



**2023-2024 Completion Guide**  
**Human Services Professional, Certificate of Completion, Program Code: SS222**  
**ICCB Approved Total Program Hours: 24**

Date: 3/28/23	<i>The following schedule is based on full-time enrollment. Students planning to transfer to a senior institution should check with that institution for specific transfer requirements.</i>
Program Prerequisites	<i>None</i>

**T= Traditional    H = Hybrid    W = Web**

First Semester						
Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
HUS 103	Role of the Advocate	3	T	None	FL, SP, SM	
HUS 104	Case Management	3	T	None	FL, SP	
HUS 105	Advocacy Skills	3	T	None	FL, SP	
HUS 106	Introduction to Addictions	3	T	None	FL, SP	
	<b>Total Semester Hours</b>	<b>12</b>				

Second Semester						
Course	Title	Credit Hours	Mode of Delivery	Prerequisites	Terms offered	Notes
HUS 201	Domestic Violence	3	T,W	None	FL, SP, SM	
HUS 203	Group Dynamics	3	T	None	FL, SP	
HUS 204	Crisis Intervention	3	T	None	FL, SP	
HUS 205	Ethics and Standards in Human Services	3	T	None	FL, SP	
	<b>Total Semester Hours</b>	<b>12</b>				

**Graduation Requirements**

To be awarded a Certificate of Achievement or Certificate of Completion at JJC, each student must meet the following requirements:

1. Satisfy all admission requirements.
2. Complete the courses required to earn the chosen certificate. Complete a minimum of 4-29 credit hours (Certificate of Completion) or 30-50 credit hours (Certificate of Achievement). If the student is a transfer student with coursework taken elsewhere, he/she must complete a minimum of 25% of the total required credit hours applicable to the certificate at JJC. Proficiency test, CLEP, and Advanced Placement do not meet this requirement.
3. Earn a cumulative grade point average of at least 2.0 in the area of concentration. **A 2.75 gpa is required for the Human Services program.**
4. Discharge all financial obligations to the college and have no restrictions.
5. File an application for graduation. An application should be filed at the time of registration for the student's anticipated last semester.
6. Have all official transcripts from other college/universities on file in the Graduation Office by the graduation filing date for evaluation of credit. A delay in the process may result in a later graduation date.

For more information:	<b>Department Chairperson</b>	<b>Program Coordinator</b>	<b>Program Advisor</b>
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