Fond du Lac Tribal and Community College  
COURSE OUTLINE FORM  
Updated 9/23/14

Please return this form to the college vice president of academic affairs and the chairperson of the Academic Affairs and Standards Council (AASC)

1. **Prepared by:** __________________________________________________
2. **Date submitted:** _____________________________________________
3. Date approved: 12/7/2008 Date revised: 2/25/2015
4. **Department/discipline:** Human Services
5. **Department(s) endorsement(s):** ________________________________  
   (Signatures of the person(s) providing the endorsement are required.)
6. Course Title: The Helping Process  
   Abbreviated course title (25 characters or less):
7. Course Designator: HSER
8. Course Level: 1010
9. Number of Credits: Lecture: 4 Lab: 0
10. Control Number (on site): 45  
    Control Number (online): 0
11. Catalog/Course description:  
    An introduction to the helping process, the course surveys the basic elements and contemporary strategies used in the field including case management, problem assessment, planning, documentation, professional ethics, and evidence based practice.
12. **Course prerequisite(s) or co-requisite(s):**  
    Prerequisite(s): None  
    Co-requisite: None
13. Course Materials (Recommended course materials and resources. List all that apply, e.g. textbooks, workbooks, study guides, lab manuals, videos, guest lecturers).
2. Guest speakers and research into evidence based practice are integrated into the course to keep the students informed about current professional/clinical practice.

14. **Course Content** (Provide an outline of major topics covered in course)

1. Professional Ethics
2. HIPPA regulations
3. Case management
4. Assessment methods
5. Documentation methods
6. Intervention methods
7. Crisis intervention
8. Diverse population applications

15. **Learning Goals, Outcomes, and Assessment**

At FDLTCC we have 4 Competencies Across the Curriculum (CAC) areas. They are as follows:

A. Information Literacy (the ability to use print and/or non-print tools effectively for the discovery, acquisition, and evaluation of information)

B. Ability to Communicate (the ability to listen, read, comprehend, and/or deliver information in a variety of formats.)

C. Problem Solving (the ability to conceptualize, apply, analyze, synthesize, and/or evaluate information to formulate and solve problems.)

D. Culture (knowledge of Anishinaabe traditions and culture, knowledge of one’s own traditions and culture, knowledge of others’ traditions and cultures, culture of work, culture of academic disciplines and/or respect for global diversity.)

*Course learning outcomes will fulfill the identified competencies:*

*Course Learning Outcomes:*

Upon completion of this course, students will be able to:

1. Demonstrate competency in accessing online information regarding research studies, current trends in the field. (A, C)
2. Communicate effectively in a variety of formats. (B, C)
3. Demonstrate knowledge of presentation methods. (B, C)
4. Solve problems related to behavior and mental process. (C)
5. Demonstrate knowledge of cultural diversity issues in assessment methods. (B, C, D)
16. **Minnesota Transfer Curriculum (MnTC):** If this course fulfills an MnTC goal area, state the goal area and list the goals and outcomes below:

See [www.mntransfer.org](http://www.mntransfer.org)

**Goal Area(s): N/A**

**Goal and Outcomes:**
- **Goal:** N/A
- **Outcome:** **
Complete the following only if you are proposing a new course:

1. Planned pattern of offering:
2. Rationale for course: If this course is an ADDITION or replacement to current offerings, add a detailed explanation of the necessity for the change.
3. Does this course overlap with any course(s) offered at FDLTCC? If so, justify such duplication or indicate other adjustments to be made. Obtain signatures from affected departments.
4. What is the apparent or expressed student need for this course?
5. If this course includes a Native American or specifically Anishinaabe component list campus resource person/s—i.e., campus cultural/spiritual resource person/s and, if necessary, elder/s—consulted and include specific comments and written responses as appropriate.
6. Are there any additional licensing/certification requirements involved?
   a. Provide a copy of the required licensing/certification standards to the AASC chair and to the vice president of academic affairs.
   b. Attach the required documentation to show course meets required licensing/certification standards.
7. What types of tutoring will be made available through the CAA to students taking this course?
8. How will the course be evaluated?
9. Special resources—e.g. faculty, space, equipment, library, etc
10. Special course fees:
11. Relationship of course to the college mission statement and goals.
12. Relationship of course to the department’s mission statement and goals.
13. Relationship of course to colleges/university offerings (include tribal colleges).

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<th>College or University</th>
<th>Course Number &amp; Title</th>
<th>Credits Awarded</th>
<th>General Education</th>
<th>Program</th>
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