

College of Education and Human Services

GRADUATE CERTIFICATES

Offerings: Graduate Certificate in Alcohol and Substance Abuse; Graduate Certificate in Career Specialist Studies

GRADUATE CERTIFICATE IN ALCOHOL AND SUBSTANCE ABUSE

The purpose of the certificate in Alcohol and Substance Abuse is to provide education to individuals who wish to become certified in the substance abuse counseling profession, but who do not wish to complete a formal degree program. The knowledge areas of the certificate provide students with the skills and abilities needed to serve drug and alcohol abusing or dependent individuals, their families, and other affected individuals or groups. Upon completion of the required courses, students may take the Certified Alcohol and Other Drug Abuse Counselor (CADC) exam through the Illinois Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA).

The certificate requires the following 28 credit hours:

HMS 502	Interviewing and Assessment Skills in Human Services	4 Hrs.
HMS 521	Advanced Interviewing and Intervention	4 Hrs.

HMS 525	Alcoholism and Substance Abuse	4 Hrs.
HMS 527	Assessment and Treatment of Substance Abuse	4 Hrs.
HMS 528	Dual Diagnosis and Relapse Prevention	4 Hrs.
HMS 531	Drug Abuse in America: A Critical Perspective	4 Hrs.
HMS 550	Internship (500 Hrs.)	4 Hrs.

Contact: Application forms and more information are available from the human services program at (217) 206-6687.

GRADUATE CERTIFICATE IN CAREER SPECIALIST STUDIES

ONLINE GRADUATE CERTIFICATE IN CAREER SPECIALIST: WORKFORCE DEVELOPMENT

The 12 credit hour certificate in workforce development is intended for professionals who provide labor market and/or career search information, workforce prepara-

tion training, and placement assistance in a workforce characterized by changing technological, demographic, and economic environments. The curriculum, delivered via the Internet, provides practical and theoretical knowledge and skills designed to meet the individual professional development needs of the workforce practitioner. The National Association of Workforce Development Professionals endorses this program.

The following courses are required for the certificate:

HDC 462	Using Labor Market and Career Information	2 Hrs.
HDC 463	Occupational Test Application, Interpretation, and Analysis	4 Hrs.
HDC 564	Interpersonal Communication Skills	2 Hrs.
HDC 565	Career Case Management	4 Hrs.

COURSE DESCRIPTIONS

HDC 462 Using Labor Market and Career Information (2 Hrs.)
Explanation of quantitative aspects of LMI and explo-

ration of career information from newspapers, magazines, television, radio, movies, and direct observation. The Internet provides instant access to government documents plus millions of career-related websites. Students will be able to use career and labor market information to help the people they counsel make more informed choices. Students will also learn about career development theory, demographic changes, and techniques for working with various populations.

HDC 463 Occupational Test Application, Interpretation, and Analysis (4 Hrs.)

Broad theoretical concepts of career development as well as the theoretical concepts associated with occupational measurement that are required to understand, analyze, and interpret various assessment instruments. Assess-

ments representing exploration of abilities, aptitudes, interests, and values will be reviewed, along with the use and interpretation of assessment results in assisting individuals in identifying realistic training/career/employment goals.

HDC 564 Interpersonal Communication Skills (2 Hrs.)

Includes learning and practicing specific communication techniques in areas such as non-verbal communication, persuasion, interviewing, written communication, and conflict management, as well as addressing the communication skills necessary to work with special needs populations. Designed to help students understand the impact of the Internet as a communication tool.

HDC 565 Career Case Management (4 Hrs.)

Designed for individuals who will facilitate career development across the life span among persons from all walks of life. Theory and practice of counseling and case management as it applies to working with clients who need assistance entering the workforce. Major emphasis placed on assisting those clients moving from school or non-employment or who are at a transition point in their work careers.

Contact: Application forms and more information are available from the human development counseling program at (217) 206-7394.

