MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE

Faculty is required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Academic Affairs and Standards Council.

DEPT. HC_________ COURSE NUMBER: ________

NUMBER OF CREDITS: 3 (2/1)

COURSE TITLE: Introduction to Healthcare Careers

CATALOG DESCRIPTION:

Introduction to careers in the healthcare industry, explore a wide variety career options, and develop an awareness to workplace climate and culture. Students will participate in in-depth study and exposure to medical/health science careers, career planning, employability skills, basic terminology, ethics, wellness, disease and safety.

AUDIENCE:

FULFILLS MN TRANSFER CURRICULUM AREA(S) *(Leave blank if not applicable)*
Area: by meeting the following competencies:
Area: by meeting the following competencies:
Area: by meeting the following competencies:

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:

LENGTH OF COURSE: Semester

THIS COURSE IS USUALLY OFFERED:
Every other year □ fall X□ spring X□ summer □ undetermined □

Four goals are emphasized in course at Minnesota West Community & Technical College:

1) ACADEMIC CONTENT: The academic objectives of this course are:
   a. Understanding the different career opportunities in the healthcare field.
   b. To apply basic medical terminology,
   c. To understand diversity as it relates to healthcare.
   d. To know basic job search skills.
   e. To understand legal and ethical standards.
2) THINKING SKILLS: This course will help students improve the effectiveness of
their thinking skills through:
   a. Self-reflection through journaling their experiences.
   b. Presentation of the differences among healthcare disciplines.
   c. Skills assessment.

3) COMMUNICATIONS SKILLS: This course will help students improve their oral
and written communication skills through:
   a. Interactive lecture and lab.

4) HUMAN DIVERSITY: This course will help students recognize, understand, and
appreciate human diversity through:
   a. Working in groups or partners in the lab setting.

TOPICS TO BE COVERED:

- Roles of healthcare workers
- Licensure or credentialing requirements
- Behaviors suitable for the workplace
- Employer expectations
- Communication skills
- Explore diversity
- Legal and ethical issues related to healthcare
- Medical Terminology
- Job skills-resume, interview, job acquisition skills
- Universal medical skills

COURSE LEARNING OUTCOMES (GENERAL):
1. Gain Exposure to Medical/Health Science Careers.
2. Students will learn Universal Ethical and legal standards in the healthcare field.
3. Student will learn universal medical skills.
4. Student will learn job search skills (interview, resume, and job acquisition).
5. The student will reflect on his/her experiences.

STUDENT LEARNING OUTCOMES (SPECIFIC):

- Students will learn about the different facets of health and medical careers in all
  areas including: administration, allied health, providers, technicians and
  complementary/preventative medicines.
- Students will observe at 3 separate locations that encompass a different facet of
  the health care and medical fields.
- Students will have the opportunity for guest speakers to lecture within the class to
  share information on their respective fields.
• Students will learn and understand the differences between the different fields, their required education and background as well as career prospects.
• Students will learn the importance of HIPAA and Privacy laws in the healthcare setting.
• Students will obtain and learn the importance of a background check.
• Students will discuss ethical and legal dilemmas from various aspects of the healthcare field.
• Students will read and discuss variations in cultural, religious, and socioeconomic dilemmas within healthcare.
• Students will be exposed to various skills utilized across the medical and health arena including but not limited to: medication dosage, heart rate measurements, blood pressure measurement, respiration measurement and skinfold measurements.
• Students will learn the various techniques that are unique to each facet of medicine including specialty skills, special equipment and corresponding technology.
• Students will learn appropriate methods for securing meet and greets, interviews, or follow up appointments with potential employers or job shadowing supervisors.
• Students will learn how to write resumes, cover letters and personal statements befitting to their field of choice.
• Students will practice interview and phone skills necessary to acquire a job shadowing experience in the medical or health fields.
• Students will write weekly journal reflections on their experiences and thoughts regarding their job shadowing and in class experiences.
• Students will write a final presentation and reflection on a chosen job shadowing experience from the semester
• Students will present their information to the class as practice for their oral and written communication skills assessment.

LEARNING/TEACHING TECHNIQUES used in the course are:
X  Collaborative Learning  X  Problem Solving
X  Student Presentations  X  Interactive Lectures
X  Creative Projects  X  Lecture  X  Films/Videos/Slides
X  Demonstrations  X  Other (describe below)
X  Lab

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:
X  Reading  X  Tests  X  Individual Projects
X  Oral Presentations  X  Worksheets  X  Collaborative Projects
X  Textbook Problems  X  Papers  X  Portfolio
X  Group Problems  X  Term Paper
☐ Other (describe below)

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

The information in this course outline is subject to revision.
To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

This document is available in alternative formats to individuals with disabilities by contacting the Student Services Advisor or by calling 800-658-2330 or via your preferred Telecommunications Relay Service.

A Member of the Minnesota State Colleges and Universities System
An Affirmative Action Equal Opportunity Educator/Employer

Revised 10/1/16