

Fond du Lac Tribal and Community College
COURSE OUTLINE FORM

Updated 11/25/14

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: 12/07/08 Date revised 10/28/14, 02/25/15, 4/4/18

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 3 Lab _____

10. Control Number (on site) 45 Control Number (online) _____

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): Accuplacer scores/ Other courses

Prerequisite(s):

Co-requisite:

13. **Course Materials** (Recommended course materials and resources. List all that apply, e.g. textbooks, workbooks, study guides, lab manuals, videos, guest lecturers).

Core text: Working With People, The Helping Process (with MyHelping Lab) 8ed.

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

Goal Area(s): _____

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