

## Syllabus

# PLATO Course Principles of Human Services, Semester A

## Course Overview

This one-semester course is intended to help you gain familiarity with career opportunities in the human services career cluster. This course has 16 lessons organized into 4 units, plus 4 Unit Activities. Each lesson contains one or more Lesson Activities.

This course covers the various career pathways in human services, such as counseling, mental health services, and consumer services. In addition, the course covers workplace skills, such as a positive work ethic, integrity, budgeting basics, self-representation, and teamwork.

You will submit the Unit Activity documents to your teacher, and you will grade your work on the Lesson Activities by comparing them with the given sample responses. The Unit Activities (submitted to the teacher) and the Lesson Activities (self-checked) are the major components of this course. There are other assessment components, namely the mastery test questions that feature along with the lesson; the pre- and post-test questions that come at the beginning and end of the unit, respectively; and an end-of-semester test. All of these tests are a combination of simple multiple-choice questions and technology enhanced (TE) questions.

## Participating in a Student Organization

As part of this course, every student has to join a student organization, such as FCCLA, and be an active participant in all events and projects of the organization. As a member of a student organization, you should do the following:

- Participate in all the activities of the student organization you choose to join
- Keep a record of your participation in meetings, programs, and projects
- Take notes about the history, purposes and goals of the student organization
- Identify the benefits and responsibilities of membership in the student organization as a student and in professional or civic organizations as an adult
- Use a computer to record the information above and process it to create a slide presentation

At the end of this course (as part of Unit Activity 4), you will create and submit the slide presentation describing the points above.

## Course Goals

This course will help you meet the following goals:

- Explain various types of mental health problems like depression, anxiety, and stress.
- Describe the types of mental health services in the United States and aspects of these services.
- Describe various ways to prevent domestic violence and treat victims.
- Demonstrate job acquisition and advancement skills by preparing to apply for a job and seeking promotion.
- Discuss aspects of maintaining a healthy financial status.
- Discuss ethical and legal aspects of consumer services.
- Demonstrate a positive work ethic and integrity through abiding by workplace policies and laws and demonstrating honesty and reliability.
- Learn positive self-representation skills by dressing appropriately and using language and manners suitable for the workplace.
- Demonstrate reading and writing skills and teamwork by contributing new ideas and assisting others in the workplace.

## Prerequisite Skills

PLATO Course Principles of Human Services, Semester A has the following prerequisites:

- basic math knowledge
- interest in any of the human services
- ability to visualize and apply creativity and innovation
- familiarity with the writing process and following guidelines

## General Skills

To participate in this course, you should be able to do the following:

- Perform basic operations on a computer.
- Perform online research using various search engines and library databases.
- Communicate through email and participate in discussion boards.

*For a complete list of the general skills required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.*

## Credit Value

PLATO Course Principles of Human Services, Semester A is a 0.5-credit course.

## Course Materials

- notebook
- computer with an internet connection and speakers or headphones
- Microsoft Word or equivalent

## Course Pacing Guide

This course description and pacing guide is intended to help you stay on schedule with your work. Note that your course instructor may modify the schedule to meet the specific needs of your class.

### Unit 1: Personal Characteristics

#### Summary

In this unit, you will learn about various personal characteristics that you need to demonstrate in the workplace, such as integrity, positive work ethics, and so on. You will also learn about the importance of teamwork and self-representation in the workplace.

| Day              | Activity/Objective                                                                                                                                                                           | Type               |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1 day:<br>1      | <b>Syllabus and Plato Student Orientation</b><br><i>Review the Plato Student Orientation and Course Syllabus at the beginning of this course.</i>                                            | Course Orientation |
| 3 days:<br>2–4   | <b>Positive Work Ethics</b><br><i>Demonstrate a positive work ethic by coming to work every day on time, a willingness to take direction, and motivation to accomplish the task at hand.</i> | Lesson             |
| 4 days:<br>5–8   | <b>Integrity</b><br><i>Demonstrate integrity by abiding by workplace policies and laws and demonstrating honesty and reliability.</i>                                                        | Lesson             |
| 4 days:<br>9–12  | <b>Self-Representation</b><br><i>Demonstrate positive self-representation skills by dressing appropriately and using language and manners suitable for the workplace.</i>                    | Lesson             |
| 4 days:<br>13–16 | <b>Teamwork</b><br><i>Demonstrate teamwork skills by contributing to the success of the team, assisting others, and requesting help when needed.</i>                                         | Lesson             |
| 1 day:<br>17     | <b>Space Jumble</b>                                                                                                                                                                          | Game               |
| 4 days:<br>18–22 | <b>Unit Activity/Threaded Discussion—Unit 1</b>                                                                                                                                              | Unit Activity      |
| 1 day:<br>23     | <b>Post-test—Unit 1</b>                                                                                                                                                                      | Assessment         |

## Unit 2: Employability Skills

### Summary

In this unit, you will explore the essential career skills needed to acquire a job and grow professionally. You will learn skills to manage time, tasks, and resources, and how to handle conflict in the workplace. Finally, you will analyze the importance of technology in performing work efficiently.

| Day              | Activity/Objective                                                                                                                                                                                                  | Type          |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 3 days:<br>24–26 | <b>Time, Task, and Resource Management</b><br><i>Demonstrate time, task, and resource management skills by organizing and implementing a productive plan of work.</i>                                               | Lesson        |
| 3 days:<br>27–29 | <b>Conflict Resolution</b><br><i>Demonstrate conflict-resolution skills by negotiating diplomatic solutions to interpersonal and workplace issues.</i>                                                              | Lesson        |
| 4 days:<br>30–33 | <b>Job Acquisition and Advancement</b><br><i>Demonstrate job acquisition and advancement skills by preparing to apply for a job and seeking promotion.</i>                                                          | Lesson        |
| 4 days:<br>34–37 | <b>Job-Specific Technologies</b><br><i>Demonstrate proficiency with job-specific technologies by selecting and safely using technological resources to accomplish work responsibilities in a productive manner.</i> | Lesson        |
| 1 day:<br>38     | <b>Para Jumble</b>                                                                                                                                                                                                  | Game          |
| 4 days:<br>39–43 | <b>Unit Activity/Threaded Discussion—Unit 2</b>                                                                                                                                                                     | Unit Activity |
| 1 day:<br>44     | <b>Post-test—Unit 2</b>                                                                                                                                                                                             | Assessment    |

## Unit 3: Counseling and Mental Health Services

### Summary

In this unit, you will learn about common mental problems that people in the United States suffer from and the types of mental services that are available for treatment. You will also discuss ways to prevent domestic violence and treatment options available for victims of domestic violence. Finally, you will acquaint yourself with health and safety guidelines in the field of health care.

| Day              | Activity/Objective                                                                                                                                                                                                                        | Type          |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 4 days:<br>45–48 | <b>Types of Mental Health Problems</b><br><i>Discuss various types of mental health problems, such as stress, depression, and anxiety.</i>                                                                                                | Lesson        |
| 4 days:<br>49–52 | <b>Psychological Counseling</b><br><i>Discuss the types of mental health services that are available in the United States and aspects of these services.</i>                                                                              | Lesson        |
| 4 days:<br>53–56 | <b>Domestic Violence: Prevention and Treatment</b><br><i>Discuss ways to prevent instances of domestic and relationship violence and to treat victims, and discuss legal and ethical issues in counseling and mental health services.</i> | Lesson        |
| 4 days:<br>57–60 | <b>Health and Safety</b><br><i>Demonstrate healthy behaviors and safety skills by following safety guidelines and managing personal health.</i>                                                                                           | Lesson        |
| 1 day:<br>61     | <b>Thwack-A-Mole</b>                                                                                                                                                                                                                      | Game          |
| 4 days:<br>62–66 | <b>Unit Activity/Threaded Discussion—Unit 3</b>                                                                                                                                                                                           | Unit Activity |
| 1 day:<br>67     | <b>Post-test—Unit 3</b>                                                                                                                                                                                                                   | Assessment    |

## Unit 4: Consumer Services

### Summary

In this unit, you will discuss the skills required to maintain a healthy financial life. You will also learn some basic skills required for academic and professional success, such as reading, writing, speaking, and listening. You will also gain insight into the field of consumer services.

| Day              | Activity/Objective                                                                                                                                                              | Type          |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 4 days:<br>68–71 | <b>Budgeting Basics</b><br><i>Discuss various aspects of maintaining a healthy financial life, including personal budgeting, credit decisions, and saving.</i>                  | Lesson        |
| 3 days:<br>72–74 | <b>Reading and Writing</b><br><i>Demonstrate effective reading and writing skills by reading and interpreting workplace documents and writing clearly.</i>                      | Lesson        |
| 3 days:<br>75–77 | <b>Speaking and Listening</b><br><i>Demonstrate effective speaking and listening skills by communicating effectively with customers and employees and following directions.</i> | Lesson        |
| 4 days:<br>78–81 | <b>Consumer Trends and Rights</b><br><i>Discuss legal and ethical aspects related to consumer services.</i>                                                                     | Lesson        |
| 1 day:<br>82     | <b>Thwack-A-Mole</b>                                                                                                                                                            | Game          |
| 4 days:<br>83–87 | <b>Unit Activity/Threaded Discussion—Unit 3</b>                                                                                                                                 | Unit Activity |
| 1 day:<br>88     | <b>Post-test—Unit 3</b>                                                                                                                                                         | Assessment    |
| 1 day:<br>89     | <b>Semester Review</b>                                                                                                                                                          |               |
| 1 day:<br>90     | <b>End-of-Semester Test</b>                                                                                                                                                     | Assessment    |