

## REQUIRED COURSEWORK GUIDE

**PLEASE NOTE: THESE DESCRIPTIONS OF REQUIRED COURSE WORK ARE GUIDELINES ONLY TO ASSIST APPLICANTS IN DETERMINING WHICH COURSES MAY FALL WITHIN A REQUIRED CONTENT AREA. THEY ARE NOT INTENDED TO BE A DEFINITIVE LIST OF THE SUBJECTS WHICH MAY BE USED TO MEET A PARTICULAR CONTENT AREA. HOWEVER, APPLICANTS MUST BE ABLE TO SUPPORT LISTING A PARTICULAR COURSE AS MEETING A REQUIRED CONTENT AREA. YOU MAY DO SO BY SUBMITTING A COPY OF THE COURSE DESCRIPTION FROM THE COURSE CATALOG, SUBMITTING A COPY OF THE COURSE SYLLABUS, OR HAVING THE COURSE INSTRUCTOR SEND A LETTER DIRECTLY TO THE BOARD OFFICE INDICATING THAT A PARTICULAR COURSE FALLS WITHIN A REQUIRED CONTENT AREA.**

**1. The Helping Relationship, Including Counseling Theory and Practice.** Includes studies that provide an understanding of counseling and consultation processes, including both individual and systems perspectives. This includes basic interviewing, assessment, and counseling skills; characteristics and behaviors that influence helping processes, including verbal, nonverbal, and personal client or consultee; and ethical considerations.

**2. Human Growth and Development.** Includes studies that provide an understanding of the nature and needs of individuals at all developmental levels. This includes, but is not limited to, theories of individual and family development across the lifespan, theories of learning and personality development; understanding of developmental crises, disability, addictive behavior, psychopathology, and environmental factors as they affect normal and abnormal behaviors; and ethical considerations.

**3. Lifestyle Development and Career Development.** Includes studies that provide an understanding of career development and related life factors. This includes, but is not limited to, career development theories and decision-making models; career, vocational, educational, and labor market information resources, computer-based career information systems; career development program planning, organization, implementation, administration, and evaluation; interrelationships among work, family, and other life roles and factors including multicultural and gender issues as related to career development; assessment instruments and techniques relevant to career planning; and ethical considerations. Please note, this subject is not intended to be exploration of the applicant's career planning. It is intended to be training in career counseling.

**4. Group Dynamics, Processes, Counseling and Consulting.** Includes studies that provide an understanding of group development, dynamics, and counseling theories; group counseling methods and skills; and other group work approaches. This includes, but is not limited to, principles of group dynamics; group leadership styles and approaches including development stage theories and group members' roles and behaviors; theories and methods of group counseling including commonalities and distinguishing characteristics; approaches used for specific types of group work, including task groups, prevention groups, support groups, and therapy groups; and ethical considerations.

**5. Assessment and Appraisal.** Includes studies that provide an understanding of individual and group approaches to assessment and evaluation. This includes, but is not limited to, theoretical and historical bases for assessment techniques; assessing validity and reliability; appraisal methods including environmental and performance assessment, individual and group test inventory methods, behavioral observations, and computer-assisted assessments; psychometric statistics; strategies for selecting, administering, interpreting, and using assessment and evaluation instruments and techniques in counseling; and ethical consideration in appraisal.

Section E. Required Coursework Guide, continued...

**6. Social and Cultural Foundations Including Multicultural Issues.** Includes studies that provide an understanding of issues and trends in a multicultural and diverse society. This includes, but is not limited to, multicultural and pluralistic trends of diverse groups; attitudes and behavior based on such factors as age, race, religious preference, gender, socioeconomic status, and intellectual ability; and individual, family, and group strategies with diverse populations.

**7. Principles of Etiology, Treatment Planning, and Prevention of Mental and Emotional Disorders and Dysfunctional Behavior.** Includes general principles of psychopathology and maladaptive behavior; specific models and methods of assessing mental status; identification of abnormal, deviant or psychopathological behavior; etiology dynamics and treatment of abnormal behavior; and general principles and practices for promotion of optimal mental health.

**8. Family Counseling and Therapy.** Includes family systems theory and its application, preventive approaches for working with families, and specific problems that impede family function. This includes, but is not limited to, introduction to family therapy, societal trends and related treatment issues, family systems theory, family dynamics.

**9. Research and Evaluation.** Includes studies that provide an understanding of types of research methods, basic statistics, and ethical/legal consideration in research. This includes, but is not limited to, basic types of research methods to include qualitative and quantitative research designs; basic parametric and nonparametric statistics; principles, practices, and applications of needs assessment and program evaluation; uses of computers for data management and analysis; and ethical and legal considerations in research.

**10. Professional Counseling Orientation and Ethics.** Includes studies that provide an understanding of all aspects of professional functioning; including history, roles, organizational structures, ethics, standards, and credentialing. This includes, but is not limited to, history of the helping professional; professional roles and functions; professional organizations, primarily the American Counseling Association (ACA), its divisions, branches, and affiliates; Ethical Standards of the ACA and related entities, ethical and legal issues and their applications to various professional activities; professional preparation standards; professional credentialing; and public policy including the role of the professional counselor in advocating on behalf of the profession and its clientele.