The Allan Hancock Joint Community College District is committed to the active promotion of diversity and equal access and opportunities to all staff, students, and applicants, including qualified members of underrepresented/protected groups. The college assures that no person shall be discriminated against because of race, color, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a Vietnam-era veteran, marital status, or sexual orientation.

Allan Hancock College will provide, upon request, alternate translation of its general information documents in large print, Braille, e-text etc. Please call (805) 922-6966 ext. 3788.
MISSION OF THE COLLEGE

Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural and economic vitality of our diverse community.

2014-15 CATALOG ADDENDUM

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NOTE: All changes and additions are underlined.
COURSE INFORMATION

Students should familiarize themselves with the information given below about the course descriptions. Courses are listed alphabetically. Each course is designated by a prefix and number. A descriptive title and the unit value follow the course number. The semester in which the course is usually offered is noted at the end of the course description following the grading option. See the key at the end of this section.

Numbering System: Courses numbered 100-199 are baccalaureate-level courses and will transfer to the California State University system and other four-year institutions. Please note that some of these courses would not be appropriate for specific majors or for the general education requirements for graduation. Students should check the current catalog of the institution of transfer to determine which courses are appropriate.

Courses numbered 300-399 are intended for certificate and associate degree programs. In some cases, with special arrangements, they may be acceptable for transfer to some four-year universities.

Courses numbered 400-499 are primarily vocational credit courses that are not applicable to the associate degree programs and do not transfer to four-year institutions.

Courses numbered 500-599 are college preparatory in nature and are not applicable to the associate degree programs and do not transfer to four-year institutions.

Cooperative Work Experience (149/302): Cooperative Work Experience courses provide on-the-job learning related to a student's educational or occupational goals, and are offered by numerous disciplines. See "Cooperative Work Experience" for a more complete description.

Experimental Courses (179, 379, 479, 579): Formerly known as "Workshop," these courses are designed in specific disciplines to test new curriculum before adopting it as part of an academic program. See "Experimental Courses" for a more complete description of the concept.

Independent Projects (189/389): These courses are academic opportunities for students who are capable of independent work and who demonstrate the need or desire for additional study beyond the regular curriculum. See "Independent Projects" for a more complete description of the concept.

Special Topics Courses (199/399/499/599): Formerly known as "Institutes" or "Topics In," these courses are designed to meet specific and unique curriculum need within the college's service area. These courses address a specific topic relating to a discipline and are not offered on a regular cycle (not within a two-year period). These courses are not included in any major core.

Acceptable for Credit: This designation identifies the course and unit transferability to the CSU and UC systems.

CSU - accepted towards graduation at all California State University campuses.

UC - accepted towards graduation at all University of California campuses.

UC – CL (Credit Limitation) - limited number of units accepted towards graduation at all University of California campuses.

UC–DAT (Determined After Transfer) - acceptance towards graduation at the UC campus is determined after the student has transferred. Course units may not be applied for the UC 60-unit admission requirement.

Course Repeatability: Effective fall 2013 only certain courses can be designated repeatable. Courses so designated will provide for increasing competency levels of performance in intercollegiate athletics, preparation for a bachelor's degree in specific majors, or preparation for non-athletic intercollegiate or vocational competitions. Please check this catalog for identification of course repeatability.

Course Requirements: Course descriptions include skill requirements or recommended levels of preparation as follows:

Prerequisite: A prerequisite is a course (or equivalent skills or prior experience) that a student must complete with a grade of “C” or better (or possess) before enrolling in a more advanced course. A prerequisite is a course needed before a student may register for a subsequent course. If a student believes the prerequisite has been met by other means, an appeal for prerequisite equivalency can be filed with the dean of counseling and matriculation. Deadlines for submission of an appeal are printed in the Prerequisites, Corequisites and Advisories link on myHancock at http://www.hancockcollege.edu/Default.asp?Page=501.

Corequisite: A corequisite is a course that must be taken prior to or at the same time the student is enrolling in the desired course. Deadlines for submission of an appeal are printed in the Prerequisites, Corequisites and Advisories link on myHancock at http://www.hancockcollege.edu/Default.asp?Page=501.

Advisory: An advisory is a course that a student is encouraged, but not required, to take before enrolling in a more advanced course. The advisory course will, in all likelihood, enhance a student’s learning in the advanced course.

Limitation on enrollment: Enrollment is subject to limitations based on reasons of:

1. health and safety; or

2. in cases of intercollegiate competition or public performance courses, allocation of available seats to those students judged most qualified and providing such courses are not core requirements for a major or a general education requirement for which there is no other course available; or one or more sections of a course are limited to a cohort of students when other sections of the same course are available for open enrollment.

To Be Arranged (TBA) Courses: Some courses have “to be arranged” (TBA) components and/or may be offered via distance learning (DL). TBA components require participation in a minimum number of hours each week (for semester length courses), or minimum number of hours each day (for shorter terms), in addition to the scheduled days and times designated in the schedule of classes. Regular participation is required of all students in courses with TBA components and/or classes offered via distance learning. For detailed information about participation requirements, visit www.hancockcollege.edu and select the class schedule to search. After finding the course section of interest, click on the blue class CRN for complete details.
Field Trips: Certain courses have field trips scheduled as a regular part of the course. Some of these trips are scheduled for the evening, and some for Saturdays or other days when the college is not usually in session. These trips are scheduled far enough in advance to give the student ample time for planning. Unless specifically advised otherwise, students are responsible for arranging their own transportation to and from the class site. The district assumes no liability or responsibility neither for the transportation nor for any person driving a personal vehicle who is not an agent of the district.

Grading Options:
- P/NP pass/no pass
- GR/P/NP grade or pass/no pass
- GR letter grade only

Travel Courses: The possibility of offering enriched experiences to students through travel in both the United States and in foreign countries has been recognized by the college, and certain courses may be presented as travel classes during vacation time. Any travel class offered is equivalent to the same offering on campus and the student workload and travel expenses is comparable to that on campus. The college assumes no responsibility for travel expenses living costs or incidental expenses incurred by anyone participating in a travel class. Because of enrollment demands, expenses, housing and travel arrangements and other special considerations, travel classes will be offered only when student interest and other factors make them appropriate.

Semester in which a course is usually offered:
- F = fall only
- S = spring only
- W = winter only
- U = summer only
- FS = fall, spring
- SU = spring, summer
- D = contact department
- UF = summer, fall
- F1 = fall, odd years
- F2 = fall, even years
- S1 = spring, odd years
- S2 = spring, even years
- A = as needed
- R = required if the student has not satisfactorily completed all other requirements in the degree or certificate prior to enrolling.

AUTOMOTIVE TECHNOLOGY

AT 334 Automotive Machining 1 4 units
Prerequisite: AT 133
An intensified course in automotive machining, it will emphasize student proficiency in machine operation. Content focuses on technological knowledge and methods used in today's automotive shops. (S) (GR/P/NP)

AT 336 Advanced Automotive Machining 2 4 units
Limitation on enrollment: Must take and pass a lab safety test.
Prerequisite: AT 334
An advanced course focused on precision and performance engine preparation. Topics to be covered include engine components selection, machining and measurement for maximum engine efficiency and output. (F,S) (GR/P/NP)

HUMAN SERVICES

HUSV 120 Human Services (General) Practicum 2 units
Acceptable for credit: CSU
Limitation on Enrollment: Permission of instructor required if student has not satisfactorily completed all other requirements in the degree or certificate prior to enrolling. To participate in Cooperative Work Experience HUSV 120: (1) students must be volunteering or working in the social services or interpersonal helping field, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this course, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. Students enrolled in HUSV 120 may earn 2 units of credit by completing 120 hours of work experience if unpaid or 150 hours if paid.

Provides students practicum/supervised work experience in a social service or interpersonal helping agency or facility (2 units/150 hours required). Permission of instructor is required if the student has not satisfactorily completed all other requirements in the degree or certificate prior to enrolling. (F,S) (GR)

HUSV 121 Human Services (General) Practicum Seminar 2 units
Acceptable for credit: CSU
Provides student with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to Human Services. Designed for the student who is concurrently enrolled in HUSV 120. (F,S) (GR)

HUSV 130 Addiction Studies Practicum 4 units
Acceptable for credit: CSU
Limitation on Enrollment: Permission of instructor required if student has not satisfactorily completed all other requirements in the degree or certificate prior to enrolling. To participate in Cooperative Work Experience HUSV 130: (1) students must be volunteering or working in the addiction treatment field, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this course, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. Students enrolled in HUSV 130 may earn either 4 units of credit by completing 240 hours of work experience if unpaid or 300 hours if paid.

Provides students with a practicum/supervised work experience in an addiction treatment program or facility. Permission of instructor is required if the student has not satisfactorily completed all other requirements in the degree or certificate prior to enrolling. (F,S) (GR)

HUSV 131 Addiction Studies Practicum Seminar 2 units
Acceptable for credit: CSU, UC
Provides student with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to Addiction Services. Designed for the student who is concurrently enrolled in HUSV 130. (F,S) (GR)

HUSV 140 Co-occurring Disorders Practicum 2 units
Acceptable for credit: CSU
Limitation on Enrollment: Permission of instructor required if student has not satisfactorily completed all other requirements in the certificate prior to enrolling. To participate in Cooperative Work Experience HUSV 140: (1) students must volunteer or work in an agency or facility that serves...
clients with co-occurring substance use and mental disorders, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this courses, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. Students enrolled in HUSV 140 may earn two units of credit by completing 120 hours of work experience if unpaid or 150 hours if paid.

Provides students with practicum/supervised work experience in a helping agency or facility that serves clients with co-occurring substance use and mental disorders. Permission of instructor is required if the student has not satisfactorily completed all other requirements in the certificate prior to enrolling. (F,S) (GR)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Acceptable for credit: CSU</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUSV 141</td>
<td>Co-Occurring Disorders Practicum Seminar</td>
<td>2 units</td>
<td></td>
</tr>
<tr>
<td>HUSV 150</td>
<td>Family Studies Practicum</td>
<td>2 units</td>
<td>CSU</td>
</tr>
<tr>
<td>HUSV 151</td>
<td>Family Studies Practicum Seminar</td>
<td>2 units</td>
<td></td>
</tr>
<tr>
<td>HUSV 160</td>
<td>Family Services Worker 2 Practicum Practicum</td>
<td>2 units</td>
<td>CSU</td>
</tr>
</tbody>
</table>

**Limitation on Enrollment:** Permission of instructor required if the student has not satisfactorily completed all other requirements in the certificate prior to enrolling. (F,S) (GR)

HUSV 150 Family Studies Practicum 2 units

Provides students with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to co-occurring disorders. Designed for the student who is concurrently enrolled in HUSV 141. (F,S) (GR)

HUSV 161 Family Services Worker 2 Practicum Seminar 2 units

Provides student with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to family services worker 2. Designed for the student who is concurrently enrolled in HUSV 161. (F,S) (GR)

HUSV 151 Family Studies Practicum Seminar 2 units

Provides students with a seminar format in which to discuss, analyze, and critically evaluate their fieldwork experience in local human services agencies as it relates to family studies. Designed for the student who is concurrently enrolled in HUSV 151. (F,S) (GR)

HUSV 160 Family Services Worker 2 Practicum 2 units

Acceptable for credit: CSU

Limitation on Enrollment: Permission of instructor required if the student has not satisfactorily completed all other requirements in the certificate prior to enrolling. To participate in Cooperative Work Experience HUSV 160: (1) students must be volunteering or working at a job in the social services or interpersonal helping field focusing on the needs of families and children, (2) students must be able to become involved in new or expanded responsibilities on the job if they are using a job at which they are already employed for this courses, (3) the employer must be willing to cooperate with the college in the supervision and evaluation of the student, and (4) the student must attend all coordination/consultation meetings in addition to other work and class responsibilities. Students enrolled in HUSV 160 may earn 2 units of credit by completing 120 hours of work experience if unpaid or 150 hours if paid.

Provides students with practicum/supervised work experience in a social service or interpersonal helping agency or facility focusing on the needs of family and children. Permission of instructor is required if the student has not satisfactorily completed all other requirements in the certificate prior to enrolling. (F,S) (GR)
AUTOMOTIVE TECHNOLOGY: AUTO TUNE-UP AND DIAGNOSTIC PROCEDURES (A.S.)

Designed to prepare the student to enter the automotive service profession as a tune-up and diagnostics specialist.

The graduate of the AS program in auto tune-up and diagnostic procedures will:
- Demonstrate an understanding of the evolving technology in the automotive control systems and the impact the automobile has on our environment.
- Demonstrate the ability to quickly master new techniques and skills as required in the automotive tune-up and diagnostic specialty.
- Demonstrate the ability to effectively communicate verbally and in writing with customers, co-workers and the employer.
- Demonstrate the ability to diagnose problems with the various systems of the automobile using systematic procedures and logical methods.
- Demonstrate the ability to identify what technical specifications are needed, where to find them and how to use them in the course of performing their duties.
- Demonstrate an understanding of the legal and ethical issues encountered in the automotive repair workplace and make responsible decisions.
- Demonstrate the required mechanical skills and the ability to use the trade tools at a level of proficiency that is expected in the profession.
- Demonstrate the use of the proper procedure for dealing with hazards encountered in the automotive repair work place.
- Demonstrate the ability to perform all of the NATEF tasks in each of the core courses in the option or certificate.

A major of 30 units is required for the associate in science degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>AT 100</td>
<td>Automotive Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>AT 303</td>
<td>Automotive Electricity</td>
<td>5</td>
</tr>
<tr>
<td>AT 341</td>
<td>Fuel Injection/Turbocharging</td>
<td>5</td>
</tr>
<tr>
<td>AT 343</td>
<td>Engine Performance Diagnosis</td>
<td>5</td>
</tr>
<tr>
<td>AT 117</td>
<td>Print Reading and Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>AT 133</td>
<td>Automotive Engine Rebuilding</td>
<td>5</td>
</tr>
<tr>
<td>AT 300</td>
<td>Shop Math and Measurement</td>
<td>3</td>
</tr>
<tr>
<td>AT 306</td>
<td>Automotive Air Conditioning Systems</td>
<td>4</td>
</tr>
<tr>
<td>AT 323</td>
<td>Power Trains</td>
<td>5</td>
</tr>
<tr>
<td>AT 324</td>
<td>Automatic Transmissions</td>
<td>5</td>
</tr>
<tr>
<td>AT 334</td>
<td>Automotive Machining 1</td>
<td>4</td>
</tr>
<tr>
<td>AT 344</td>
<td>Automotive Emission Control</td>
<td>4</td>
</tr>
<tr>
<td>AT 389</td>
<td>Independent Projects in Automotive Tech</td>
<td>1-3</td>
</tr>
<tr>
<td>AT 399</td>
<td>Special Topics in Automotive Technology</td>
<td>0.5-3</td>
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</table>

Required core courses (19 units):

Plus a minimum of 11 units from the following

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>AT 300</td>
<td>Shop Math and Measurement</td>
<td>3</td>
</tr>
<tr>
<td>AT 306</td>
<td>Automotive Air Conditioning Systems</td>
<td>4</td>
</tr>
<tr>
<td>AT 323</td>
<td>Power Trains</td>
<td>5</td>
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<tr>
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<td>AT 334</td>
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<td>AT 344</td>
<td>Automotive Emission Control</td>
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<td>AT 399</td>
<td>Special Topics in Automotive Technology</td>
<td>0.5-3</td>
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</tbody>
</table>

AUTOMOTIVE TECHNOLOGY: AUTOMOTIVE CHASSIS (A.S.)

Designed to prepare the student to enter the automotive service profession as a specialist in brake and front end work.

The graduate of the AS program in automotive chassis will:
- Demonstrate an understanding of the science of the automotive drive train systems.
- Demonstrate the ability to use the latest techniques and tools used in servicing the automotive drive train.
- Demonstrate the ability to effectively communicate verbally and in writing with customers, co-workers and the employer.
- Demonstrate the ability to diagnose problems with the various systems of the automobile using systematic procedures and logical methods.
- Demonstrate the ability to identify what technical specifications are needed, where to find them and how to use them in the course of performing their duties.
- Demonstrate an understanding of the legal and ethical issues encountered in the automotive repair workplace and make responsible decisions.
- Demonstrate the required mechanical skills and the ability to use the trade tools at a level of proficiency that is expected in the profession.
- Demonstrate the use of the proper procedure for dealing with hazards encountered in the automotive repair work place.
- Demonstrate the ability to perform all of the NATEF tasks in each of the core courses in the option or certificate.

A major of 30 units is required for the associate in science degree.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
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<th>UNITS</th>
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<tbody>
<tr>
<td>AT 100</td>
<td>Automotive Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>AT 303</td>
<td>Automotive Electricity</td>
<td>5</td>
</tr>
<tr>
<td>AT 313</td>
<td>Automotive Brakes</td>
<td>4</td>
</tr>
<tr>
<td>AT 314</td>
<td>Suspension and Alignment</td>
<td>4</td>
</tr>
<tr>
<td>AT 323</td>
<td>Power Trains</td>
<td>5</td>
</tr>
</tbody>
</table>

Required core courses (22 units):
DEGREES & CERTIFICATES

Plus a minimum of 8 units selected from the following:

AT 117  Print Reading and Interpretation  3
AT 133  Automotive Engine Rebuilding  5
AT 300  Shop Math and Measurement  3
AT 306  Automotive Air Conditioning Systems  4
AT 324  Automatic Transmissions  5
AT 334  Automotive Machining 1  4
AT 341  Fuel Injection/Turbocharging  5
AT 389  Independent Projects in Automotive Tech  1-3
AT 399  Special Topics in Automotive Technology  0.5-3

AUTOMOTIVE TECHNOLOGY: GENERAL TECHNICIAN - TUNE-UP EMISSION CONTROL SPECIALIST (Certificate of Achievement)

Designed to prepare the student to enter the automotive service profession as a general repair technician with an emphasis on tune-up and emissions repair.

The graduate of the certificate program in high-tech general mechanic: tune-up emission control specialist will:

- Demonstrate an understanding of the evolving technology in the automotive control systems.
- Demonstrate the ability to communicate effectively with customers, co-workers and the employer.
- Demonstrate the ability to diagnose problems with the various systems of the automobile using systematic procedures and logical methods.
- Demonstrate the ability to identify what technical specifications are needed, where to find them and how to use them in the course of performing their duties.
- Demonstrate the required mechanical skills and the ability to use the trade tools at a level of proficiency that is expected in the profession.
- Demonstrate the use of the proper procedure for dealing with Hazards encountered in the automotive repair work place.
- Demonstrate the ability to perform all of the NATEF tasks in each of the core courses in the option or certificate.

A total of 30 units is required for the certificate.

COURSE
NUMBER  TITLE

Required core courses (24 units):

AT 100  Automotive Fundamentals  4
AT 133  Automotive Engine Rebuilding  5
AT 303  Automotive Electricity  5
AT 323  Power Trains  5
AT 324  Automatic Transmissions  5

Plus a minimum of 6 units selected from the following:

AT 117  Print Reading and Interpretation  3
AT 300  Shop Math and Measurement  3
AT 306  Automotive Air Conditioning Systems  4
AT 323  Power Trains  5
AT 324  Automatic Transmissions  5
AT 334  Automotive Machining 1  4

AUTOMOTIVE TECHNOLOGY: GENERAL TECHNICIAN - ENGINE, POWER TRAINS SPECIALIST (Certificate of Achievement)

Designed to prepare the student to enter the automotive service profession as a general repair technician with an emphasis on engine and drive train repair.

The graduate of the certificate program in general technician: engine, power trains specialist will:

- Demonstrate an understanding of the automotive drive train systems.
- Demonstrate the ability to communicate effectively with customers, co-workers and the employer.
HUMAN SERVICES: GENERAL
(A.S. & Certificate of Achievement)
The associate degree/certificate program is for students preparing for or advancing their careers in social services, including those who plan to transfer to a four-year university and pursue a course of studies leading to a masters in social work and licensure as a clinical social worker. Students may go to work in a social services agency upon completing this certificate or associate degree, or they may use it as a foundation for further study. The general course of study offers future career flexibility because graduates are not committed to a specialty area (such as addiction studies).

The graduate of the AS or certificate program in human services general will:

- Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in the general human or social service field. The knowledge and skills that they will possess fall under the following three rubrics:
  - Interpersonal Helping Skills: Graduates will possess interpersonal skills required to engage emphatically with clients, develop safe and trusting relationships with them, assess their strengths and problems and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, non-possessive warmth, genuineness and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services.
  - Ethics and Boundaries: Graduates will be familiar with a professional association’s code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be broached. They will demonstrate an understanding of the principles of culturally competent practice.
  - Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

A major of 28 units is required for the associate in science degree and certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
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</table>
| Required core courses (22 units):
  FCS 131 | Life Management | 3 |
  HUSV 101 | Becoming a Helping Professional | 3 |
  HUSV 102 | Case Management of Diverse Clients | 3 |
  HUSV 103 | Basic Counseling Skills | 3 |
  HUSV 106 | Family Systems, Addiction and Trauma | 3 |
  HUSV 108 | Crisis Intervention Strategies | 3 |
  HUSV 120 | Human Services (General) Practicum | 2 |
  or:
  HUSV 170 | Concurrent HUSV Practicum | 2 |
  HUSV 121 | Human Services (General) Practicum, Seminar | 2 |

Plus a minimum of 6 units selected from the following:

- HUSV 104 | Group Dynamics | 3 |
- HUSV 107 | Serving Culturally Diverse Clients | 3 |
- HUSV 110/ |
- SOC 106/ |
- PSY 106 | Alcohol, Drugs, and Addiction | 3 |
- PSY 112 | Human Sexuality | 3 |
- PSY 118 | Human Development-Lifespan | 3 |

HUMAN SERVICES: ADDICTION STUDIES (A.S. & Certificate of Achievement)
This associate degree/certificate program is for students preparing for or advancing their careers in the growing field of drug and alcohol dependency treatment, prevention and education. The certificate program is accredited by the California Association of Alcohol and Drug Education (CAADE) and provides the educational components necessary to become a Certified Addiction Treatment Specialist through CAADE or the California Association of Alcoholism and Drug Abuse Counselors (CAADAC).

The graduate of the AS or certificate program in addiction studies will:

- Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs as addiction counselors or other positions in the addiction treatment and recovery field. The knowledge and skills that they will possess fall under the following four rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; (3) Documentation; and (4) Professional Certification Preparation.

- Interpersonal Helping Skills: Graduates will possess interpersonal skills required to engage empathically with clients who have substance use problems, develop safe and trusting relationships with them, assess their strengths and problems and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, non-possessive warmth, genuineness and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services. They will be skillful in both individual and group counseling contexts.

- Ethics and Boundaries: Graduates will be familiar with a professional association’s code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be broached. They will demonstrate an understanding of the principles of culturally competent practice.

- Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

- Professional Certification Preparation: Graduates will possess the knowledge, skills and attitudes recommended in Technical Assistance Publication 21 (TAP 21, Addiction Counseling Competencies), published by the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration. They will be prepared to successfully pass a written examination leading to certification as an addiction counselor, and they will have completed at least 250 supervised work hours in the addiction treatment field in partial fulfillment of the supervised work experience requirement for certification.

A major of 42 units is required for the associate in science degree and certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
</table>
| Required core courses (39 units):
  FCS 131 | Life Management | 3 |
  HUSV 101 | Becoming a Helping Professional | 3 |
  HUSV 102 | Case Management of Diverse Clients | 3 |
  HUSV 103 | Basic Counseling Skills | 3 |
  HUSV 104 | Group Dynamics | 3 |
  HUSV 106 | Family Systems, Addiction and Trauma | 3 |
  HUSV 108 | Crisis Intervention Strategies | 3 |
The graduate of the certificate program in family studies will:

- Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in the human or social service field that involve families and children. The knowledge and skills that they will possess fall under the following three rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; and (3) Documentation.

- Interpersonal Helping Skills: Graduates will possess interpersonal skills required to engage empathically with clients and their families, develop safe and trusting relationships with them, assess their strengths and problems and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, non-possessive warmth, genuineness and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services.

- Ethics and Boundaries: Graduates will be familiar with a professional association's code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be broached. They will demonstrate an understanding of the principles of culturally competent practice.

- Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

A total of 28 units is required for the certificate.

### HUMAN SERVICES: FAMILY STUDIES

#### (Certificate of Achievement)

This certificate program is designed for individuals who work with or are concerned about families and/or children in contemporary society. Students will receive both a solid grounding in family related issues and practical guidelines and skills necessary for effective interventions. This program of study is especially useful for individuals interested in becoming parenting educators.

The graduate of the certificate program in family studies will:

- Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in the human or social service field that involve families and children. The knowledge and skills that they will possess fall under the following three rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; and (3) Documentation.

- Interpersonal Helping Skills: Graduates will possess interpersonal skills required to engage empathically with clients and their families, develop safe and trusting relationships with them, assess their strengths and problems and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, non-possessive warmth, genuineness and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services.

- Ethics and Boundaries: Graduates will be familiar with a professional association’s code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be broached. They will demonstrate an understanding of the principles of culturally competent practice.

- Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.

### DEGREES & CERTIFICATES

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>HUSV 101</td>
<td>Becoming a Helping Professional</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 102</td>
<td>Case Management of Diverse Clients</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 103</td>
<td>Basic Counseling Skills</td>
<td>3</td>
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### HUMAN SERVICES: CO-OCCURRING DISORDERS (Certificate of Achievement)

This certificate program is designed for students preparing for or advancing their careers in social services, mental health or addiction treatment where it is beneficial to possess knowledge of the special needs of persons with both mental illness and substance use disorders. Persons with co-occurring disorders, also called "dual diagnosis" or "dual disorders," have long been overlooked or underserved by the traditionally separated mental health and addiction treatment fields, but a movement is underway in many agencies, including Santa Barbara County's drug, alcohol and mental health services, resulting in sweeping changes in how all clients and their needs are conceptualized and how services are coordinated and integrated. A certificate in this field will put graduates in the forefront of this movement and may significantly enhance opportunities for employment or promotion.

The graduate of the certificate program in co-occurring disorders will:

- Possess knowledge and skills that will enable them to competently and ethically carry out the duties and responsibilities of jobs in specialized settings with clients who have complex and multiple needs as the result of having one or more substance use disorders and one or more mental disorders occurring together. The knowledge and skills that they will possess fall under the following three rubrics: (1) Interpersonal Helping Skills; (2) Ethics and Boundaries; and (3) Documentation.

- Interpersonal Helping Skills: Graduates will possess interpersonal skills required to engage empathically with clients who have co-occurring disorders, develop safe and trusting relationships with them, assess their strengths and problems and recommend appropriate interventions and/or referrals. They will demonstrate the ability to manifest the core conditions of helping relationships, including empathy, non-possessive warmth, genuineness and congruence. They will recognize the importance of the family and societal contexts in which their clients live and utilize this information in providing helping services. They will understand the importance of, and demonstrate the ability to work as part of, a comprehensive, continuous, integrated system of care.

- Ethics and Boundaries: Graduates will be familiar with a professional association’s code of ethics and demonstrate the ability to behave in accord with it. They will be able to define appropriate professional relationship boundaries and detect when these boundaries are crossed or violated. They will be able to maintain client confidentiality and know the conditions under which confidentiality must be broached. They will demonstrate an understanding of the principles of culturally competent practice.

- Documentation: Graduates will demonstrate the ability to create and maintain appropriate client documentation, including intake notes, service or treatment plans, progress notes, discharge notes and other documentation such as informed consent and release of information forms.
A total of 49 units is required for the certificate.

### Required core courses (46 units):

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>FCS 131</td>
<td>Life Management</td>
<td>3</td>
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<tr>
<td>HUSV 101</td>
<td>Becoming a Helping Professional</td>
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<tr>
<td>HUSV 102</td>
<td>Case Management of Diverse Clients</td>
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</tr>
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<td>HUSV 104</td>
<td>Group Dynamics</td>
<td>3</td>
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<tr>
<td>HUSV 106</td>
<td>Family Systems, Addiction and Trauma</td>
<td>3</td>
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<tr>
<td>HUSV 108</td>
<td>Crisis Intervention Strategies</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 110/</td>
<td>Alcohol, Drugs, and Addiction</td>
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<tr>
<td>SOC 106/</td>
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<tr>
<td>HUSV 106</td>
<td></td>
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<tr>
<td>HUSV 111</td>
<td>Addiction Treatment and Recovery</td>
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<td>HUSV 130</td>
<td>Addiction Studies Practicum</td>
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<td>HUSV 131</td>
<td>Addiction Studies Practicum Seminar</td>
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<tr>
<td>HUSV/PSY 132</td>
<td>Drugs, the Brain and the Body</td>
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<tr>
<td>HUSV 140</td>
<td>Co-occurring Disorders Practicum</td>
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<td>or</td>
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<tr>
<td>HUSV 170</td>
<td>Concurrent HUSV Practicum</td>
<td>2</td>
</tr>
<tr>
<td>HUSV 141</td>
<td>Co-occurring Disorders Practicum Seminar</td>
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Plus a minimum of 3 units selected from the following:

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>FCS/FSN 112</td>
<td>Nutrition, Weight Management, and Eating Disorders</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 107</td>
<td>Serving Culturally Diverse Clients</td>
<td>3</td>
</tr>
<tr>
<td>HUSV 113</td>
<td>Women and Addiction</td>
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### Recommended electives:

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<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>HUSV 122</td>
<td>States of Consciousness</td>
<td>3</td>
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### HUMAN SERVICES: FAMILY SERVICES WORKER 2 (Certificate of Accomplishment)

A total of 7 selected from the following courses is required for the certificate.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>HUSV 106</td>
<td>Family Systems, Addiction and Trauma</td>
<td>3</td>
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<tr>
<td>HUSV 160</td>
<td>Family Services Worker 2 Practicum</td>
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<td>or</td>
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<tr>
<td>HUSV 170</td>
<td>Concurrent HUSV Practicum</td>
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<tr>
<td>HUSV 161</td>
<td>Family Services Worker 2 Practicum Seminar</td>
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