



# Wayne County Community College District

## COURSE SYLLABUS

### SW 108 Case Documentation

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**CREDIT HOURS:** 2.00

**CONTACT HOURS:** 30.00

**COURSE DESCRIPTION:**

This course designed to provide a reference on documentation and record-keeping practices for community-based social service agencies. It also serves to highlight the minimum standards of case documentation that students should strive to achieve.

**PREREQUISITES:**

None

**EXPECTED COMPETENCIES:**

Upon completion of this course, the student will be familiar with:

1. Plan, implement, and manage a complete documentation system through a variety of case studies and practical applications.
2. Compare and contrast alternative techniques of information collection and analysis and illustrate alternative manual and automated techniques and formats for recording, filing and retrieving information.
3. Apply the legal, ethical, administrative and professional requirements related to the recording and disclosure of private and confidential information.
4. Articulate the importance of time management in meeting documentation requirements.
5. Demonstrate effective communication skills when documenting course requirements
6. Create a viable documentation and management information system portfolio.

**ASSESSMENT METHODS:**

Student performance may be assessed by examination, quizzes, case studies, oral conversation, group discussion, oral presentations. The instructor reserves the option to employ one or more of these assessment methods during the course.

**GRADING SCALE:**

- 90%-100% = A
- 80%-89.9%= B
- 70%-79.9%= C
- 60%-69.9%= D
- <60% = E