

Clackamas Community College
Online Course/Outline Submission System

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Section #1 General Course Information

Department: ECED - Education & Human Services

Submitter

First Name: **Yvonne**

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Email: **yvones**

Course Prefix and Number: HS - 156

Credits: 3

Contact hours

Lecture (# of hours): 33

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 33

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: **Introductory Interviewing Skills**

Course Description:

Provides the specific techniques required for entry-level interviewing in human service settings. Addresses issues raised in working with clients from diverse backgrounds.

Type of Course: Career Technical Preparatory

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Human Services Generalist Programs

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

No

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

Yes

Area: Human Relations

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

✓ **Spring**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. set objectives for interviews,
2. identify the stages of an interview and apply techniques appropriate for each stage,
3. analyze and use communication skills specific to "helping interview" with diverse populations,
4. apply skills required for information gathering interviews in a variety of settings,
5. use basic principles of case recording and reporting for human services workers,
6. describe issues relevant to interviewing diverse clients.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Attending Skills.
2. Questioning Skills.
3. Client Observation Skills.
4. Encouraging, Paraphrasing, Summarizing.
5. Structuring Interviews.
6. Information Recording and Reporting.
7. Working with Clients from Diverse Backgrounds

Does the content of this class relate to job skills in any of the following areas:

- | | |
|--------------------------------------|-----------|
| 1. Increased energy efficiency | No |
| 2. Produce renewable energy | No |
| 3. Prevent environmental degradation | No |
| 4. Clean up natural environment | No |
| 5. Supports green services | No |

Percent of course: 0%

First term to be offered:

Specify term: SPRING 2016
