

# SLPA A120: SPEECH-LANGUAGE ADMINISTRATIVE PROCEDURES

Item	Value
Curriculum Committee Approval Date	03/12/2025
Top Code	122000 - Speech/Language Pathology and Audiology
Units	2 Total Units
Hours	45 Total Hours (Lecture Hours 31.5; Lab Hours 13.5)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Open Entry/Open Exit	No
Grading Policy	Standard Letter (S)

## Course Description

Organizational and functional skills required in the speech pathology workplace. Emphasis on office management, client interaction requirements, communication techniques, educational techniques, writing skills related to speech-language pathology, scheduling, and computer applications. Transfer Credit: CSU.

## Course Level Student Learning Outcome(s)

1. Compose written chart entries from observation to document and record therapy behaviors, calculate required data from client and screening data, and design therapy schedules.
2. Prepare therapy materials for clients and modify materials to meet client/family/caregiver needs.

## Course Objectives

- 1. Demonstrate use of common office equipment
- 2. Explain sensitivity requirements in relation to client/family/care giver interaction
- 3. Distinguish level of information and confidentiality issues in communication with client/family/care giver
- 4. Demonstrate appropriate technical writing in relation to client chart entry
- 5. Compose written chart entries from observations
- 6. Describe techniques in development of objectives
- 7. Calculate required data from patient and screening data
- 8. Prepare educational materials for clients
- 9. Demonstrate modification of educational materials to meet client/family/care giver needs.
- 10. Design scheduling charts for office and client requirements
- 11. Explain requirements of timeliness in the speech pathology therapeutic setting.
- 12. Prepare client and office materials using basic word processing and spreadsheets

## Lecture Content

Office equipment Computers, e-mail, fax, phone systems, calculators Maintenance Supplies Communication skills related to Speech-Language Pathology Age sensitive concerns Culture sensitive issues Developmental sensitive issues Family, client, and care giver interactions skills Scope of information Confidentiality issues Appropriate communication techniques: clarity and conciseness Telephonic skills Writing skills related to Speech-Language Pathology Technical writing: clarity and conciseness Recordkeeping/Documentation Terminology requirements Changing observations into words Chart preparation Records and graphs Calculation requirements in Speech-Language Pathology Chronological Age determinations Percentages from client data and screening Frequencies Determining means Percentiles related to client data and screening Standard scoring mechanisms of screening Educational techniques Preparation of materials: age, culture, developmentally appropriate Display boards Use of preprinted materials Teaching aids Modification of materials to client/family/care giver needs Use of computers in education and assistive technology Office management techniques Office etiquette Developing schedules Record organization and management Time management requirements Co-workers Budget concerns Billing Computer applications Word processing programs Spreadsheet programs Graphics Presentations programs: Powerpoint Research activities Internet Professional journals APA manual

## Lab Content

Office equipment Computers, e-mail, fax, phone systems, calculators Maintenance Supplies Communication skills related to Speech-Language Pathology Age sensitive concerns Culture sensitive issues Developmental sensitive issues Family, client, and care giver interactions skills Scope of information Confidentiality issues Appropriate communication techniques: clarity and conciseness Telephonic skills Writing skills related to Speech-Language Pathology Technical writing: clarity and conciseness Recordkeeping/Documentation Terminology requirements Changing observations into words Chart preparation Records and graphs Calculation requirements in Speech-Language Pathology Chronological Age determinations Percentages from client data and screening Frequencies Determining means Percentiles related to client data and screening Standard scoring mechanisms of screening Educational techniques Preparation of materials: age, culture, developmentally appropriate Display boards Use of preprinted materials Teaching aids Modification of materials to client/family/care giver needs Use of computers in education and assistive technology Office management techniques Office etiquette Developing schedules Record organization and management Time management requirements Co-workers Budget concerns Billing Computer applications Word processing programs Spreadsheet programs Graphics Presentations programs: Powerpoint Research activities Internet Professional journals APA manual

## Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)
- Lab (04)
- DE Live Online Lab (04S)
- DE Online Lab (04X)

## **Instructional Techniques**

A combination of lecture, technique demonstration, and application of skills in the laboratory. Individual and paired activities along with discussion and instructor feedback.

## **Reading Assignments**

Student will demonstrate written techniques in technical charting, projects, and examinations. Reading from handouts/application of techniques approximately 2 hours per week)

## **Writing Assignments**

Student will demonstrate written techniques in technical charting, projects, and examinations.

## **Out-of-class Assignments**

Student will demonstrate written techniques in technical charting, projects, and examinations. Student will research gather data, potential therapy materials to complete a portfolio (approximately 2 hours per week)

## **Demonstration of Critical Thinking**

Student written examinations, student developed projects.

## **Required Writing, Problem Solving, Skills Demonstration**

Student will demonstrate written techniques in technical charting/data collection methods, scheduling, projects, and examinations.

## **Eligible Disciplines**

Speech language pathology: Master's degree in speech pathology, speech language pathology, speech language and hearing sciences, communicative disorders, communicative disorders and sciences, communication sciences and disorders, or education with a concentration in speech pathology, OR the equivalent. Master's degree required.

## **Other Resources**

1. Program developed clinical skills forms and requirements.