



BERKELEY CITY COLLEGE

2050 Center St., Berkeley, CA 94704; (510) 981-2800; www.peralta.edu

Social Services Paraprofessional Associate in Arts Degree and Certificate of Achievement Programs at Berkeley City College

MERRITT COLLEGE

LANEY COLLEGE

COLLEGE OF ALAMEDA

BERKELEY CITY COLLEGE



PERALTA COMMUNITY COLLEGE DISTRICT

What You Should Know

Welcome to Berkeley City College's Social Services Paraprofessional Program. The program was designed in cooperation with professionals in the field to provide you with the preparation you need for a rewarding career in social services. You may choose from among three areas which are in high demand: Child and Family Services, Gerontology, and California Welfare Programs and Social Services.

Who Takes Social Services Paraprofessional Classes?

- County Social Services Employees
- People Interested in Working in the Social Services Field
- Group Home Counselors
- Rehabilitation Counselors
- Foster Care Agency Professionals

It's Easy to Start

At Berkeley City College, we make it easy for you to learn. Social Services Paraprofessional classes provide theory and active learning activities that simulate everyday experiences in the world of work. You will have the opportunity to explore real life cases in the comfort of the classroom. As part of your classes, you:

- Gain essential tools to assist you in your social services career.
- Apply what you learn to case studies.
- Learn essential and effective communication and case management skills.
- Gain valuable on the job experience.

More Job Opportunities

Berkeley City College's Social Services Paraprofessional Program provides you with a foundation in critical case management skills which lead to entry level positions. Professional growth opportunities are available for employees who wish to advance in their careers. As a social service paraprofessional, you also have the broad field of social services open to you. Train for careers as a:

- Adult and Aging Caseworker
- Adult Protective Services Worker
- Benefits Worker
- Child Protective Services Worker
- Child Support Caseworker
- Child Welfare Worker
- Eligibility Technician
- Employment Counselor
- Family Services Support Worker
- Human Services Worker
- Medical Benefits Worker
- Welfare Eligibility Worker
- Welfare Services Aide

Advancement in this field requires additional experience or a higher level of education. Some of Vista's Social Services Paraprofessional Program courses articulate with baccalaureate programs in related fields.

Salary Levels

Salaries vary depending on the job description. Entry level jobs (no experience) start at \$10-\$12/hour. Jobs which require 1 to 3 years experience start at \$13-\$17/hour. Top Pay Rate for 3+years experience is \$18-\$25/hour

Pay depends on your level of education and work experience. Employee benefits may include medical, dental, vision, paid vacations and holidays, and retirement plans. A standard work week is 40 hours.

Where to Get More Information

Stop by Berkeley City College to register or see a counselor. We're at 2050 Center St. between Shattuck Ave. & Milvia St. Call (510) 981-2870 (voice) or 981-2865 (TTY). Access the college's World Wide Web address at: <http://www.berkeleycitycollege.edu> or www.peralta.edu

A Note for Our International Students

For information regarding enrollment procedures, student visas, and other details, please contact the Office of International Education, Peralta Community College District, 333 E. 8th St., Oakland, CA 94606. Call (510) 466-7380 or e-mail globaled@peralta.edu.

Social Services Paraprofessional Degree and Certificate Program

Our Social Services Paraprofessional Program offers either an associate in arts degree or certificate of achievement. Required courses are:

BUS 201	Business Communications (3)	
	Or	
ENGL 201B*	Preparation for Composition and Reading	3-4
HUSV 101	Case Management in Human Services	2
HUSV 108	Helping Skills for Human Services Paraprofessionals	2
HUSV 109	Diverse Populations in Human Services	2
HUSV 110	Social Services Specializations I	3
HUSV 111	Social Services Specializations II	3
HUSV 112	Seminar for Field Experience in Social Services I	2
HUSV 113	Seminar for Field Experience in Social Services II	2
SOCS 101	Introduction to Social Services	3
	Total Minimum Required Units:**	22-23

Recommended preparation for this program may include:

BUS 215A	Keyboarding	1
CIS 200	Computer Concepts and Applications	1.5
ENGL 201A	Preparation for Composition and Reading	4
ENGL 269D	Foundations in Reading and Writing	6

**A higher level English course may be substituted for this requirement.*

***For the Certificate of Achievement, students must complete the 22-23 unit Core courses.*

For the Associate Degree, students must complete the 22-23 unit Core courses plus 37-38 units of General Education requirements and elective courses.

Academic Credit

Core general education classes for the Associate Degree meet all University of California and California State University transfer requirements. Social Services Paraprofessional classes are transferable as part of General Education transfer requirements. See a counselor for details.

Class Times Fit Your Schedule

Berkeley City College's morning, afternoon, and evening classes fit your busy schedule. Most classes are held at our 2050 Center St. campus in downtown Berkeley.

Community College Fees* and Financial Aid

If you are a California resident, your community college enrollment fee is \$26 per unit.* International and out-of-state students pay \$218 per unit, (includes enrollment fee and Campus Center Use Fee). All non-resident students also pay a \$6 per unit Capital Outlay fee, up to \$144 per year. Pay by money order, credit card, or personal check. Full-time students enrolled in nine or more units also pay \$31 per semester for the AC Transit EasyPass, and a \$1 per semester Student Representation Fee. Financial aid is available. Call (510) 981-2807 or e-mail bcc-finaid@peralta.edu for information.

Hours for Information

8 a.m.-5 p.m., Mon.-Fri.

Call for extended hours for Fall, Spring, and Summer registration periods. Call (510) 981-2800.

How to Reach Berkeley City College

- **By car** take I-80 to University Ave. exit, drive east on University to Milvia. Take a right turn on Milvia, drive south two blocks to Center St., take a left turn on Center St. Parking is available on the street or in the Center Street garage.
- **By BART** take Richmond train to downtown Berkeley station. Exit at downtown Berkeley BART station escalator. Berkeley City College is one-half block west of the Downtown Berkeley BART station.
- **By bus** take AC transit. Call (510) 839-2882 for the route nearest you or connect to www.actransit.org.

**Note that community college enrollment fees are subject to change by the California state legislature.*

Required Courses for the Major

BUS 201, 3 Units

Business Communications

3 hours lecture (GR or P/NP). Recommended preparation: ENGL 267B (or 250D) or 252B or 269B

Effective planning and composition of various types of business communications: Emphasis on style, tone, vocabulary, methodology, and psychology of purposeful and forceful business communications; practical application of principles to letters, memoranda, reports, procedures, manuals, prospectuses, and proposals.

ENGL 201B, 4 Units

Preparation for Composition and Reading

4 hours lecture (GR or P/NP). Prerequisite: ENGL 201A

Continuation of college-level reading and writing of expository prose: Development of college-level reading skills; analysis of texts with an emphasis on non-fiction; expository writing including various modes of developing essays, essay organization; paragraph development; sentence development; and practice in editing/ proofreading.

HUSV 101, 2 Units

Case Management in Human Services

2 hours lecture (GR or P/NP). Acceptable for credit: CSU

Case management skills for the paraprofessional: History of case management; case management concepts, assessment, benefits, service planning and linkage with community agencies, service monitoring, consultation and referral strategies.

HUSV 108, 2 Units

Helping Skills for Human Services Paraprofessionals

2 hours lecture (GR or P/NP). Acceptable for credit: CSU

Helping skills: Building an alliance, effecting change and empowering others within a multicultural society; attending, active listening, demonstrating empathy, assessment and referral; legal and ethical guidelines of the professional helping relationship and scope of practice.

HUSV 109, 2 Units

Diverse Populations in Human Services

2 hours lecture (GR or P/NP). Acceptable for credit: CSU

Working with diverse populations in human services settings: Values, problems, issues, concerns and support needs of special population groups including, but not limited to, age, gender, ethnicity, socioeconomic status, physical or psychiatric disability, sexual orientation, and chemical-dependency characteristics.

HUSV 110, 3 Units

Social Services Specialization I

3 hours lecture (GR or P/NP). Acceptable for credit: CSU

Overview of social services programs: Child and family, adult and aging, and California welfare programs and services; issues of abuse, as well as benefits and eligibility.

HUSV 111, 3 Units

Social Services Specialization II

3 hours lecture (GR or P/NP). Acceptable for credit: CSU

Overview of social services programs: Child and family, adult and aging, and California welfare programs and services, including needs assessment, techniques, and legal and ethical issues.

HUSV 112, 2 Units

Seminar for Field Experience in Social Services I

2 hours lecture (GR or P/NP). Acceptable for credit: CSU

Beginning seminar for field experience in social services: Theoretical foundation for experiential learning in social service settings.

HUSV 113, 2 Units

Seminar for Field Experience in Social Services II

2 hours lecture (GR or P/NP). Prerequisite: HUSV 112. Acceptable for credit: CSU

Continuation of HUSV 112: Theoretical foundation for experiential learning in social service settings.

SOCSC 101, 3 Units

Introduction to Social Services

3 hours lecture (GR or P/NP). Acceptable for credit: UC/CSU

Introduction to social services: Critical exploration of the history, theoretical development, and current issues within the field of social service; characteristics and career of a social service worker; local agencies, diverse populations served, politics and economics of the system, and evaluation of the legal and social issues of the system.

Recommended preparation for this major may include:

BUS 215A, 1 Unit

Computer Keyboarding

.5 hours lecture, 1.5 hours laboratory (GR or P/NP)

Introduction to computer keyboard skills: Beginning basic skill development.

CIS 200, 1.5 Units

Computer Concepts and Applications

1 hour lecture, 2 hours laboratory (GR or P/NP)

Introduction to computer concepts: Terminology, word processing, spreadsheets, database management, presentation graphics, and the Internet.

ENGL 201A, 4 Units

Preparation for Composition and Reading

4 hours lecture (GR or P/NP). Prerequisite: ENGL 250D/267B or 252B or 259D/269B or 292B (or 292EB) or satisfactory multiple-measures assessment of writing skills, and ENGL 251D/268B or 252B or 259D/269B or 293B or satisfactory multiple-measures assessment of reading skills.

Introduction to college-level reading and writing of expository prose: Development of college-level reading skills; analysis of texts with an emphasis on non-fiction; expository writing including various modes of developing essays, essay organization; paragraph development; sentence development; and practice in editing/ proofreading.



Social Services Paraprofessional Major

Berkeley City College
2050 Center St.
Berkeley, CA 94704

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Berkeley, California

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Berkeley City College
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between Shattuck Ave. & Milvia St.
Berkeley, CA 94704
(510) 981-2870
(510) 841-7333 (FAX)
e-mail: gvogt@peralta.edu
World Wide Web Address:
<http://www.berkeleycitycollege.edu>
or www.peralta.edu

Hours for information

8 a.m.-5 p.m., Mon.-Fri.
Call for extended hours
for Fall, Spring, and
Summer registration periods.

Counseling

(510) 981-5036

Transportation

By car take I-80 to University
Ave. exit, drive east on
University to Milvia. Right
turn on Milvia and drive south to Center St.
Go left on Center Street. Parking is
available on the street or in
the Center Street garage.

By BART take Richmond
train to downtown
Berkeley station. Exit at Shattuck
& Center St. BART escalator. Berkeley
City College is one half block west of the
Shattuck & Center St. exit.

By bus take AC transit. Call (510) 839-2882
or access www.actransit.org on the Internet
for the route nearest you.

The Peralta Colleges

Berkeley City College is part
of the Peralta Community College District
which also includes College of Alameda,
Laney College and Merritt College. The
Peralta Community College District serves
the cities of Alameda, Albany, Berkeley,
Emeryville, Oakland and Piedmont.

**Important Note About This
Publication for Students
with Disabilities**

This publication is available in an alternate
media format upon request. Should you
need further accommodations, contact
Programs and Services for Students with
Disabilities (PSSD) at 981-2826.

**Please send me a current Berkeley City College class
schedule. I am enclosing a self-addressed
9x12 envelope with \$1.25 postage to:**

Marketing and Community Relations Office
Berkeley City College
2050 Center St., Berkeley, CA 94704

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