
**HTL 103, Investigations in Health Care & Careers
Syllabus
Three Rivers Community College**

Spring 2013

Instructor:

Jeanne C Zuzel, R.N., M.A.,
Phone: (860) 889-4690
E-mail: jzuzel@trcc.commnet.edu
Fridays 2pm –4:30pm
Office Hours: Mondays & Fridays by appointment

Disabilities and Learning Difference Statement: If you have a disability or learning difference which may require classroom or test-taking modification, please see me as soon as possible. If you have not already done so, please contact student services for coordination of services to students with disabilities.

This syllabus is a guideline and may be changed at the discretion of the instructor. Notice of changes will be posted at least 48 hours in advance of class. Students are responsible for information as it is posted

Credit: 3

Course Description: This course is designed for those students who have an interest and /or have elected a career in the health profession. Students will become familiar with specific skills needed to maximize their opportunity for academic and clinical success. The course will include a comprehensive overview of the duties and responsibilities associated with clinical competency in a variety of health careers. Interdisciplinary learning strategies, correlating clinical and didactic education, critical thinking skills, ethics, cultures & life management skills will be emphasized. Course work will include modules related to study skills, hands on experience, research & group presentation.

Course Objectives will be achieved through a combination of written, listening and oral exercises, utilizing a multi-sensory approach to learning. Whenever possible, material is presented in context, as it is used in the health care environment.

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

1. Demonstrate personal & professional organizational skills.
2. Demonstrate critical thinking through problem solving and role play.
3. Demonstrate interpersonal skills as they relate to the classroom and clinical setting.
4. Identify and evaluate personal learning strategies.
5. Identify and describe at least 5 health care career professions.
6. Identify, research and explore various health care careers via online and multi media resources.

7. Define the basics of medical terminology.
8. Identify the physical requirements applicable to clinical training.
9. Identify, describe and evaluate medical risks associated with clinical training.
10. Identify and describe cultural considerations in the modern healthcare system

Required Textbooks:

DeLeat, Roxann , Introduction to Health Care & Careers ,Lippincott, 2012

You will also want access to a basic medical dictionary, available in the campus Bookstore.

Teaching and Learning activities:

Interactive, Group and Individual presentations
OFF SITE educational opportunities may be utilized

The **Companion Website** (www.thepoint.lww.com) is an online study aid with additional activities.

Two classes will be devoted to online activities/discussion.

Research Paper

Group Project

Attendance Policy:

Attendance at all classes is strongly recommended due to the intensity and rapidity of the content presentation. Students will be held accountable for **all** content presented during class periods, assigned readings, research paper and group project. Classroom and online participation are essential components of the course.

Course Grade: The course grade will be calculated in the following manner:

Final Exam	20% of final grade
Class/Online Participation	20% of final grade
Quizzes/tests	30% of final grade
Group Project/Research Paper	20% of final grade

Tests & quizzes will be given as indicated on the class schedule outlined in this syllabus and are subject to change at the discretion of the instructor.

Tests & Quizzes missed cannot be made up and will count as a "0" grade.

A Research Paper is required of all students in APA/MLA format. Students may choose a topic from the following list:

1. **Medical Ethics and Confidentiality**
2. **Cultural Diversity in modern healthcare**
3. **Health Care Economics**
4. **Contemporary Issues in Health Care**
5. **Health Care past & Present**

Research papers are a minimum of 5 pages and max of 6, and must relate to one of the above topics. Example” Florence Nightingale” relates to Healthcare past & present.

Research papers are due No later than April 30th

The Group Project is required of all students and is designed to give students the opportunity to work together and develop an alternate learning activity related to Health care and Careers .

This project will be shared with the class during the last 2 weeks of class time. Projects must be pre-approved by the instructor and topics submitted in writing on February 15,2013 (Class 3). Topics are first come first accepted.

Students will be given an opportunity for group work as part of the class time scheduled.

Games, puzzles, contests, and transcript analysis are some possible activities. The object is to reinforce course learning with methods not used in the textbook and regular classroom discussions.

Numerical and Letter Grades:

The following final averages will receive the corresponding letter grades:

A	95-100
A-	90-94
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	65-69
D	60-64
F	less than 60

College Withdrawal Policy: Please refer to your Student Handbook for college policies regarding drop/add dates and procedures. Failure to officially withdraw after stopping attendance & participation in class will result in an “F” grade.

COURSE MODULES

1. Careers in Healthcare
2. Introduction/Overview of Study skills , Time Management, Test taking Strategies
3. Research and Library resources
4. Medical/Legal Responsibilities, Ethics and Confidentiality
5. Medical Record Documentation Management
6. Precautions and Safety
7. Medical Terminology and the body systems.
8. Interpersonal and Communication Skills
9. Cultural Diversity Issues in Healthcare
10. Contemporary Issues in Healthcare

CLASS Schedule/Content

(This is a general schedule and is subject to change based on Instructor discretion)

- 1/25 Review of the Syllabus
Overview of the text, blackboard and online resources
Preface
Part I The World of HealthCare, Chapter 1, Todays healthcare system
- 2/1 Part I (Cont) , Chapters 2 Healthcare Economics, Chapter 3, Ethics
- 2/8 Part II-Professional Skills, Chapter 4, Personal Qualities and Professional Skills
Chapter 5, Communication Skills (**clinical skills lab**)
- 2/15 Part II (Cont) Chapter 6, Diversity and Difference in Healthcare,
Chapter 7, Critical Thinking and Problem Solving
Chapter 8, Teamwork & Leadership
Group Project Outline Due
- 2/22 Part III –Workplace Skills, Chapters 9, Technology (on line assignment, no onsite class)
- 3/1 Part III -(Cont) Chapter 10, Medical Terminology, Chapter 11, Medical Documentation & Chapter 12 Medical Math

- 3/8 Part III (Cont) Chapter 13, Safety & Infection Control, & Chapter 14, Body Mechanics.
- 3/15 Part III (Cont) Chapter 15, Measuring Height, Weight, & Vital Signs, **(this will be an interactive class, with clinical skills lab)**
Chapter 16, First Aid and Emergency Procedures.
- 3/22 Spring break
- 3/29 spring recess no class
- 4/5 Part IV-Career Profiles, Chapter 17, Over view of Healthcare Careers
Chapter 18, Patient Care : Medical & Surgical, Chapter 19 , Nursing
- 4/12 Part IV-(Cont), Chapter 20, Patient Care, Dental Services,
Chapter 21, Laboratory Services, Chapter 22, Diagnostic Imaging
- 4/19 No On site Class- Online assignment- TBA for chapters 23 Therapy & Rehab &
Chapter 24, Health Informatics
Group Project team work session
- 4/26 Part V: Anatomy and Physiology
Chapter 25, The Body as a Whole
Chapter 26, Protection, Movement and Support
- 4/30 **Research Paper Due.**
- 5/3 Part V: Anatomy & Physiology (Cont)
Chapter 27, Coordination & Control
Chapter 28, Circulation and Defense
Chapter 29, Energy Supply & Use
- 5/10 Group Project Presentations
- 5/17 Final Exam

1/25/13 JCZ