

**COUN 91 Course Outline as of Fall 2004****CATALOG INFORMATION**

Dept and Nbr: COUN 91 Title: HUMAN SERV SKILLS & TECH  
 Full Title: Skills and Techniques in 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	17.5	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: GUID 91

**Catalog Description:**

This course expands on the basic knowledge presented in the certificate's core courses and enables students to develop and practice specific helping and communication techniques. Students are strongly encouraged to co-enroll in an internship course, so they can increase practice opportunities for techniques taught in the class.

**Prerequisites/Corequisites:****Recommended Preparation:**

COUN 90, COUN 74, PSYCH 1A or PSYCH 5 and Eligibility for ENGL 100 or ESL 100.

**Limits on Enrollment:****Schedule of Classes Information:**

Description: This course expands on the basic knowledge presented in the certificate's core courses, and enables students to develop and practice specific helping and communication techniques. Students are strongly encouraged to co-enroll in an internship course, so they can increase practice opportunities (Grade Only)

Prerequisites/Corequisites:

Recommended: COUN 90, COUN 74, PSYCH 1A or PSYCH 5 and Eligibility for ENGL 100 or ESL 100.

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**

**Outcomes and Objectives:**

Upon completion of the course students will be able to:

1. Demonstrate knowledge of and apply theoretical perspectives in human development, human behavior, helping theory and an awareness of the values and behaviors of diverse cultures.
2. Differentiate between effective/ineffective communication techniques.
3. Apply effective communication skills and techniques in a role-play session.
4. Apply appropriate helping and communication techniques as related to diverse groups.
5. Define the elements that constitute a counseling session.
6. Synthesize information gathered to complete a client assessment and demonstrate ability to apply these elements.
7. Synthesize information gathered into clear and concise written case notes.
8. Synthesize information gathered to support clients with solutions for problem solving.
9. Evaluate cues that require referrals to more highly skilled professionals.

**Topics and Scope:**

- A. Theoretical perspectives
  1. The process of helping in the Twenty-First Century
  2. Client-centered counseling/human relations model
  3. The helping relationship

4. Helping theory
  5. Foundations of helping and relationship building
  6. Issues of diversity in helping relationships
  7. Ethical considerations in helping relationships
- B. Counseling techniques
1. Basic communication skills
  2. Problem solving skills
  3. Strategies of helping
  4. Application of helping strategies

**Assignment:**

Required reading assignment:

Textbook: average of thirty pages per week.

One additional reading assignment per week

Required writing assignment:

Weekly written homework assignments of two to five pages.

Three written, three to four page summaries of audio taped and video taped helping sessions.

Other

Two audio taped interviews demonstrating specific communication, helping skills.

One video taped interview demonstrating specific communication, helping skills.

Term Project

Research and/or read additional material related to one of the topics covered in class and prepare a written report of three to five pages and present to the class in a ten to twenty minute oral report.

**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, Summaries of taped helping sessions	Writing 20 - 30%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, problem solving action plan	Problem solving 5 - 15%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances, Performance exams	Skill Demonstrations 30 - 40%
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**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion,  
Essay

Exams  
30 - 40%

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

Term Project

Other Category  
5 - 15%

**Representative Textbooks and Materials:**

Effective Helping; Sixth Edition; by Barbara F. Okun, 2002

Essential Skills for Human Services; Cannon-Poindexter, Valentine  
Conway, 1999

The Art of Helping VII, Robert R. Carkhuff; 2000

Student Workbook for the Art of Helping VII, Robert R. Carkhuff, 2000