

HEALTH TECHNOLOGY 50

Introduction to Health Technologies

HTEC-D050.-01Z

CRN # 23700

Instructor: Patricia (Pat) Hassel

Fall 2022

2.0 Units

DESCRIPTION

A class that surveys the health technology programs with emphasis on the professions; designed to assist in identifying personal strengths and weaknesses related to health technology professions and to learn basic principles of human behavior. **Pass/No Pass course.**

STUDENT LEARNING OUTCOME STATEMENTS (SLO)

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.

DAY/TIME/LOCATION

Live Zoom Class will be held Fridays, 10:30 AM-12:20 PM (**Audio and video are required for the live class**); Zoom link will be in CANVAS. A Zoom link for the recorded class will be posted on Canvas and emailed to all HTEC 50 students within 1-2 hours of the live class. **Your Attendance for both live or recording will be monitored. You are expected to view either the live or recorded class each week**)

OFFICE HOURS

Fridays: 12:20-1:20 PM via Zoom

REQUISITES: ADVISORY

EWRT 200 and READ 200 (or LART 200) or ESL 261, 262 and 263

INSTRUCTOR INFORMATION: PATRICIA HASSEL

Patricia Hassel is your course instructor. She was the Program Coordinator for the Health Technologies Department at De Anza College, a position she held 1982-2012. Ms. Hassel graduated from Montreal General Hospital's School of Nursing and worked as a staff nurse in several specialties: operating room, cardiology, and pulmonary diseases, and in outpatient pediatrics. She is currently a part-time instructor, formerly a full-time instructor at De Anza College 1969-2012, and holds a Business degree.



Office Hours Held: From Sept. 26-Dec. 16, 2022
Days/Hours: Fridays: 1 hour after live Zoom class
E-mail address: HasselPatricia@fhda.edu

Communication: I use email to communicate with you. You have to check your email at least once if not twice a week. Every Monday, I will email you the Agenda and course materials plus assignments for that week's class. They will be available on Canvas, also.

CANVAS

I am a fairly new user of Canvas this quarter so I will be supplementing it with emails! Please be patient with me. I promise I will make sure you receive all course materials! All course materials and take-home exams will be posted on Canvas (available the weekend before the quarter begins). Each Module will be named Class #. To access Canvas, please go to our web site, www.deanza.edu and click on Canvas (will be available a few days before the quarter begins). Once you are in MyPortal, you can click on CANVAS, then click on Introduction to Health Technologies (HTEC 50-01Z). Put in your student ID (CWID) number and password that should take you to the Canvas Dashboard, then click on "Modules" from the list on the left (a module is a class).

ZOOM

We will be using Zoom for remote instruction. You can access Zoom by clicking on Canvas, then clicking on Zoom in the Navigation column on the left, then go to the calendar, then click on the link. Do not worry!

ASSIGNMENTS AND TAKE-HOME EXAMS

The assignments such as Text Unit Questions and three Take-Home Exams will be emailed to you directly and posted on Canvas **BUT once you complete them, you will be submitting them directly to me via email at hasselpatricia@fhda.edu.** All assignments and take-home exams require essay answers, not multiple choice. Also, all questions in the assignments and take-home exams have to be answered in order to receive a Pass. If you have a problem understanding a question, please contact me.

DUE DATES

Due to the large number of students in the class, I will divide you into 3 groups for due dates. All students whose first letter of their last name begins with A-L, their due date will be Wednesdays; all students whose first letter of their last name begins with M-R, their due date will be Thursdays; all students whose first letter of their last name begins with S-Z, their due date will be Fridays. If your due date is not convenient for you, please contact me. Once you email me your assignment, I will email you back feedback. **Please see the HTEC 50 Due Date Schedule in Class #1.**

PROGRESS REPORTS

I will be emailing you **four progress reports during the quarter.** They will state that you have successfully completed which ever assignments/take-home exams due during that period (you will not receive a progress report if you have not submitted an assignment and/or exam; you will receive a reminder email regarding which assignments/exams you are missing). Remember, this is a Pass/No Pass course (not a letter grade). If you are late submitting an assignment or take-home exam, you will receive a reminder from me!

REQUIREMENTS

Be prepared to spend between four and six hours per week using and studying course materials. There will be 12 Modules in CANVAS for this course (each module represents a class). Complete all reading assignments and Review and Self-Check (not to be submitted but the answers will be reviewed

in class) for all Units in **8th edition of Understanding Human Behavior by Honeycutt and Milliken**, and submit via email one Career Goal assignment, all Text Unit assignments (text questions) plus three take-home exams including the Final Exam, Resume and the Career Research assignment or Interview. **All assignments, text questions and take-home exams are completion or essay answers (no multiple-choice questions).**

OBJECTIVES (Goals for Students)

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

1. Compare and contrast the various roles of the health care team.
2. Examine the evolution of the health technology team member's roles as it relates to the health care team.
3. Identify and evaluate the desirable characteristics and abilities of the various health technology team members.
4. Describe proficiency in skills for all health technology team members.
5. Differentiate between administrative and clinical responsibilities of the health technology team members.
6. Analyze the various methods of coping with loss.
7. Analyze the rewards of a career as a health technology team member.
8. Differentiate among the three types of available medical care.
9. Describe the specialties and specialists in the various medical specialties.
10. Recognize alternative perspectives of the delivery of health care with regard to gender, persons of different cultural backgrounds and those persons with disabilities.

COURSE MATERIALS

Purchase at De Anza College or any online bookstore:

Milliken, M. E. and A. Honeycutt, *Understanding Human Behavior*; Delmar Publisher (required) (8th edition) NOT the latest edition (9th)

Health Technology Information Packet, 1 Career Goal assignment, 9 additional assignments with questions based on 27 Text Units, and 3 take-home exams will be posted on CANVAS at the beginning of the quarter AND I will email them to you, also.

STUDY EACH WEEK'S ASSIGNMENTS

The primary course content comes from the readings. The classes are intended to emphasize and illustrate the reading material. **You will be tested on information from the text.**

COMPLETE THE ASSIGNMENTS AND TAKE-HOME EXAMS

All Text Unit Assignments and Take-Home Exams 1, 2, and Final posted on CANVAS and they will be emailed to you. **You will submit your assignments/take-home exams via email to me directly.** I will give you feedback via email.

Procedures: The one career goal assignments, 9 additional assignments with questions from the text, Instructions for the Resume and Interview OR Career Research Project and three take-home exams will be posted on CANVAS and will be emailed to you.

ACCESSIBILITY FOR DISABLED STUDENTS

Please notify Instructor

RESUME ASSIGNMENT

Each student has to submit via email their **current (word processed) resume** which should include the following:

- * **contact information**
- * **objective**
- * **summary of qualifications**
- * **experience**
- * **education (include current HTEC courses that are In Progress)**
- * **computer skills**
- * **volunteer activities**
- * **references if available**

There are many Resume Templates online. Your Resume should be 1-2 pages in length and remember to spell check it! If you have a current resume, please feel free to update and submit it. See Class Schedule for Due Date.

INTERVIEW OR CAREER RESEARCH ASSIGNMENT

INTERVIEW ASSIGNMENT

Each student must conduct at least a ten (10) minute interview of a current HTEC employee of a medical facility who is working in the Health Technology career the student has chosen. The interview will have to be performed via phone, Zoom, facetime or Skype. The format could be questions and answers or paragraph form. You may ask many more questions.

Please ask the following questions:

- **Job description**
- **Is this a large, medium, or small medical facility?**
- **What qualifications do they have to have for this job?**
- **What does this employee enjoy about their job?**
- **What does this employee not enjoy about their job?**
- **What is the salary range for this job? (Do not ask how much do they make?!)**
- **What are the facility's benefits for this job?**
- **Does this employee plan to continue their education?**
- **Would they recommend this job? And why?**

Format: please document this interview (word processing with a minimum of 3 pages-double spaced) and submit directly to me no later than the due date (see schedule).

OR

CAREER RESEARCH

If you are not able to find someone to interview via Skype, Facetime, Zoom or phone, you may research a career in the Health Technologies field or Nursing (email me if you wish to research an alternate career) and word processed a 3-page double spaced document. Please submit directly to me.

GRADING (PASS/NO PASS)

Your final grade is determined by:

- *Successful completion of one career goal assignment
- *Successful completion of 9 assignments with additional questions based on the text

- *Successful completion of two take-home exams and one take-home final exam
- *Successful completion of student's resume
- *Successful completion of an interview with an individual who is currently employed in the Health Tech career you have chosen or a career research document.

Grading Scale:

Pass=Successful completion of 9 Additional Text Questions, 3 Take-home Exams, Interview or Career Research Project, and Resume.

No Pass=Unsuccessful completion of all or part of the 9 Additional Text Questions, 3 Take-home Exams, Interview or Career Research Project, and Resume.

You may access your final grades through My Portal one week after the quarter ends.

ACADEMIC INTEGRITY

Students who submit the work of others as their own or cheat on exams or other assignments should be aware of the college Academic Integrity Policy and its consequences for students.

DISRUPTIVE BEHAVIOR

The college will enforce all policies and procedures set forth in the Standards of Student Conduct (see catalog). Any student disrupting the class on Zoom may be asked to leave that Zoom class. Administrative follow-up may result.

EXTRA HELP AND SUPPORT (I am not sure what is available Fall 2022)

Take advantage of these free support services at the college:

- *Writing and Reading
- *Listening and Speaking
- *Math, Sciences and Technology
- *Academic Skills
- *General Subject Tutoring
- *Disability Support Services

FINANCIAL AID

Many students qualify for financial aid that use it or even know they qualify. There are enrollment waivers you can apply for online which take about a week or more to get an answer. For all the details go to: <http://www.deanza.fhda.edu/financialaid/index.html>

DISABILITY SUPPORT SERVICES

De Anza College views disability as an important aspect of diversity, and is committed to providing equitable access to learning opportunities for all students. Disability Support Services (DSS) is the campus office that collaborates with students who have disabilities to provide and/or arrange reasonable accommodations. If you have, or think you have, a disability in any area such as, mental health, attention learning, chronic health, sensory, or physical, please contact DSS to arrange a confidential discussion regarding equitable access and reasonable accommodations.

CLASS POLICIES

Homework such as assignments, take-home exams, interviews, resumes, and self-check reviews from the text are to be completed by each individual student, not as a group. Please do not trust Google sources for the correct answer to homework; use your text.

LATE ASSIGNMENTS

Late assignments will not be accepted unless there is a very good reason (e.g. illness with proof).

SCHEDULE OF TOPICS WITH DUE DATES: See HTEC 50 Class Schedule

HTEC 50-01Z CLASS SCHEDULE:

| Date | Class # | Topic of Discussion |
|----------|-----------|--|
| Sept. 30 | Class #1 | Orientation HTEC 50 Course Syllabus |
| Oct. 7 | Class #2 | Review Spring 2022 HTEC Information Packet |
| Oct. 14 | Class #3 | Advantages/Disadvantages in Health Field |
| Oct. 21 | Class #4 | Medical Assisting Program |
| Oct. 28 | Class #5 | Phlebotomy/Lab Assisting (EKG) |
| Nov. 4 | Class #6 | Med Lab Technician & Med Receptionist |
| Nov. 11 | Class #7 | Holiday (Veteran's Day) |
| Nov. 18 | Class #8 | Medical File/Record Clerk/Bus Office Clerk |
| Nov. 25 | Class #9 | Holiday (Thanksgiving) |
| Dec. 2 | Class #10 | Medical Coding and Transcription/Editing |
| Dec. 9 | Class #11 | Allied Health Careers I |
| Dec. 16 | Class #12 | Allied Health Careers II and Managed Care |

HTEC 50-01Z Assignment Due Dates for Fall 2022

Reminder: All students whose first letter of their last name begins with A-L, due date is Wednesdays, M-R is due Thursdays and S-Z is due Fridays. If the Due Date is inconvenient for student , please contact Instructor

| Date | Text Questions Due | Assignment/Exam Due |
|----------------|---|--|
| Sept 30 | for all HTEC 50-01Z students | None |
| Oct. 7 | None | Career Questionnaire Due 10/5 |
| Oct. 14 | Units #1-3 Text Questions Due | None |
| Oct. 21 | Units #4-6 Text Questions Due | None |
| Oct. 28 | Units # 7-9 Text Questions Due | None |
| Nov. 4 | Units #10-12, 13-15 Text Questions Due | None |
| Nov. 18 | Units #16-18 Text Questions Due | Take-Home Exam #1 Due |
| Dec. 2 | Units #19-21 Text Questions Due | Resume Due |
| Dec. 9 | Units #22-24 Text Questions Due | Interview or Career Research Due |
| Dec. 16 | Units #25-27 Text Questions Due | Take-Home Exam#2 & Final Exam Due |
| | | |