

Course Outline of Record

1. Course Code: HSAD-004
2. a. Long Course Title: Personal and Professional Growth
 b. Short Course Title: PERSONAL/PROF GROWTH
3. a. Catalog Course Description:
 This course covers the personal and professional aspects of alcohol and drug counseling as a career. It deals with such problematic areas as burnout, recovery, certification and credentialing requirements, professional associations, and personal and professional growth. It introduces problems and possible solutions that will be thematic in many courses in this program. This course can be taken concurrently with HSAD-001, if HSAD-001 not previously completed. This is a required course for the Alcohol/Drug Studies Certificate.

 b. Class Schedule Course Description:
 This course involves the personal and professional aspects of alcohol and drug counseling as a career.
 c. Semester Cycle (if applicable): Fall
 d. Name of Approved Program(s):
 - ALCOHOL AND DRUG STUDIES Certificate of Achievement
 - ALCOHOL AND DRUG STUDIES AS Degree for Employment Preparation
4. Total Units: 2.00 Total Semester Hrs: 36.00
 Lecture Units: 2 Semester Lecture Hrs: 36.00
 Lab Units: 0 Semester Lab Hrs: 0
 Class Size Maximum: 50 Allow Audit: No
 Repeatability No Repeats Allowed
 Justification 0
5. Prerequisite or Corequisite Courses or Advisories:
Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm1-A)
 Prerequisite: HSAD 001 or concurrent enrollment
 Advisory: ENG 061
6. Textbooks, Required Reading or Software: (List in APA or MLA format.)
 a. Walker, V. (2017). *Becoming Aware* (13th/e). Debuque Kendall Hunt. ISBN: 9781524923587
 College Level: Yes
 Flesch-Kincaid reading level: 14.4
7. Entrance Skills: *Before entering the course students must be able:*

Identify basic concepts of addiction

- HSAD 001 - Recognize the facts as they pertain to drug use and abuse
- HSAD 001 - Identify the dynamics and interaction of family life, work life, social life, and recreational activities resulting in the use of drugs.

a.

Synthesize ideas and information from multiple sources including readings, personal observation, and reflection.

- ENG 061 - Demonstrate the ability to think critically and express ideas using various patterns of development.
- ENG 061 - Demonstrate the ability to read and respond in writing beyond the literal interpretation of the text.

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b.

Form a controlling idea in writing.

- ENG 061 - Use theses to organize paragraphs into coherent analyses.
- ENG 061 - Demonstrate the ability to think critically and express ideas using various patterns of development.
- ENG 061 - Demonstrate the ability to read and respond in writing beyond the literal interpretation of the text.

c.

Evaluate and use specific data to support general ideas.

- ENG 061 - Use theses to organize paragraphs into coherent analyses.
- ENG 061 - Demonstrate the ability to think critically and express ideas using various patterns of development.
- ENG 061 - Demonstrate the ability to read and respond in writing beyond the literal interpretation of the text.

8. Course Content and Scope:

Lecture:

1. Getting Acquainted with Ourselves and Others
2. Self-Awareness
3. Who's in Control
4. Dealing with Emotions
5. Interpersonal Communication
6. Developing Close Relationships
7. Resolving Interpersonal Conflict
8. Managing Stress and Wellness
9. Values and Ethics
10. Life Planning

Lab: (if the "Lab Hours" is greater than zero this is required)

9. Course Student Learning Outcomes:

1.

Demonstrate an understanding of the concepts that are basic to the process of personal and professional development.

2.

Identify and apply strengths, values, skills and abilities as they apply to her/his personal and professional development in the helping profession.

3.

Demonstrate knowledge of the credentialing and certification process for addictions counseling in the State of California.

4.

Demonstrate understanding about and awareness of the process of 12 Step Meetings.

10. Course Objectives: *Upon completion of this course, students will be able to:*

- a. Survey different levels of career entry and the personal and institutional expectations of each.
- b. Recognize the problems of counselor burnout: Signs and symptoms, early warning signs, unique needs of the recovering counselor and prevention techniques.
- c. Assess the possibility of personal growth by recognizing personal strengths and limitations and using that knowledge to promote personal and professional growth; the importance of stress management; relaxation techniques; leisure time skills; physical exercise; proper nutrition; the importance of discussing personal feelings with other professionals, AA, sponsor, friends and significant others; practicing what you preach.
- d. Demonstrate an understanding that counseling in alcohol and drugs as a career will not keep you sober or sane.
- e. Demonstrate an understanding of the need to keep attending self help meetings and/or personal programs for sobriety,

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balance, and self-care.

f. Demonstrate an understanding of professional field and how to enhance professional growth.

g. Demonstrate an understanding of the certification and credentialing requirements of the California system for certification of alcoholism and drug counselors.

11. Methods of Instruction: (*Integration: Elements should validate parallel course outline elements*)

- a. Collaborative/Team
- b. Demonstration, Repetition/Practice
- c. Discussion
- d. Experiential
- e. Journal
- f. Lecture
- g. Participation
- h. Role Playing
- i. Self-exploration
- j. Technology-based instruction

12. Assignments: (*List samples of specific activities/assignments students are expected to complete both in and outside of class.*)

In Class Hours: 36.00

Outside Class Hours: 72.00

a. In-class Assignments

1. Attendance of lectures by instructor and occasional guest speakers, including taking of detailed notes thereon.
2. Viewing videos or video clips and taking notes thereon.
3. Special reports or presentations by students in groups or individually.
4. Participation in class research projects involving the collection, compilation and interpretation of data, including the composition of written or oral reports and power point presentations thereon.
5. Small group discussion of course material.
6. Role play of course concepts.

b. Out-of-class Assignments

- a. Readings in professional magazines, newsletters and professional journals.
- b. A survey of the research dealing with alcohol and drug counselors.
- c. Attendance of lectures by speakers in the field, including the taking of detailed notes thereon.
- d. Listening to sound recordings and taking notes thereon.
- e. Special reports by students, in panels or individually.
- f. Participation in class research projects involving the collection, compilation and interpretation of data, including the composition of written or oral reports thereon.
- g. Take home examinations of various types, such as essay and multiple choice.
- h. A personal journal of thoughts and ideas.
- i. Survey the professional organizations and networks at local, state and federal levels.

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- College level or pre-collegiate essays
- Written homework
- Critiques
- Guided/unguided journals
- Presentations/student demonstration observations
- Group activity participation/observation
- True/false/multiple choice examinations
- Mid-term and final evaluations
- Student participation/contribution

14. Methods of Evaluating: Additional Assessment Information:

Self Assessment Measure and written evaluation of results.

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

PO - Career and Technical Education

- Fulfill the requirements for an entry- level position in their field.
- Apply critical thinking skills to execute daily duties in their area of employment.
- Apply critical thinking skills to research, evaluate, analyze, and synthesize information.
- Display the skills and aptitude necessary to pass certification exams in their field.
- Exhibit effective written, oral communication and interpersonal skills.

IO - Personal and Professional Development

- Self-evaluate knowledge, skills, and abilities.
- Develop realistic goals.
- Display habits of intellectual exploration, personal responsibility, and physical well being.
- Demonstrate an understanding of ethical issues to make sound judgments and decisions.
- Value diverse cultures and populations.
- Value the feedback of others.

PO-SSS Personal Development and Responsibility

- Display habits of intellectual exploration, personal responsibility, and physical well being.
- Develop individual responsibility, personal integrity, and respect for diverse people and cultures.
- Value and accept people with different cultural and linguistic backgrounds and abilities.

16. Comparable Transfer Course

| University System | Campus | Course Number | Course Title | Catalog Year |
|-------------------|--------|---------------|--------------|--------------|
|-------------------|--------|---------------|--------------|--------------|

17. Special Materials and/or Equipment Required of Students:

18. Materials Fees: Required Material?

| Material or Item | Cost Per Unit | Total Cost |
|------------------|---------------|------------|
|------------------|---------------|------------|

19. Provide Reasons for the Substantial Modifications or New Course:

English 70 to English 61

20. a. Cross-Listed Course (*Enter Course Code*): *N/A*
 b. Replacement Course (*Enter original Course Code*): *N/A*

21. Grading Method (*choose one*): Letter Grade Only

22. MIS Course Data Elements

- a. Course Control Number [CB00]: CCC000309982
- b. T.O.P. Code [CB03]: 210440.00 - Alcohol and Controlled Su
- c. Credit Status [CB04]: D - Credit - Degree Applicable
- d. Course Transfer Status [CB05]: B = Transfer CSU
- e. Basic Skills Status [CB08]: 2N = Not basic skills course
- f. Vocational Status [CB09]: Clearly Occupational
- g. Course Classification [CB11]: Y - Credit Course
- h. Special Class Status [CB13]: N - Not Special
- i. Course CAN Code [CB14]: *N/A*
- j. Course Prior to College Level [CB21]: Y = Not Applicable
- k. Course Noncredit Category [CB22]: Y - Not Applicable
- l. Funding Agency Category [CB23]: Y = Not Applicable

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m. Program Status [CB24]: 1 = Program Applicable

Name of Approved Program (if program-applicable): ALCOHOL AND DRUG STUDIES,ALCOHOL AND DRUG STUDIES

Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)

23. Enrollment - Estimate Enrollment

First Year: 0

Third Year: 0

24. Resources - Faculty - Discipline and Other Qualifications:

a. Sufficient Faculty Resources: Yes

b. If No, list number of FTE needed to offer this course: N/A

25. Additional Equipment and/or Supplies Needed and Source of Funding.

N/A

26. Additional Construction or Modification of Existing Classroom Space Needed. (Explain:)

N/A

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

28. Originator Linda Emerson Origination Date 11/10/17