

Syllabus

PLATO Course Principles of Human Services, Semester B

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 15 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 childcare, family services, and personal care services. In addition, the course covers various workplace skills, such as customer service and internet and information technology skills.

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.

Course Goals

This course will help you meet the following goals:

- Explain activities related to postnatal care and other needs of children during their growing years.
- Describe the dangers of child abuse and other problems that children might face.
- Describe the role that parents and other family members play in protecting and nurturing children.
- Examine the various legal services that provide protection to children.
- Explore the role and importance of a healthy diet for children.
- Examine the different career roles available in the field of personal care services.
- Explain the safe use of personal care products and services.
- Describe the role of customer service skills in the personal care services industry.
- Examine different careers in the field of agriculture and education.
- Demonstrate various lifelong learning, information technology, and internet skills necessary for a career in the human services career cluster.

Prerequisite Skills

PLATO Course Principles of Human Services, Semester B 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 B 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: Early Childhood Development Services

Summary

In this unit, you will explore the childcare and childhood development career pathway. You will learn about the various stages of child development and the care and services required at each stage. You will also acquaint yourself with ways to prevent child abuse and protect children.

Day	Activity/Objective	Type
1 day: 1	Syllabus and Plato Student Orientation <i>Review the Plato Student Orientation and Course Syllabus at the beginning of this course.</i>	Course Orientation
4 days: 2–5	Childbirth and Postnatal Care <i>Discuss childbirth and postnatal care.</i>	Lesson
4 days: 6–9	Nurturing Children <i>Discuss the childcare needs of children at various stages of growth and development.</i>	Lesson
4 days: 10–13	Protecting Your Child <i>Discuss the problem of child abuse and other related issues.</i>	Lesson
1 day: 14	Space Jumble	Game
5 days: 15–19	Unit Activity/Threaded Discussion—Unit 1	Unit Activity
1 day: 20	Post-test—Unit 1	Assessment

Unit 2: Family and Community Services

Summary

In this unit, you will explore the family and community services career pathways. You will discuss the role that family members play in the family. You will also acquaint yourself with legal provisions to protect children and families. Finally, you will assess the importance of a healthy diet and food choices in maintaining health and well-being.

Day	Activity/Objective	Type
3 days: 21–23	Family: Roles and Responsibilities <i>Discuss the roles of various family members in the family.</i>	Lesson
4 days: 24–27	Community and Legal Resources <i>Discuss the various community resources and legal provisions that help protect and support children and families.</i>	Lesson
4 days: 28–31	Dietary Guidelines <i>Explore dietary guidelines.</i>	Lesson
4 days: 32–35	Food, Health, and Wellness <i>Evaluate how food choices impact health and wellness.</i>	Lesson
1 day: 36	Para Jumble	Game
5 days: 37–41	Unit Activity/Threaded Discussion—Unit 2	Unit Activity
1 day: 42	Post-test—Unit 2	Assessment

Unit 3: Personal Care Services

Summary

In this unit, you will explore career opportunities in the personal care industry. You will learn about the importance of selecting and using safe and effective products for personal care. Finally, you will appreciate the importance of customer service skills in determining professional success in the human services career cluster in general, and in the personal care services career pathway in particular.

Day	Activity/Objective	Type
4 days: 43–46	Careers in Personal Care <i>Discuss career opportunities in personal care services.</i>	Lesson
4 days: 47–50	Selecting Safe Products and Services <i>Evaluate the safety and effectiveness of personal care products and services.</i>	Lesson
4 days: 51–54	Customer Service <i>Demonstrate customer service skills by identifying and addressing the needs of customers and providing helpful, courteous, and knowledgeable service.</i>	Lesson
1 day: 55	Thwack-A-Mole	Game
5 days: 56–60	Unit Activity/Threaded Discussion—Unit 3	Unit Activity
1 day: 61	Post-test—Unit 3	Assessment

Unit 4: Agriculture and Education Services

Summary

In this unit, you will discuss the roles of information technology, the Internet, and lifelong-learning skills necessary for a successful career in human services.

You will also explore career opportunities in agriculture services.

You will also explore career opportunities in the education pathway.

Day	Activity/Objective	Type
4 days: 62–65	Careers in Agriculture <i>Describe various careers available in agriculture services.</i>	Lesson
4 days: 66–69	Careers in Education <i>Explore career opportunities in the education pathway.</i>	Lesson
4 days: 70–73	Lifelong Learning <i>Demonstrate lifelong-learning skills by continually acquiring new industry-related information and improving professional skills.</i>	Lesson
4 days: 74–77	Information Technology <i>Demonstrate proficiency with information technology by using computers, file management techniques, and software/programs effectively.</i>	Lesson
4 days: 78–81	Internet Use and Security <i>Demonstrate proper internet use and security by using the Internet appropriately for work.</i>	Lesson
1 day: 82	Space Jumble	Game
5 days: 83–87	Unit Activity/Threaded Discussion—Unit 4	Unit Activity
1 day: 88	Post-test—Unit 4	Assessment
1 day: 89	Semester Review	
1 day: 90	End-of-Semester Test	Assessment