Course Syllabus

✎ **Edit**

DATE	CLASS	TOPIC OF DISCUSSION	CHAPTER QUESTIONS	ASSIGNMENTS / EXAM
June 28	1	Syllabus, Review Info Packet		
June 30	2	Advantages/Disadvantages of Health Field	Chs 1,2,3 due	
July 5	3	Phlebotomy/Lab Assistant	Chs 4,5,6 due	**Assignment 1 due**
July 7	4	Medical Assisting Curriculum/Career	Chs 7,8due	**Assignment 2 due**
July 12	5	MR/Secretary Program Pulse/BP	Chs 9,10 due	**Assignment 3 due**
July 14	6	Medical Lab Technician	Chs 11,12 due	**Assignment 4 due**
July 19	7	Medical File/Record Clerk/BOC	Chs 13,14 due	**Exam 1 due**
July 21	8	Medical Coding/Transcription Editing	Chs 15,16 due	**Exam 2 due**
July 26	9	Allied Health	Chs 17,18 due	
July 28	10	Allied Health/Management	Chs 19,20 due	**Interview due**

DATE	CLASS	TOPIC OF DISCUSSION	CHAPTER QUESTIONS	ASSIGNMENTS / EXAM
August 2	11	Discuss Interviews	Chs 21,22 due	

| *August 4* | 12 | Discuss Interviews | **Final Due** |

HEALTH TECHNOLOGY 50 Summer 2022 (ASYNCHRONOUS CLASS)

We will meet in first week via zoom. Link will be posted in announcements.

DESCRIPTION

A class that surveys health technology programs with emphasis on different professions. The course is designed to assist the student in identifying personal strengths and weaknesses related to health technology professions and understanding human behavior. **PASS/NO PASS course.**

Prerequisites: None

ADVISORY

English Writing 200 and Reading 200 (or Language Arts 2000, or English as a second language 261, 262 and 263

Instructor: Sumedha Sherlekar

OFFICE HOURS: Half hour every Tuesday from 3:30pm to 4 Pm. Please email me first to set time and date for office hours. From June 27th 2022 to August 5th 2022.   Email address: **sherlekarsumedha@fhda.edu**.

SLO(Student Learning outcome)

1. Develop the evolution, desirable characteristics and abilities of various roles of health technologies team members as it relates to the health care team.
2. Develop various methods of coping with loss

REQUIREMENTS:

Be prepared to spend between four to six hours per week studying course materials.

1. **Attend the First Class meeting on Tuesday June 28th, 4:30 to 6:20pm**
2. Pre- registered students who do not attend the first class will be dropped to make room for students on the waitlist.
3. Complete and turn in all FOUR assignments. Complete all reading assignments.
4. Pass 2 take home Examinations and the take home Final Exam.
5. Conduct and document an interview with a current employee of a medical facility who is working in a health technologies career the student has chosen.

OBJECTIVES:

After completing the course requirements, you should be able to :

1. Analyze the roles of medical receptionist, medical secretary, coding specialist, medical transcriber, lab assistant, EKG technician, and phlebotomist members of the health care team.
2. Identify the desirable characteristics of a health technology team member.
3. Select at least five skill areas in which each health technology team member should be proficient.
4. Differentiate between administrative and clinical responsibilities of the health technology team member.
5. State the sources of training available for health technology team members and advantages and disadvantages of each.
6. Analyze the rewards of a career as a health technology team member.
7. Develop various methods of coping with loss.
8. Describe the specialities and specialists in various medical specialties.
9. Recognize alternative perspectives of the delivery of health care with regard to gender, persons of different cultural backgrounds and those with disabilities.

COURSE MATERIAL

Purchase at DeAnza Book store:

Phone no: 408-864-8701.

Author:Milliken. M.E.

Title:Understanding Human Behavior 8th (or 9th) edition. Delmar Publisher.

9th edition ISBN : 978-1-305-95988-0 (Will be using this book). All power points are from 9th edition You can also buy 8th edition:: ISBN: 978-1-4354-8660-7

The Information packet, 4 assignments, and 3 take home exams will be emailed to you.

NOTE: Review and Self- Check questions are included in 8th/9th edition.

You will be turning in your answers to the activities at end of each chapter.*(Using Canvas) . Upload the PDF or Jpeg Image.* Completing the answers for all 22 chapters is required in order to pass this class.

Summer 2022 Health Technology Information packet, Assignments, and take home exams will be emailed to enrolled students the first week of the class. They will be available on Canvas

COMPLETE THE ASSIGNMENTS AND TAKE HOME EXAMS

All Assignments(1,2,3,4) and Take Home exams 1, 2 and Final Exam will be turned in on Canvas on the due date **NO LATE ASSIGNMENTS OR EXAMS WILL BE ACCEPTED.**

<u>INTERVIEW ASSIGNMENT</u>

Each student must conduct a ten (10)minute interview of a current employee of a medical facility who is working in the career the student has chosen. Please ask the following questions :

FORMAT: ESSAY format not question/answer format

- Job Description
- Is this a large, medium, or small facility?
- What qualifications do they have to have for this job?
- What does this employee enjoy about their job?
- Would they recommend this job?

Please type up this interview (minimum of 3 pages double spaced, no handwritten, no later than July 29th,2020).

Grading: Pass / No Pass

Your final grade is determined :

- Successful completion of ALL Review and Self-Check for all 22 chapters
- Successful completion of 4 assignments
- Successful completion of 2 take home exams
- Successful completion of an Interview with an individual who is currently employed in the Health Tech career you have chosen.

<u>GRADING SCALE:</u>

PASS: Successful completion of all assignments, exams, interview and class participation.

NO PASS: Unsuccessful completion of all or part of the assignments, exams, interview and/or class participation.

Policy on copying and Cheating:

Students who submit the work of others as their own or cheat on exams or other assignments receive a failing grade in the course and are reported to college authorities.

You may access your final grades through My Portal