

**DELAWARE TECHNICAL & COMMUNITY COLLEGE**  
**COLLEGE WIDE COURSE SYLLABUS**

**CAMPUS:** Terry

**DEPARTMENT:** HUMAN SERVICES

**COURSE:** THS 099 Technology Seminar

**INSTRUCTOR NAME:** Telephone:  
E-mail:

**PREREQUISITE:** None

**CO-REQUISITE:** None

**COURSE HOURS AND CREDITS:** 1:0:1

**COURSE DESCRIPTION:** This course will familiarize students with their technology and with factors that influence academic, professional, and career success.

**TEXT:** Travers, P., The Counselor's Helpdesk.  
Brooks/Cole

**MATERIALS:**

**METHOD OF INSTRUCTION:**

**MANUALS:** None

**DISCLAIMER:**

## **CORE CURRICULUM COMPETENCIES (CCC)**

(Approved by President George and President's Council 8/25/98; Rev. 4/27/06)

The graduate will be able to:

1. Communicate clearly and effectively both orally and in writing.
2. Demonstrate effective problem solving and reasoning skills.
3. Work effectively in groups of people from diverse backgrounds.
4. Demonstrate ethical and professional understanding and conduct.
5. Apply appropriate information literacy skills to locate, evaluate and use information effectively.
6. Use computer technology appropriate to the field.
7. Use scientific and mathematical reasoning appropriate to the technology.

The Core Curriculum Competencies apply to all Associate Degree programs at the College. These are incorporated into each curriculum either by a course or by being integrated into coursework. These competencies are incorporated into each program review employer survey.

## **PROGRAM GRADUATE COMPETENCIES (PGC)**

### **HUMAN SERVICES TECHNOLOGY PROGRAM 2-2004**

The graduate will be able to:

1. Create and maintain effective and professional documents relevant to Human Services agencies.
2. Interact ethically and professionally within the Human Services field.
3. Apply information to identify client's strengths, weaknesses, and resources to create a treatment plan.
4. Provide effective client services at an entry level by utilizing professional Human Services principles and practices.
5. Establish effective working relationships within the Human Services arena.
6. Apply basic management and leadership skills in Human Services environments, including time management, organization, and the ability to follow directions.
7. Utilize feedback to assess the effect of oneself on Human Services outcomes and make adjustments accordingly.

## **COLLEGEWIDE CORE COURSE PERFORMANCE OBJECTIVES: (CCPO)**

The student will be able to:

1. Identify various components of the technology program to include available options, requirements, procedures, and faculty, staff, and students.
2. Discuss both orally and in written form career options and the necessary skills, qualifications, and characteristics of each that are relevant to your technology.
3. Identify and use various resources that are relevant to your technology.
4. Recognize and demonstrate strategies correlated with college success.

## **MEASURABLE PERFORMANCE OBJECTIVES: (MPO)**

The student will be able to:

1. Identify various components of the technology program to include available options, requirements, procedures, and faculty, staff, and students.
  - 1.1 *Identify each full-time technology instructor by name and locate his or her respective offices.*
  - 1.2 *Make an appointment and meet with your academic advisor.*
  - 1.3 *Demonstrate an awareness of the HSO by meeting the officers and/or attending a club meeting.*
  - 1.4 *Participate in a tour of the areas of campus that are dedicated to Human Services.*
  - 1.5 *Recognize the various program and degree options available within the Human Services department.*
  - 1.6 *Explain the components of the curriculum check-off sheet.*
2. Discuss both orally and in written form career options and the necessary skills, qualifications, and characteristics of each that are relevant to your technology.
  - 2.1 *List various career options within the technology.*
  - 2.2 *Identify skills, qualifications, and characteristics of professional within the career fields in 2.1 and explain why each is important to the career.*
  - 2.3 *Recognize the parameters of the career options identified in 2.1.*
  - 2.4 *Compose a written description of your chosen technology and/or career, including its purpose, parameters, and career options.*
3. Identify and use various resources that are relevant to your technology.
  - 3.1 *Utilize resources (library and electronic) to gather information.*

- 3.2 *Identify and locate campus and community sources of information that are relevant to college success.*
  - 3.3 *Connect to BanWeb.*
  - 3.4 *Using BanWeb, access and navigate various sites including the Human Services web page and the Library links.*
  - 3.5 *Locate various campus offices and personnel as determined by your instructor and explain the role of each of the above to college success.*
4. Recognize and demonstrate strategies correlated with college success.
- 4.1 *Discuss strategies that are important for college success.*
  - 4.2 *Identify your personal learning style.*
  - 4.3 *Explain what is meant by Emotional Intelligence and why it is important.*
  - 4.4 *Explain how you can use the information in 4.2 and 4.3 to help you with your classes and students.*
  - 4.5 *Self-identify and/or complete self-assessments to identify strengths and weaknesses in areas such as time management, note taking, test preparations, and communication skills.*
  - 4.6 *Meet and discuss with your advisor various strategies and options to improve upon identified areas in 4.5. (Options may include SSS or other relevant credit and/or noncredit courses, tutoring, peer ambassador program, etc.).*
  - 4.7 *Develop a specific plan to improve areas identified in 4.5 that need improvements.*
  - 4.8 *Participate in a library orientation.*
  - 4.9 *Explain the strategy you will use to balance your college commitment with your personal life commitment(s).*

### **Evaluation Criteria:**

Students will demonstrate proficiency on all Measurable Performance Objectives to the 75% level. The final course grade will be derived from:

<b><u>Assignments</u></b>	<b>40%</b>
Careers	10%
Service	10%
Success Strategies	10%
Skills and Characteristics	10%

**Utilization of Resources****30%**

Library	10%
Blackboard/Web	10%
Person to person	10%

**Participation****30%**

See Measurable Performance Objectives for detailed expectations and requirements.

Grades will be computed using the following scale:

92 - 100 = A
83 - 91 = B
75 - 82 = C
0 - 74 = R

**Students should refer to the Student Handbook for information on Academic Standing Policy, Academic Honesty Policy, Student Rights and Responsibilities, and other policies relevant to their academic progress.**