

## Course Syllabus

**Course Title:** Health Career Success

**Course Number:** HLTH 5350

**Course Description:** Health Career Success will prepare the students to enter the healthcare workforce. The course will include components such as: resume building, interview skills, appropriate attire, office politics, and professional etiquette.

**Hours:** 24

**Course Prerequisite(s):** None

**Student Learning Outcomes:**

1. Identify factors that demonstrate a strong work ethic.
2. Explain the purpose of performance evaluations.
3. Explain how character, personal values, and priorities define a person.
4. Explain the role of respect, good manners, and courtesy in the workplace.
5. Describe good customer service.
6. Describe how grammar and vocabulary impact the professional image.
7. Describe important factors in participating in a job interview.
8. Create a professional resume and cover letter.
9. Understand the meaning of transferrable skills.

**Textbook:** (Contact bookstore for current edition and cost)  
No textbook is required for this course.

**Withdrawal Policy:** See the current *Career Skills Training* catalog for the tuition refund policy.

**Collin College Academic Policies:** See the current *Collin Student Handbook*.

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**Attendance Policy:** Students must be in attendance 100% in order to pass competencies.

**Session:**

Session 1: **Health Care Goals: Quality, Integrity, Competence and Compassion**

*The Health Care Industry and Your Role*

*Your Work Ethic and Performance*

*Personal Traits of the Health Care Professional*

Resume Development – see instructions at the end of the syllabus

Session 2: **Exceeding Expectations**

*Relationships, Teamwork and Communication skills*

*Cultural Competence and Patient Care*

*Professionalism and Your Personal Life*

- Session 3: **Represent Yourself Well**  
*The Practicum Experience*  
*Employment, Leadership and Career Development*  
*Portfolio workshop: Do's and Don'ts*
- Session 4: **Putting Your Best Foot Forward: First Impressions Count**  
*Preparing for the Interview*  
*Interview Etiquette*  
*Dress for Success*
- Session 5: **Portfolio Development**  
Example cover letter  
Completed portfolio = 40% of overall grade
- Session 6: **Mock Interviews**  
Resume development process = 20% of overall grade  
Interview score = 40% of overall grade

Sessions listed are a guideline to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, labs, and days.

**Method of Evaluation:** Students must achieve a minimum of 75% final average and must be in attendance **100%** of the class time in order to pass competencies.

**Resume development instructions:**

1. Create an account on [Simplicity](#) to develop your resume
2. Bring a copy of your resume to class each week. Your instructor will review and recommend changes/edits.
3. Make the requested changes.
4. Submit both the first draft copy and the approved copy to your instructor for a grade.
5. Submit both to the CE Health Science office as part of your application for externship.