

CATALOG INFORMATION

Dept and Nbr: SWHS 91            Title: SKILLS & TECH SOCWK/HUSV  
Full Title: Skills and Techniques in Social Work and Human Services  
Last Reviewed: 2/27/2023

| Units   |      | Course Hours per Week |      | Nbr of Weeks | Course Hours Total |       |
|---------|------|-----------------------|------|--------------|--------------------|-------|
| Maximum | 3.00 | Lecture Scheduled     | 3.00 | 17.5         | Lecture Scheduled  | 52.50 |
| Minimum | 3.00 | Lab Scheduled         | 0    | 6            | Lab Scheduled      | 0     |
|         |      | Contact DHR           | 0    |              | Contact DHR        | 0     |
|         |      | Contact Total         | 3.00 |              | Contact Total      | 52.50 |
|         |      | Non-contact DHR       | 0    |              | Non-contact DHR    | 0     |

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable  
Grading:            Grade Only  
Repeatability:    00 - Two Repeats if Grade was D, F, NC, or NP  
Also Listed As:  
Formerly:            HUSV 91

**Catalog Description:**  
In this course, students will focus on interview and counseling techniques appropriate for paraprofessionals in mental health, corrections, and substance abuse counseling. Theoretical focuses include client-centered approach, family therapy, cultural diversity, and chemical dependency treatment.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Eligibility for ENGL 100 or ESL 100 or appropriate placement based on AB705 and Course Completion of COUN 7 and SWHS 90

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: In this course, students will focus on interview and counseling techniques appropriate for paraprofessionals in mental health, corrections, and substance abuse counseling. Theoretical focuses include client-centered approach, family therapy, cultural diversity, and chemical dependency treatment. (Grade Only)

**Prerequisites/Corequisites:**

Recommended: Eligibility for ENGL 100 or ESL 100 or appropriate placement based on AB705 and Course Completion of COUN 7 and SWHS 90

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

**ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

|                      |                      |                      |           |
|----------------------|----------------------|----------------------|-----------|
| <b>AS Degree:</b>    | <b>Area</b>          | Effective:           | Inactive: |
| <b>CSU GE:</b>       | <b>Transfer Area</b> | Effective:           | Inactive: |
| <b>IGETC:</b>        | <b>Transfer Area</b> | Effective:           | Inactive: |
| <b>CSU Transfer:</b> | Transferable         | Effective: Fall 1999 | Inactive: |
| <b>UC Transfer:</b>  |                      | Effective:           | Inactive: |

**CID:****Certificate/Major Applicable:**

Both Certificate and Major Applicable

**COURSE CONTENT****Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Utilize appropriate counseling skills and techniques to conduct a client session.
2. Perform a counseling assessment, develop a client treatment plan, and write effective case notes.
3. Engage the client in the helping process from assessment to termination in a multi-session format.

**Objectives:**

At the conclusion of this course, the student should be able to:

1. Demonstrate knowledge of diverse cultures and incorporate the relevant counseling strategies to the individual characteristics of the client, including but not limited to disability, gender, sexual orientation, developmental level, culture, ethnicity, age, and health status.
2. Establish a helping relationship characterized by warmth, respect, genuineness, concern, and empathy.
3. Work with the client to establish realistic goals and provide psycho-educational resources which contribute to a positive change in substance use behaviors.
4. Utilize theoretical perspectives and helping theory to engage clients and support their progress through recovery's stages of change.
5. Demonstrate appropriate use of active and reflective listening; concreteness, specificity, probing; confrontation; and self-disclosure when working with the client.
6. Utilize a range of ongoing supervisory options to process personal feelings and concerns about clients, while maintaining one's own physical and mental health, and identify needs for referral to more highly skilled professionals.
7. Synthesize information gathered into clear and concise written case notes.

## **Topics and Scope:**

### **I. Theoretical Perspectives**

- A. Client-centered counseling
  - 1. Cognitive behavioral approaches
  - 2. Motivational counseling
  - 3. Grief and crisis counseling
  - 4. Relationship-oriented approaches
- B. Helping theory
  - 1. Helper value exploration
  - 2. The helping process
  - 3. Understanding diversity
  - 4. Ethical and legal issues facing helpers

### **II. Counseling Techniques**

- A. Basic communication skills
  - 1. Building rapport and empathy
  - 2. Active and reflective listening
  - 3. Open/closed questions
  - 4. Paraphrasing, reflection of feelings, and summarizing
  - 5. Observing non-verbal and verbal cues
  - 6. Confronting discrepancies
  - 7. Self-disclosure
  - 8. Cultural and individual variations
  - 9. Interview structure
- B. Strategies of helping
  - 1. Unconditional positive regard
  - 2. Boundaries
  - 3. Supervision
  - 4. Burnout and self-care
- C. Charting and treatment planning
  - 1. Assessment skills
  - 2. Treatment planning
  - 3. Progress charting
  - 4. Goal setting
  - 5. Evaluation
  - 6. Referrals
- D. Application of helping strategies

## **Assignment:**

- 1. Required reading assignment:
  - A. Textbook reading (average of 30 pages per week)
  - B. Additional weekly reading assignment (1)
- 2. Required writing assignment:
  - A. Weekly written homework assignments (2-5 pages); including treatment plan
  - B. Audio recorded interviews demonstrating specific communication and helping skills transcribed and summarized (2-3)
  - C. Written summaries of active listening logs (2-3)
- 3. Case notes summary of multi session counseling experience
- 4. Demonstrations of counseling techniques

## Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework; case notes; transcribed and summarized audio recordings; active listening summaries

Writing  
40 - 55%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework assignments; problem solving treatment plan

Problem solving  
5 - 15%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Counseling techniques demonstrations

Skill Demonstrations  
40 - 55%

**Exams:** All forms of formal testing, other than skill performance exams.

None

Exams  
0 - 0%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

None

Other Category  
0 - 0%

## Representative Textbooks and Materials:

Becoming a Helper. 8th ed. Corey, Marianne Schnider and Corey, Gerald. Cengage Learning. 2021.

Nonviolent Communication, A Language of Life. 3rd ed. Rosenberg, Marshall and Chopra, Deepak. Puddledancer Press. 2015 (classic).

Zen of Listening - Mindful Communication in an Age of Distraction. Shafir, Rebecca. Quest Books. 2003 (classic).

Intentional Interviewing and Counseling: Facilitating Client Development in a Multicultural Society. 10th ed. Ivery, Allen and Ivery, Mary Bradford and Zalaquet, Carlos. Cengage Learning. 2023.