**Section 1. Proposed Course Outline** (A general statement of course content that informs class syllabus construction. Once approved, all sections of a given course must include this content, no matter which instructor teaches the course, or the mode of delivery. Divisions must include this new course outline in the Divisional Course Outline binder as required by COPPs.)

Course Number: HIM 135 Full Course Title for print catalog: Health Care Employment

Abbreviated Course Title for Banner:Health Care Employment (30 character limit)

Prerequisites: Acceptance to HRT or HIM program, or instructor consent.

Co-requisites:

Grade Option: X Graded (with P/NP option)  [ ]  Pass/No Pass only

|  |  |  |  |
| --- | --- | --- | --- |
| **Number/Type Credits** | **Term Minimum Contact** | **Term Maximum Contact** | **11-Week Term Contact** |
|  2 Lecture |  20 hours (lecture credits x 10) |  24 hours (lecture credits x 12) |  22 hours (lecture credits x 11) |
|  Lec/Lab |  hours (lec-lab credits x 20) |  hours (lec-lab credits x 24) |    hours (lec-lab credits x 22) |
|  Lab |  hours (lab credits x 30) |    hours (lab credits x 36) |    hours (lab credits x 33) |
|  2  **Total credits (sum)** |  20  **Total hours (sum)** |  24  **Total hours (sum)** |  22  **Total hours (sum)** |

|  |
| --- |
| Course Description (300 character limit): Acceptance to HRT or HIM program, or instructor consent. Students will prepare for every step of the employment cycle, including job research, writing resumes, applications, and preparing for interviews. Students also learn how to start and keep a job in health care, leave a job with grace, and secure references. During this course students will construct an employment portfolio and will participate in one or more mock interviews. |
|  |
| **Course Outcomes and Proficiencies** | **Assessments Planned** |
| What will the student ***know*** or ***be able to do*** at the end of the course?What ***attitudes*** related to the subject will the student hold? | What evidence will demonstrate that students have achieved course outcomes? (Assessment tools may include departmental tests, written products, portfolios, juried performances, quizzes and exams, or alternative assessments such as qualitative studies, capstone projects, external reviewers, etc.) |
| **Upon successful completion of this course, the student will:** | **How each outcome will be assessed:** |
| Student will understand and be able to develop their health care job objectives | Exams, completion of written assignments, case studies, discussion questions, group work. |
| Student will understand and be able to create a working resume’, cover letter, and job application | Exams, completion of written assignments, case studies, discussion questions, group work. |
| Student will understand and be able to navigate job search websites and other sources | Exams, completion of written assignments, case studies, discussion questions, group work. |
| Student will understand and be able to create materials related to leaving a job, i.e. resignations | Exams, completion of written assignments, case studies, discussion questions, group work. |
| Student will understand the skills and techniques to have a successful job interview | Exams, completion of written assignments, case studies, discussion questions, group work. |

**Course Content by Major Topics**What topics will be presented? What are the main activities of the course? What are the central themes?

(See sample at <http://www.lanecc.edu/cops/format3.htm>.)

**Topics:**

* Health care resume, cover letter, and employment application
* Finding and researching a health care job and facility
* How to prepare for an interview and after the interview
* Interview techniques and practice
* Changing health care jobs – ending a job gracefully

 **Section 2. Proposal Information**

|  |  |  |
| --- | --- | --- |
| **Course Developer:** | **Type of Proposal** | **Type of Course:**  |
|   | [x]  New course | [ ]  Lower Division Collegiate (transfer)  |
| Date:  | [ ]  Currently 199 or 299  | [x]  Professional/Technical (required or elective)  |
| Catalog year to take effect:  | [ ]  Experimental Course | [ ]  Developmental, numbered below 100 |
| 2013-2014 | [ ]  199 Special Studies |  |
|  | [ ]  299 Trends  |  |
|  | [ ]  Revised course (If increasing credits, use credit change form) |
|  | [ ]  Reactivated course with no change |
|  | [ ]  Reactivated course with changes  |

**Rationale:**

|  |
| --- |
| **How does this proposal further the goals of the program or department?**  |
| The topics covered in this course are integral part of successful employment in health care after graduation. |
| **What assessment evidence supports this proposal?** HRT/HIM Advisory Board Coding sub-committee recommendations, HRT Co-Op sites, student requests. |
|       |
| **How do you know there is a demand for this course?** Part of HIM AAS Degree and needed for HRT Certificate as per local employers on HRT Advisory Committee. |

**Section 3. Curriculum Equity (**[**http://www.lanecc.edu/cops/curric.htm**](http://www.lanecc.edu/cops/curric.htm)**)**

**To promote an environment where all learners are encouraged to develop their full potential, this course will support Lane’s Curriculum Equity policy in the following way(s):**

As outlined in LCC’s policy and procedure system, this course will strive to:

1. Promote an environment where all learners are encouraged to develop their full potential;

2. Use materials which acknowledge the equal status of all human groups and integrates their social relationships;

3. Portray women and men from diverse cultural and ethnic backgrounds in a wide range of roles;

4. Use quotations, references and reading recommendations which are authored by individuals who endorse pluralism;

5. Use gendered examples equally when illustrating theories and concepts;

6. Use class materials which assist students in clearly recognizing and accepting basic similarities among all members of the human race as well as the uniqueness and worth of every individual. Examples of such material could include diverse individuals regardless of race, gender, age, religion, disability, national origin, marital status, or class background.

7. This will be offered in an online format at a minimum annually, making it available to all LCC students of all geographic locations.

**Section 4. For revised courses only: PREVIOUS Catalog/Course Information:**

Course Number: Course Title in Banner: (30 characters maximum)

Full Course Title in print catalog:

Prerequisites:

Co-requisites:

Grade Option: [ ]  Graded (with P/NP option) [ ]  Pass/No Pass only

|  |  |  |  |
| --- | --- | --- | --- |
| **Number/Type Credits** | **Term Minimum Contact** | **Term Maximum Contact** | **11-Week Term Contact** |
|    Lecture |    hours (lecture credits x 10) |    hours (lecture credits x 12) |    hours (lecture credits x 11) |
|    Lec/Lab |    hours (lec-lab credits x 20) |    hours (lec-lab credits x 24) |    hours (lec-lab credits x 22) |
|    Lab |    hours (lab credits x 30) |    hours (lab credits x 36) |    hours (lab credits x 33) |
|    **Total credits (sum)** |     **Total hours (sum)** |     **Total hours (sum)** |     **Total hours (sum)** |

**Course Description:**

What will change? [ ] Course Number [ ] Title [ ] Course Description [ ] Credit hours [ ] Contact hours

**Section 5. Support Courses (New Professional/Technical course proposals must complete.)**

Professional/Technical courses are tracked within programs for purposes of Carl Perkins funding and budgetary planning. Indicate all degree or certificate programs for which this course will be required.

|  |  |
| --- | --- |
| Program | Division |
| HRT AGS Degree and HIM AAS Degree | Health Professions |
| HRT One year certificate, and Medical Coding Certificate | Health Professions |

**Section 6. Overlap Courses (New course proposals must complete.)**

While overlap of course materials is not necessarily a flaw, duplication of course materials may lead to inefficient use of college resources. If there is overlap, the faculty of overlapping courses must agree on the extent of overlap and attach a rationale explaining its necessity.

Indicate all departments/courses that this course may overlap. Division Dean of existing course enters one of two options at right. Note: N/A is not an option.

Options:

1. No overlap.

2. Approved: overlap is acceptable. Rationale attached.

3. Disapproved: reasons attached.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Division | Course Number / Title | % Overlap | Option | Division Dean of existing course(Signature required for all options) | Date |
|  |       |       | 1 |  |       |

**Section 7. Qualification to fulfill degree requirements** (complete all relevant forms, available at <http://www.lanecc.edu/currsched/index.html> and send to Mary Brau for the Degree Requirements Review Committee):

[ ]  Form(s) applying for the following degree requirement status have been attached. (Only check this box when forms have been completed and attached.)

**AAOT, ASOT-Bus, OTM:**

[ ]  Arts & Letters

[ ]  Social Sciences

[ ]  Science /Computer Science

[ ]  Mathematics

**AAOT:**

[ ]  Cultural Literacy Option

**AAS, 1-year and 2-year certificates:**

[ ]  Human Relations

**Section 8. Library Impact Statement**

Under accreditation standards, Library consultation is essential for new programs, new courses and for substantively revised courses when the revisions entail any change in library use.

**What assignments will require the use of library and information resources?**

**None. All course resources used are available online at CMS.gov, AHIMA.org, and other professional or government OER sites.**

Each academic area has a Liaison Librarian (<http://www.lanecc.edu/library/services/liaison.htm>). Contact the designated librarian to discuss the library needs of your course. Please allow the librarian at least one week to assess library resources.

**To be completed by Liaison Librarian:**

[ ]  Library resources are adequate to support this proposal.

[ ]  Additional resources are needed but can be obtained from current funds.

[ ]  Significant additional Library funds/resources are required to support this proposal.

 \_\_\_\_\_\_\_\_\_\_\_\_\_

 Liaison Librarian Date

**Section 9. Divisional Approval** (To be completed by Division Chair and Administrative Assistant)

**Human, Physical, and Financial Resources:**

[ ]  Additional instructional costs (staff, materials, services or facilities) will be incurred to offer this course. Source of funding:

[x]  No additional instructional resources (staff, materials, services or facilities) are needed to offer this course.
Explain: part time staff already available to teach course. Tuition will cover course costs.

**Required Certifications:**

[x]  We have developed minimum course certification standards according to the COPPs procedure “Instructor Qualifications: Credit,” to be filed with ASA upon course approval.

[x]  We have completed faculty certification form(s) for faculty qualified to teach this course, to be filed with ASA and Human Resources upon course approval.

Administrative Assistant/Coordinator Date

**Fees:**

[ ]  We have completed fee rationale and fee request forms to be submitted to ASA upon course approval, in compliance with the COPPs procedure, “Fees: Special”

[x]  No special fees will be required for this course.

**Divisional Recommendation:**

[x]  The Division Chair and Administrative Assistant have reviewed this course proposal and kept a copy for divisional files.

[x]  Faculty review of this course was completed within the division on 12/9/2013 (date).

[x]  Pass [ ]  Do Not Pass

Academic Dean Date

**Section 10. College Approval**

Curriculum Committee Chair Date Executive Dean for Academic Affairs Date

Curriculum Approval Committee hearing:       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Vice President for Academic & Date

 Student Affairs