

**HLC 120 Course Outline as of Spring 2014****CATALOG INFORMATION**

Dept and Nbr: HLC 120 Title: HEALTH CAREERS INSTITUTE

Full Title: Health Careers Institute

Last Reviewed: 2/13/2023

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	5.00	Lecture Scheduled	3.67	17.5	Lecture Scheduled	64.23
Minimum	5.00	Lab Scheduled	4.00	6	Lab Scheduled	70.00
		Contact DHR	0		Contact DHR	0
		Contact Total	7.67		Contact Total	134.23
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 128.45

Total Student Learning Hours: 262.68

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: HLC 129

**Catalog Description:**

This course is designed to introduce high school students to opportunities in the health care field through lecture, laboratory, and fieldwork experiences.

**Prerequisites/Corequisites:****Recommended Preparation:****Limits on Enrollment:**

Students must be admitted into the program and be current on following immunizations: MMR, Varicella-Zoster, current TB clearance, finger printing and clean background clearance

**Schedule of Classes Information:**

Description: This course is designed to introduce high school students to opportunities in the health care field through lecture, laboratory, and fieldwork experiences. (Grade Only)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment: Students must be admitted into the program and be current on following immunizations: MMR, Varicella-Zoster, current TB clearance, finger printing and clean

background clearance

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>		Effective:	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Not Certificate/Major Applicable

## **COURSE CONTENT**

### **Outcomes and Objectives:**

Upon completion of this course, the student will be able to:

1. Explain qualifications and requirements for volunteer employment in a medical setting.
2. Describe and explain the medical and legal requirements for participation in health occupations.
3. List steps to take in preparation for a career in the health professions.
4. Develop an educational plan for a health occupation.
5. Describe and implement productive time management and organizational skills for health career education and for volunteer work.
6. Apply critical-thinking, problem-solving, and decision-making skills to health career planning, goal setting, and community health issues.
7. Define workplace ethics and explain the importance of ethical standards, confidentiality, and patient rights in health care professions.
8. Define and give examples of professionalism as practiced in health care settings.
9. Explain the makeup and function of a health care team and discuss the importance of teamwork and communication.
10. Identify current Sonoma County community health issues.
11. Explain principles of case management and treatment planning related to public health.
12. Utilize Internet sites to research health careers, job opportunities, and health topic information.
13. Perform cardiopulmonary resuscitation techniques for an infant, child, and adult consistent with certification standards.
14. Demonstrate first aid techniques for an obstructed airway, heart attack, and shock consistent with certification standards.
15. Define and use basic medical terminology.
16. Identify major body systems and their anatomical structures.
17. Perform vital sign measurements and employ techniques to control spread of infection in a clinical setting.
18. Present a current resume and cover letter to prospective employers utilizing computer skills.

19. Discuss the history of health care.

### **Topics and Scope:**

- I. Brief history of health care
  - A. Early beginnings
  - B. Medicine in ancient times
  - C. Dark Ages and Middle Ages
  - D. Renaissance
  - E. Sixteenth through eighteenth centuries
  - F. Nineteenth and twentieth centuries
  - G. Patient care today and in the future
- II. Overview of healthcare providers and healthcare facilities
  - A. Healthcare providers
  - B. Facilities and agencies that provide care
    - 1. General hospitals
    - 2. Specialty hospitals
    - 3. Ambulatory care, medical, dental offices and clinics
    - 4. Rehabilitation centers
    - 5. Health maintenance organizations
    - 6. Home health care agencies
    - 7. Senior and disability day care centers
    - 8. Hospices
    - 9. World Health Organization
  - C. Government agencies
  - D. Volunteer agencies
  - E. Managed care
- III. Volunteer employment clearance for placement in medical settings
  - A. Minimum qualifications and requirements
  - B. Universal documentation form
  - C. Health Insurance Portability and Accountability Act (HIPAA)
  - D. Safety and infection control
  - E. Cardiopulmonary resuscitation certificate: infant, child, adult
  - F. Basic First Aid certificate
- IV. Keys to educational success:
  - A. Educational preparation
    - 1. Developing a plan and choosing appropriate courses
    - 2. Study skills
    - 3. Health care volunteer or part-time work
    - 4. Healthy behaviors
    - 5. Assessing educational choices
  - B. Catalogs, schedule of classes and advisors
  - C. College skills' courses
  - D. Student support services and resources
  - E. Scholarships and financial aid
  - F. Value of good academic skills, critical-thinking and problem-solving skills in health care
  - G. Time management techniques for health career study and employment
    - 1. Analyzing time use
    - 2. Setting goals
    - 3. Prioritizing tasks and meeting deadlines
    - 4. Maintaining a weekly calendar
    - 5. Recording accomplishments and challenges

## V. Professionalism in health careers

### A. Personal skill development

1. Positive attitude
2. Self-confidence
3. Dependability
4. Interest in learning
5. Initiative

### B. Workplace ethics and legal issues

1. Confidentiality
2. Privacy
3. Patient rights
4. Honesty
5. Respect
6. Cultural sensitivity
7. Modeling healthy behaviors
8. Legal terms and boundaries
9. Safety for patients and employees

### C. Interpersonal communication skills

1. Elements of communication
2. Good listening skills
3. Overcoming barriers to communication
4. Awareness of nonverbal communication

### D. Application of effective communication skills

1. Active listening
2. Demonstrating respect
3. Accurate charting, spelling and grammar
4. Accurate use of medical terms and medical abbreviations
5. Clear, concise verbal communication
6. Efficient and courteous phone and computer communications
7. Proper etiquette in workplace communication
8. Accepting supervision
9. Working cooperatively / teamwork
10. Managing conflict
11. Assuming leadership roles

### E. Health care teams

1. Team members
2. Function
3. Importance of

## VI. Exploration of health careers

### A. Health occupation titles

### B. Job responsibilities (scope of practice)

### C. Salary ranges

### D. Career pathways

### E. Educational and experience requirements

### F. Scholarship and financial aid resources

## VII. Analysis of community health issues

### A. Cultural awareness and sensitivity

1. Cultural beliefs and healthcare
2. Improving cross-cultural communication

### B. Major Sonoma County health needs and issues

### C. Nutrition and health

### D. Case management and treatment planning

## VIII. Introduction to medical terminology and anatomy

### A. Medical terminology

### B. The body and its functions

1. Organs and systems of the body
2. Directional terms for the body
3. Basic anatomy of selected body systems
4. A few common disorders within selected body systems

## IX. Procedures

### A. Techniques to control spread of infection

1. Hand washing
2. Medical asepsis and gloving

### B. Measuring vital signs-blood pressure, pulse, temperature

### C. Principles of body mechanics

### D. CPR and Basic First Aid

## X. Creating presentations

### A. Presentation software choices

### B. Oral presentation techniques

## XI. Computer skills

### A. Word processing software

### B. Online research

### C. Creating a resume and cover letter

## Assignment:

1. Read 15-30 pages from text per week.
2. Meet weekly with health career mentor to discuss and plan health career exploration and community health issue data collection and organization.
3. Complete form demonstrating minimum qualifications for volunteer or part-time employment in a medical setting.
4. Complete time management assignments
  - I. Problem-solving exercises
    - a. organize notebook
    - b. analyze time use
    - c. maintain weekly calendar
    - d. analyze and prioritize weekly goals
    - e. create daily "to do" list
  - II. Writing assignment -- maintain a journal of weekly accomplishments/challenges
5. Meet with an educational advisor to develop an educational plan for a health career, and utilize related Internet resources.
6. Perform CPR demonstrations and complete certification.
7. Perform Basic First Aid demonstrations and complete certification.
8. Make flash cards and complete 3-7 medical terminology and medical abbreviation exercises.
9. Complete 4-8 body system anatomy exercises.
10. Fieldwork: In groups of 4, students participate in weekly rotation through 5 local "Centers of Excellence" in hospital or large health facility settings. Through lecture/demonstration and job shadowing, students explore and gain experience related to a variety of health careers.
11. Fieldwork: Students participate in a minimum of 7 field trips/site visits at non-hospital settings.
12. Clinical lab: demonstrate techniques to control spread of infection, measure vital signs, and correct body mechanics.
13. Computer lab: various lab activities and assignments related to software, research projects, and presentations.

14. With your team members, conduct research on health careers; write a 2-4 page paper about 2-3 health careers, the associated educational and experience requirements, scholarship and financial aid resources, job responsibilities, career pathways, and salary ranges.
15. With your team members, conduct research on health careers and community health issues; write a 3-5 page paper describing a current community health issue in Sonoma County, prevention possibilities, and health resources.
16. Prepare data from health career and health issue projects for public presentation, using presentation software.
17. Final project (presentation): present computerized health career and community health issue projects in a public presentation.
18. Complete pre- and post-tests for Summer Institute.
19. Complete 5-15 quizzes.

### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Journal papers
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Writing 10 - 25%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Time management assignments
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Problem solving 10 - 15%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

CPR, First Aid, presentation.
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Skill Demonstrations 30 - 50%
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**Exams:** All forms of formal testing, other than skill performance exams.

Quizzes and exams
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Exams 20 - 30%
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**Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation in fieldwork experiences (mandatory)
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Other Category 5 - 10%
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### Representative Textbooks and Materials:

Introduction to Health Occupations: Today's Health Care Worker, Badasch and Chesebro, Prentice Hall Publisher, 6th Ed., 2004 (classic)