skill Building	50
KOFC 0140 Comp. Concepts/Windows	45
KOFC 0150 Cust. Service/Life Skills	60
KOFC 0170 Word Proc. (MS Word)	35
KOFC 0200 Spreadsheets (MS Excel)	35
KSSA 0100 Ethics in Social Work	60
KSSA 0200 Human Behavior Observa.	60
KOFC 0290 Employment Workshop	15

Total Program Hours 372

This program is designed for people interested in giving to the community by assisting professionals with their clients in social service settings. With a focus on entry-level case management, students learn how to work in a team environment with professionals from a wide variety of fields such as psychology, rehabilitation, corrections, and/or social work. Due to the demand for skilled assistants, the program was developed with the help of representatives from government and private agencies who are looking to hire graduates.

Occupations in this Area

For state and national occupation information, visit <http://online.onetcenter.org/find/> and enter the following O*Net code(s):

- 21-1093.00 Social and Human Services Assistant

QUICK FACTS

Location:
South City

Program Hours:
372

Application Fee:
\$40.00

Total Tuition:
\$651.00

Total Lab Fee:
\$30.00

Books/Supplies:
\$385.00

Financial Aid:
VA

Information current at time of printing.