

SOCIAL WORK ASSISTANT

ASSOCIATE DEGREE AND DIPLOMA PROGRAMS

Social work assistants provide direct and indirect client services to ensure that individuals in their care reach their maximum level of functioning. They assess clients' needs, establish their eligibility for benefits and services such as food stamps and Medicaid, and then help them to obtain those benefits and services. Social work assistants monitor and keep case records on clients and report progress to supervisors and case managers.

Social work assistants play a variety of roles in a community, including organizing and leading group activities and assisting clients in need of counseling or crisis intervention. Social work assistants also provide emotional support and help clients become involved in their own well-being. In psychiatric hospitals, rehabilitation programs, and outpatient clinics, social work assistants work with professional care providers such as psychiatrists, psychologists, and social workers to help clients master everyday living skills, communicate more effectively, and get along better with others.

The courses in the associate degree and diploma programs in Social Work Assistant help prepare individuals to obtain entry-level employment in public and private social service agencies. Graduates of the program are equipped with the skills, knowledge, values, and sensitivity that are essential to serve human needs effectively.

CAREER OPPORTUNITIES

Social work assistant is a generic term for people with a wide array of job titles, including human service assistant, human service worker, case management aide, community support worker, mental health aide, community outreach worker, life skill counselor, or gerontology aide. They usually work under the direction of professionals from a variety of fields, such as nursing, psychiatry, psychology, rehabilitative or physical therapy, or social work. Social work assistants work in health care and social assistance industries. Graduates of the program may also find employment in state and local governments, primarily in public welfare agencies

and facilities for mentally disabled and developmentally challenged individuals. (Source: U.S. Department of Labor, Bureau of Labor Statistics).

PROGRAM EXPENSES

The recent reauthorization of the Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses:

- Quarterly tuition (\$45 per credit hour)
- Quarterly student activity fees (\$16)
- Quarterly registration fee (\$26)
- Quarterly accident insurance fee (\$4)
- Quarterly instructional and technology supply fee (\$35)
- Background check (Approximately \$50 per required check)
- Drug screening (Approximately \$46 per required screening)
- Liability insurance (\$11 per year)
- Textbooks (Approximately \$2,075 for the associate degree program and \$1,500 for the diploma program)

The expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

ADMISSION REQUIREMENTS

Applicants to the associate degree and diploma programs in Social Work Assistant must be at least 18 years of age, and they must submit:

- a. Completed and signed application for admission and a \$20 nonrefundable application fee;
- b. Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (see *General Admission Requirements*);
- c. Valid COMPASS, ASSET, SAT, or ACT test scores (see *ASSET and COMPASS Placement Tests*); and
- d. Official birth certificates, passports, drivers' licenses, or state-issued photo identification cards to document that they are at least 18 years of age.

SOCIAL WORK ASSISTANT CURRICULUM OUTLINE
Diploma Program (Major Code: SWA2)
Credit Required for Graduation: 84 quarter credit hours

			Credit
General Core			15
ENG	1010	Fundamentals of English	5
MAT	1012	Foundations of Mathematics	5
PSY	1010	Basic Psychology	5
 Business Major			 69
SCT	100	Introduction to Microcomputers	3
SWG	100	Introduction to Social Services	5
SWG	101	Introduction to Social Work	5
SWG	102	Human Behavior and Social Environment	5
SWG	103	Social Work Methods and Procedures	5
SWG	104	Basic Interviewing and Counseling Skills	5
SWG	105	Abnormal Behavior	5
SWG	200	Special Problems with Youth	5
SWG	201	Adolescent Life Cycle	5
SWG	202	Field Work Experience I	8
SWG	203	Field Work Experience II	8
SWG	204	Social Policies and Programs for the Aging	5
SWG	205	Group Work Intervention	5

SOCIAL WORK ASSISTANT CURRICULUM OUTLINE
Associate of Applied Science Degree Program (Major Code: SWA3)
Credit Required for Graduation: 104 quarter credit hours

			Credits
General Education			35
ENG	1101	Composition and Rhetoric	5
ENG	1102	Literature and Composition	5
	OR		5
HUM	1101	Introduction to Humanities	5
ENG	1105	Technical Communications	5
MAT	1101	Mathematical Modeling	5
	OR		5
MAT	1111	College Algebra	5
PSY	1101	Introduction to Psychology	5
SOC	1101	Introduction to Sociology	5
SPC	1101	Public Speaking	5
 Business Major			 69
SCT	100	Introduction to Microcomputers	3
SWG	100	Introduction to Social Services	5
SWG	101	Introduction to Social Work	5
SWG	102	Human Behavior and Social Environment	5
SWG	103	Social Work Methods and Procedures	5
SWG	104	Basic Interviewing and Counseling Skills	5
SWG	105	Abnormal Behavior	5
SWG	200	Special Problems with Youth	5
SWG	201	Adolescent Life Cycle	5
SWG	202	Field Work Experience I	8
SWG	203	Field Work Experience II	8
SWG	204	Social Policies and Programs for the Aging	5
SWG	205	Group Work Intervention	5

ELIGIBILITY DETERMINATION SPECIALIST

TECHNICAL CERTIFICATE

This technical certificate program prepares individuals to work under general supervision to coordinate or perform eligibility determinations and other related activities associated with Medicaid benefits for the aged, blind, and disabled. Additionally, eligibility determination specialists may serve as liaisons with community, state, and federal agencies to coordinate client benefits and services. This program emphasizes a combination of theory, social work procedures, and interviewing techniques. Students will learn about the economic support component of social work, including Family Medicaid, Food Stamps, and Temporary Assistance for Needy Families (TANF). Preceptors from the Georgia Division of Family and Children Services will oversee students in the internship phase of the program.

CAREER OPPORTUNITIES

Program graduates are able to coordinate or perform eligibility determinations and other related activities associated with Medicaid benefits. Graduates may also find employment as liaisons with community, state, and federal agencies to coordinate client benefits and services. Because of the Medicaid focus, graduates will find job opportunities in the private sector as well. Graduates may provide consultation and technical assistance to nursing homes, hospitals, and rehabilitation services personnel and family members concerning eligibility requirements. Economic forecasts project a 7 percent increase through 2016 in employment opportunities for government programs eligibility interviewers in Georgia.

PROGRAM EXPENSES

The recent reauthorization of the Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses:

- Quarterly tuition (\$45 per credit hour)
- Quarterly student activity fees (\$16)
- Quarterly registration fee (\$26)
- Quarterly accident insurance fee (\$4)
- Quarterly instructional and technology supply fee (\$35)
- Background check (Approximately \$50 per required check)
- Drug screening (Approximately \$46 per required screening)
- Liability insurance (\$11 per year)
- Since this is a new program, the costs associated with program supply fees and textbooks have not been determined.

The expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

ADMISSION REQUIREMENTS

Applicants must submit the following information to the Admissions Office:

- a. Completed and signed application for admission and a \$20 nonrefundable application fee;
- b. Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past; and
- c. Valid COMPASS, ASSET, SAT, or ACT test scores.

ELIGIBILITY DETERMINATION SPECIALIST CURRICULUM OUTLINE

Technical Certificate of Credit (Major Code: TBD)
Credit Required for Completion: 44 quarter credit hours

Technical Certificate			Credits
EMP	1000	Interpersonal Relations and Professional Development	44
ENG	1101	Composition and Rhetoric	3
SCT	100	Introduction to Microcomputers	5
SWG	102	Human Behavior and the Social Environment	3
SWG	103	Social Work Methods and Procedures	5
SWG	152	Interviewing Techniques with Individuals	5
SWG	154	Internship I	8
SWG	156	Internship II	10

EMPLOYABILITY SKILLS

Department Code: EMP

EMP 1000

Interpersonal Relations and Professional Development (3-0-3)

Banner Title: *Interpersonal Relations*

Students study human relations and professional development in today's changing world in order to prepare themselves for living and working in a complex society. Topics include human relations skills, job acquisition skills and communications, job retention skills, job advancement skills, and professional image skills.

Prerequisite: *Provisional admission*
Offered quarterly

ENGLISH

Department Code: ENG

ENG 1010

Fundamentals of English I (5-0-5)

Banner Title: *Fundamentals of English I*

This course emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing techniques, applied grammar and writing skills, editing and proofreading skills, research skills, and oral presentation skills.

Prerequisites: *ENG 097 with a grade of C* or better and RDG 097 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

ENG 1101

Composition and Rhetoric (5-0-5)

Banner Title: *Composition and Rhetoric*

Students practice various modes of writing ranging from exposition to argumentation and persuasion. The course also explores the analysis of literature and articles about issues in the humanities and in society. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics covered in the course include writing analysis and practice, revision, and research. Students write a research paper using library resources and using a formatting and documentation style appropriate to the purpose and audience.

Prerequisites: *ENG 099 with a grade of C* or better and RDG 098 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

ENG 1102

Literature and Composition (5-0-5)

Banner Title: *Literature and Composition*

This course emphasizes the ability of students to read literature analytically and meaningfully and to communicate clearly. Students analyze the form and content of literature in historical and philosophical contexts. Topics include reading and analysis of fiction, poetry, and drama; research, and writing about literature.

Prerequisite: *ENG 1101 with a grade of C or better*

Offered quarterly

ENG 1105

Technical Communications (5-0-5)

Banner Title: *Technical Communications*

This course emphasizes practical knowledge of technical communications techniques, procedures, and reporting formats used in industry and business. Topics include reference use and research, device and process description, formal technical report writing, business correspondence, and oral technical report presentation.

Prerequisite: *ENG 1101 with a grade of C or better*

Offered quarterly

HUMANITIES

Department Code: HUM

HUM 1101

Introduction to Humanities (5-0-5)

Banner Title: *Introduction to Humanities*

This course explores the philosophic and artistic heritage of humanity expressed through a historical perspective on visual arts, music, and literature. Instructors present the humanities as a source of subjective insights for the understanding of people and society. Topics include historical and cultural developments and contributions of the humanities. Students will complete a research project as part of this course.

Prerequisite: *ENG 1101 with a grade of C or better*

Offered Fall, Winter, and Spring terms

MATHEMATICS

Department Code: MAT

MAT 1012

Foundations of Mathematics (5-0-5)

Banner Title: *Foundations of Mathematics*

This course emphasizes the mathematical skills that can be applied to the solution of occupational and technical problems.

Topics include properties of numbers, fractions, decimals, percents, ratios and proportions, measurement and conversions, formula manipulation, technical applications, and basic statistics.

Prerequisite: *MAT 097 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

MAT 1101

Mathematical Modeling (5-0-5)

Banner Title: *Mathematical Modeling*

This course is an alternative to *College Algebra* for those who will not take trigonometry, pre-calculus, or calculus. It is an applications-driven course that introduces functions using real-world phenomena as models. Topics include fundamental algebra concepts; functions and graphs; linear, quadratic, polynomial, exponential, and logarithmic functions and models of real-world phenomena; systems of equations; and additional topics in algebra.

Prerequisite: *MAT 097 with a grade of C* or better and/or MAT 099 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

MAT 1111

College Algebra (5-0-5)

Banner Title: *College Algebra*

This course emphasizes techniques of problem solving using algebraic concepts. Topics include fundamental concepts of algebra, equations and inequalities, functions and graphs, systems of equations, analytic geometry, and optional topics, including sequences, series, and probability.

Prerequisite: *MAT 097 with a grade of C* or better and/or MAT 099 with a grade of C* or better or placement by diagnostic testing*

Offered Quarterly

PSYCHOLOGY

Department Code: PSY

PSY 1010

Basic Psychology (5-0-5)

Banner Title: *Basic Psychology*

This course presents the basic principles of human behavior and their application to everyday life and work. Topics include an introduction to psychology; social environments; communications and group processes; personality; emotions and motives; conflicts, stress, and anxiety; perception and learning; life span development; and abnormal psychology.

Prerequisites: *ENG 097 with a grade of C* or better and RDG 097 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

PSY 1101

Introduction to Psychology (5-0-5)

Banner Title: Introduction to Psychology

This course emphasizes the basics of psychology. Topics include the science of psychology; social environments; life stages; physiology and behavior; personality; emotions and motives; conflicts, stress, and anxiety; abnormal behavior; and perception, learning, and intelligence.

Prerequisites: ENG 099 with a grade of C or better and RDG 098 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

SCIENCE AND TECHNOLOGY

Department Code: SCT

SCT 100

Introduction to

Microcomputers (1-4-3)

Banner Title: Intro to Microcomputers

This course introduces the fundamental concepts and operations necessary to use microcomputers. Course content emphasizes basic functions and familiarity with computer use. Topics include computer terminology and an introduction to the Windows environment, networking, word processing, spreadsheets, presentation graphics, and databases.

Prerequisite: Provisional admission

Offered quarterly

SOCIOLOGY

Department Code: SOC

SOC 1101

Introduction to Sociology (5-0-5)

Banner Title: Introduction to Sociology

This course provides students with a sociological analysis of society, its culture, and structure. Instructors present sociology as a science with emphasis placed on its methodology and theoretical foundations. Topics include basic sociological concepts, socialization, social interaction and culture, social groups and institutions, deviance and social control, social stratification, social change, and marriage and family.

Prerequisites: ENG 099 with a grade of C or better and RDG 098 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

SPEECH

Department Code: SPC

SPC 1101

Public Speaking (5-0-5)

Banner Title: Public Speaking

This course introduces the fundamentals of oral communication. Topics include selection and organization of materials, preparation and delivery of individual and group presentations, and analysis of ideas presented by others, and professionalism.

Prerequisites: ENG 099 with a grade of C or better and RDG 098 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

SOCIAL WORK ASSISTANT

Department Code: SWG

SWG 100

Introduction to

Social Services (5-0-5)

Banner Title: Intro to Social Services

This course provides an introduction to the basic concepts, information, and practices within the field of social services. Topics include a survey of the historical development of social services; social, legal, and clinical definitions; and a review of current information regarding indications for and methods of treatment and/or services.

Prerequisite: Program admission

Offered Winter and Summer terms

SWG 101

Introduction to Social Work (5-0-5)

Banner Title: Intro to Social Work

This course provides students with an overview of the social work profession and an introduction to the terms, concepts, people, and critical events that shaped the profession. Topics include the role of the National Association of Social Workers (NASW) and the Council on Social Work Education (CSWE) in maintaining and strengthening social work education and standards; the importance of human service agencies in fostering or diminishing the quality of services; and developing an understanding of poverty and the impact of institutional racism, sexism, and ageism.

Prerequisite: Program admission

Offered Fall and Spring terms

SWG 102

Human Behavior and the Social Environment (5-0-5)

Banner Title: Human Behavior/Social Environment

This course provides a basic framework

for creating and organizing knowledge of human behavior and the social environment. Instructors will introduce social systems, life span, and strength approaches to understanding human behavior and environmental impact. The course content places emphasis on the impact of human diversity, discrimination, and oppression on the individual's ability to reach or maintain optimal health and well-being.

Prerequisites: PSY 1010 or PSY 1101

Offered Fall and Spring terms

SWG 103

Social Work Methods and Procedures (5-0-5)

Banner Title: Social Work Methods

Students will explore the procedures used to identify and evaluate an individual's and/or family's strengths, weaknesses, problems, and needs in order to develop an effective plan of action. Topics focus on the oral and written communications skills that are essential for assessment, screening, intervention, client information, and referral.

Prerequisites: SWG 100, SWG 101,

SWG 102

Offered Spring term

SWG 104

Basic Interviewing and Counseling Skills (5-0-5)

Banner Title: Counseling Skills

This course introduces the major theories treatment modalities, including client-centered, psychodynamic, rational-emotive, and reality therapy. Topics include cognitive/behavioral approaches such as behavior modification and life skills training. This course also provides an introduction to experimental therapies.

Prerequisites: SWG 100, SWG 101,

SWG 102

Offered Winter and Summer terms

SWG 105

Abnormal Behavior (5-0-5)

Banner Title: Abnormal Behavior

This course provides students the opportunity to increase their knowledge and understanding of current issues and perspectives in abnormal behavior. Instructors will call attention to the issue of gender, as well as culture, in discussions of psychological disorders. This course also covers groundbreaking biological research on abnormal psychology and provides an integrated biopsychosocial understanding of each disorder. Students will develop an appreciation of traditional approaches to understanding abnormal behavior.

Prerequisites: PSY 1010 or PSY 1101,

SWG 102

Offered Summer term

SWG 152

Interviewing Techniques with Individuals (4-2-5)

Banner Title: Interviewing Techniques

This course is offered as a beginning general foundation class and focuses on social work practice with individuals. It will emphasize the initial contact and rapport building skills utilized in partnering with clients in the social work process, interviewing skills and counseling techniques along with the assessment of a client's situation, and determination of the appropriate level of intervention for the change effort. As a clinical practice course, students will be expected to participate in interpersonal sharing and activities. Additional areas of study involve interviewing for assessment, their person in environment perspective, motivational interviewing, and ethical framework for practice.

Prerequisite: Program admission

Offered on an as-needed basis for the Eligibility Determination Specialist technical certificate

SWG 152

Internship I (0-24-8)

Banner Title: Internship I

Through the completion of an online course developed by the Department of Family and Children Services and administered through Online Training and Instructional Systems, students will be introduced to the policy governing the eligibility for Family Medicaid. This Phase I online course takes eight days to complete. Students must be available six hours per day while completing the online course. The modules include topics such as assistance units, application processing, basic eligibility, citizenship and alienage, resources, income, budgeting, and related Medicaid types.

Prerequisite: SWG 102, SWG 103, SWG 152, a minimum cumulative grade point average of 2.0, no unresolved grades of F or I from previous courses, good academic standing, and permission of department

Offered on an as-needed basis for the Eligibility Determination Specialist technical certificate

SWG 153

Internship II (0-30-10)

Banner Title: Internship II

Upon successful completion of Internship I, students will be assigned to a Department of Family and Children Services Office for approximately three months, 30 hours per week, in order to complete a field practice experience. During this field practice, students will learn to apply all of the skills learned in policy and SUCCESS training. Students will follow a field practice guide

that outlines the types of hands-on case actions that will need to be completed during this internship. Students will be assigned to an experienced supervisor for close monitoring of work. Also, students will maintain contact with their Social Work instructors to ensure that all expectations of this internship are met from an academic standpoint.

Prerequisite: SWG 152, a minimum cumulative grade point average of 2.0, no unresolved grades of F or I from previous courses, good academic standing, and permission of department

Offered on an as-needed basis for the Eligibility Determination Specialist technical certificate

SWG 200

Special Problems with Youth (5-0-5)

Banner Title: Special Problems/Youth

This course examines various modalities for assessing and intervening with children and adolescents with special needs. The course focuses on problem assessment, types of intervention strategies, and techniques and methods for determining the effectiveness of interventions with children and adolescents.

Prerequisites: PSY 1010 or PSY 1101, SWG 100, SWG 102

Offered Winter term

SWG 201

Adolescent Life Cycle (5-0-5)

Banner Title: Adolescent Life Cycle

This course is a study of the developmental phases from adolescence through young adulthood and the tasks and goals to be achieved during those stages. Topics include physiological and psychological changes, interpersonal relationships, and the individual's ability to relate to the social environment. An emphasis on the critical areas of the adolescent period of the life cycle will be crucial to the student's development of skills and techniques needed to work with diverse groups.

Prerequisites: PSY 1010 or PSY 1101, SWG 102

Offered Fall term

SWG 202

Field Experience I (1-20-8)

Banner Title: Field Experience I

Field Experience I and II and the concurrent one-hour seminars are designed as a continuum. Field experience provides students with the opportunity to apply and integrate academic content and to develop skills that meet the requirements for entry-level professional social work assistants. Supervision in the field is provided by a qualified practitioner. Students

are required to spend a minimum of 200 clock hours in an educationally oriented field practicum, which is practical general training and experience in the workplace. Instructors and the employer develop and document an individualized plan for each student. The plan relates the workplace training and experience to the student's general and technical course of study. The seminar facilitates the integration of classroom learning with knowledge gained in field practice settings. The seminar encourages students to discuss the different agency settings, wide variety of client populations, and numerous field practice roles and activities. The one hour per week concurrent seminar also permits field experience students in the different agencies and settings the opportunity to share and benefit from the numerous and varied learning experiences. The seminars are held to evaluate, discuss, and interpret the student's involvement and development as a beginning-level professional social work assistant.

Prerequisites: SWG 100, SWG 101, SWG 102, SWG 103, SWG 104, SWG 105, SWG 200, SWG 201, a minimum cumulative grade point average of 2.0, no unresolved grades of F or I from previous courses, good academic standing, and permission of department

Offered quarterly

SWG 203

Field Experience II (1-21-8)

Banner Title: Field Experience II

Field Experience I and II and the concurrent one-hour seminars are designed as a continuum. Field experience provides students with the opportunity to apply and integrate academic content and to develop skills that meet the requirements for entry-level professional social work assistants. Supervision in the field is provided by a qualified practitioner. Students are required to spend a minimum of 210 clock hours in an educationally oriented field practicum, which is practical general training and experience in the workplace. Instructors and the employer develop and document an individualized plan for each student. The plan relates the workplace training and experience to the student's general and technical course of study. The seminar facilitates integration of classroom learning with knowledge gained in field practice settings. The seminar encourages students to discuss the different agency settings, wide variety of client populations, and numerous field practice roles and activities. The one hour per week concurrent seminar also permits field experience students in the different agencies and settings the opportunity to share

and benefit from the numerous and varied learning experiences. The seminars are held to evaluate, discuss, and interpret the student's involvement and development as a beginning level professional social work assistant.

Prerequisites: SWG 100, SWG 101, SWG 102, SWG 103, SWG 104, SWG 105, SWG 200, SWG 201, SWG 202, a minimum cumulative grade point average of 2.0, no unresolved grades of F or I from previous courses, good academic standing, and permission of department
Offered quarterly

SWG 204
Social Policies and Programs
for the Aging (5-0-5)

Banner Title: Social Policies/Aging

This course explores the aging process and the experience of aging from a variety of perspectives, including physiological, psychological, and socio-cultural. Instructors place emphasis on developing students' understanding of the normative changes associated with the aging process, as well as the ways in which those changes are experienced personally and societally. Issues covered in the course include the realities of aging on our society; issues around health and emotional well-being and aging, including life adjustments; physical health and mental problems; changes in physical appearance; and the future of aging.

Prerequisite: PSY 1010 or PSY 1101
Offered Fall term

SWG 205
Group Work Intervention (5-0-5)

Banner Title: Group Work Intervention

This course focuses on the development of students' knowledge and skills in the use of group methods in clinical social work practice. The course emphasizes forming the group; assessing member problems; setting goals; structuring group tasks, activities, and experiences; understanding and enhancing group functioning; enabling problem-solving processes; facilitating transfer of change; evaluating individual and group change; and terminating the group. Particular attention is given to utilizing group methods in clinical social work with clients and client systems from high risk and vulnerable populations and from varying racial, cultural, and socioeconomic backgrounds.

Prerequisites: SWG 102, SWG 104
Offered Winter term