

**Master Syllabus**

**COURSE:** HCOR 1802 - PROFESSIONAL TRANSITIONS FOR PATIENT CARE TECHNICIANS

**CRN:**

**CREDIT HOURS (Lecture/Lab/Total):** 1/1/2

**CONTACT HOUR (Lecture/Lab/Total):** 40/40/80

**INSTRUCTOR INFORMATION**

**Name:**

**Email:**

**Phone:**

**Office:**

**Office Hours:**

**Class Location:**

**COURSE DESCRIPTION:** This course is designed to assist students in transitioning to the professional practice role. Students are expected to identify and perform skills necessary to secure employment in the healthcare industry and make immediate and future decisions regarding job choices and educational growth. Soft skills and personal attributes (such as enthusiasm, honesty, self-esteem, patience, cooperation, organization, responsibility, flexibility, sociability, motivation and communication skills), necessary for successful employment are discussed and practiced. Patient Care Technician national certification exam preparation is included in the course.

**PREREQUISITES:** Student must have successfully completed or be concurrently enrolled in DVMA 0098; or ACT 17+; or COMPASS 30+ Algebra

## LEARNING OUTCOMES:

Upon completion of this with a minimum of 70% accuracy, the student will

1. List the places healthcare providers may be employed and the expectations of the employers.
2. Outline information essential to finding, applying for, and terminating a job using basic computer skills.
3. Identify benefits of continuing education and professional organizations.
4. Compare current issues and future concerns for healthcare providers.
5. Describe the types, parts, format and uses of resumes’
6. Prepare a personal resume.
7. Identify the purpose and information included in a letter of application.
8. Prepare a letter of application.
9. Complete various job application forms.
10. Identify appropriate job interview information such as questions and responses, personal appearance and conduct.
11. Name the different tests that may be required by a potential employer.
12. Participate in a mock job interview.
13. Conduct a job follow-up using techniques by using means of personal appearance, letter or telephone call.
14. List items to consider when evaluating a job offer.
15. Identify the correct procedures for leaving employment.
16. Write a letter of resignation
17. Prepare for the Patient Care Technician national certification exam
18. Complete the Patient Care Technician national certification exam

**ASSESSMENT MEASURES:** Student assessments will be based upon tests, quizzes, classroom activities, lab activities, projects, homework

## TEXTBOOK/S:

Makely, Sherry. *Professionalism in Healthcare : A Primer for Career Success,* 4th edition

ISBN 978-0132840101

**SUPPLIES AND EQUIPMENT:**

**ATTENDANCE POLICY:** It is the student’s responsibility to maintain regular contact with instructors. Class attendance is the responsibility of the student. All students must be officially enrolled in any course that they attend. It is expected that students attend all classes and be on time. If an absence occurs, it is the responsibility of the student for making up examinations, obtaining lecture notes, and otherwise compensating for what may have been missed. Students who stop attending class and do not officially drop, withdraw, or resign from the college may receive a grade of “F” for all coursework missed. Absences affect performance in this course and do not reflect well on participation. No student may substitute the attendance of another student. **Online students must be actively participating in online courses to be considered making progress.** **Hybrid students must attend face-to-face meetings as well as complete online assignments.**

Students should frequently check Canvas (Learning Management System) for notifications and updates to the course. Students are expected to use the online resources provided by NTCC to:

1. Track course assignments and progress

2. Discuss topics and issues with fellow students

3. Turn in assignments, quizzes, and tests

4. Check for any updates, changes or alterations to the course

5. Access all course materials to include presentations, assignments, quizzes, and tests.

**Grading Requirements:** A minimum of 70% must be achieved.

**Grading Scale:**

90%-100% A

80%-89% B

70%-79% C

60%-69% D

59%-Below F

**ACADEMIC INTEGRITY AND CONDUCT:** Students are expected to maintain the highest standards of academic integrity. Behavior that violates these standards is not acceptable. Plagiarism, cheating, and other forms of academic dishonesty are prohibited and are subject to disciplinary actions established in the Student Code of Conduct. The instructor reserves the right to assign a grade of “F” on any type of assignment or examination based on evidence that the student has violated the Student Code of Conduct.

**STUDENT BEHAVIOR/CLASSROOM DECORUM:** Students are encouraged to discuss, inquire, and express their thoughts and views during class. Classroom behavior that interferes with either the instructor’s ability to conduct the class or the ability of students to benefit from the instruction is not acceptable. Students are required to turn off all cell phones or similar electronic devices (or place them on silent mode) before coming into the classroom. The instructor reserves the right to assign no credit for work on that day if a student talks or texts on a cell phone or similar electronic device. The classroom is not a place for children, and students are not to bring their family members into the classroom.

**DISABILITY CODE:** If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Student Affairs. No accommodations are granted without documentation authorized from Student Affairs.

**WITHDRAWAL POLICY:** The last day to withdraw from a course or resign from the college is **\_\_\_\_\_\_\_\_\_\_\_\_\_**. If you intend to withdraw from the course or resign from the college, you must initiate the action by logging into LoLA. The instructor will not withdraw you automatically.

**COMMUNICATION POLICY:** My.NorthshoreCollege.Edu is the official student email communication within Northshore Technical Community College. Therefore, the College has the right to send communications to students via their College email address and the right to expect that those communications will be received and read in a timely fashion. Every student is assigned a My.NorthshoreCollege.Edu. Students can redirect their College email address to an outside email provider. However, the College is not responsible for handling outside email providers, and redirecting their College email address does not absolve a student from their responsibilities associated with communication sent to their official College email address.

**COPYRIGHT POLICY:** Unless a student has obtained permission from the copyright holder, it is a violation of Copyright Law to print or photocopy chapters from a textbook that the student did not purchase. If the course requires the use of an electronic textbook, a student must look for a statement that allows for photocopying and/or printing of the eTextbook.

**NETIQUETTE POLICY:** This term is used to describe accepted, proper behavior on the Internet. Remember the following when communicating online (messages, discussion board, etc.):

* Never post profanity, racist, or sexist messages
* Be respectful of fellow students and instructors
* Never insult any person or their message content
* Never plagiarize or publish intellectual property
* Do not use text messaging abbreviations or slang
* Do not type in all CAPS (this is considered online yelling)