

COUN 91 Course Outline as of Spring 2011**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 is a survey course of 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 and Course Completion of COUN 74 and COUN 90 and PSYCH 1A or PSYCH 5

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

Description: This is a survey course of 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 and Course Completion of COUN 74 and COUN 90 and PSYCH 1A or PSYCH 5

Limits on Enrollment:

Transfer Credit: CSU;

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

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:	Transferable	Effective: Fall 1999	Inactive:
UC Transfer:		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. Apply effective communication skills and techniques in the counseling session.
3. Define the elements that constitute an effective counseling session including information gathering, problem solving and referrals.
4. Synthesize information gathered into clear and concise written case notes.
5. Synthesize information gathered to support clients with solutions for problem solving.
6. Evaluate cues that require referrals to more highly skilled professionals.

Topics and Scope:

A. Theoretical perspectives

1. Client-centered counseling/human relations model
 - a. Carl Rogers
 - b. Abraham Maslow
 - c. Brief and/or crisis counseling
 - d. Other
2. Helping theory
 - a. Foundations of helping and relationship building
 - b. Issues of diversity in helping relationships
 - c. Ethical considerations in helping relationships

B. Counseling techniques

1. Basic communication skills
 - a. Active listening
 - b. Reflecting
 - c. Paraphrasing
 - d. Other skills including appropriate techniques relating to diverse groups
2. Strategies of helping
 - a. Unconditional positive regard
 - b. Boundaries
 - c. Supervision
3. Problem solving skills
 - a. Assessment skills
 - b. Writing case notes
 - c. Problem solving
 - d. Goal setting
 - e. Evaluation
 - f. Referrals
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; including action plan

Three audio recorded interviews demonstrating specific communication and helping skills transcribed and summarized.

Two written summaries of active listening logs.

Case notes summary of multi session counseling experience.

In class 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, summaries of recorded helping sessions

Writing
40 - 55%

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%

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

Class performances, performance exams

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:

An Introduction to human Services - Values, Methods and Populations Served (2nd).

Poindexter, Cynthia and Valentine, Deborah. Brooks Cole: 2006.

Zen of Listening - mindful Communication in an Age of Distraction. Shafir, Rebecca. Quest Books: 2003.

Non-violent Communication, A Language of Life (2nd). Rosenberg, Marshall. Puddledancer Press: 2003.

Instructor prepared materials