



INSTRUCTIONAL PACKAGE

AHS 180
Health Careers Preparation

Effective Term
Fall 2024/Spring 2025/Summer 2025

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: Fall 2024/Spring 2025/Summer 2025

COURSE PREFIX: AHS 180

COURSE TITLE: Health Careers Preparation

CONTACT HOURS: 3.0

CREDIT HOURS: 3.0

RATIONALE FOR THE COURSE:

The purpose of AHS 180 is to introduce students to topics to be successful in a career in healthcare. The course will introduce concepts forming the foundation of test taking skills, studying skills, problem solving strategies, professionalism, ethics and communication.

COURSE DESCRIPTION:

This course includes selected topics such as study skills, test taking skills, critical thinking, problem solving, ethics, health careers test preparation and other topics to promote student success.

PREREQUISITES/CO-REQUISITES:

Prerequisites: ENG 101, ENG 155, ACT reading 14 or SAT Critical Reading 380 or New ACCUPLACER Reading Comp 235 or Multiple Measures Measure English 1 or Writing Sample ENG 101 1 or WS ENG 101 with Lab 1

***Online/Hybrid** courses require students to complete the [DLi Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information. Use the direct link below to find textbooks.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
MyHGTC and college email access.

STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Module 1: Introduction to Study Skills, Problem Solving and Distance Learning

Materials Covered: Chapters 1 & 2, HGTC Policies, D2L

Learning Outcomes:

1. List the personal factors in choosing a career in healthcare.
2. Describe strategies to improve study skills.
3. Explain the problem-solving process.
4. Define key terms within chapters
5. Describe the responsibilities and of role of a distance learner.
6. List the core qualities demonstrated by healthcare professionals.
7. Describe the future of healthcare compared to now
8. Explain the purpose of standards for health care professionals.
9. Describe healthcare careers.
10. Describe the projected future of the healthcare field.

Module 2: Ethical & Legal Issues, and Lifestyle Management

Materials Covered: Chapters 3 & 12

Learning Outcomes:

1. Discuss personal plan for developing core qualities of healthcare professionals
2. Define key terms within the chapters
3. Describe examples of how students can improve test-taking skills
4. Explain the purpose of ethics and how to handle ethical dilemmas
5. Describe legal responsibilities in nursing
6. Discuss the importance of a healthy lifestyle
7. Describe how to help patients develop healthy choices
8. Discuss preventative measures for client care
9. Describe ways to educate clients on minimizing health risks

Module 3: Profession Development and Lifelong learning

Materials Covered: Chapters 13 & 14

Learning Outcomes:

1. Discuss the meaning of professionalism
2. Explain the importance of lifelong learning
3. Describe self-directed learning
4. Define the key terms within the chapters
5. Identify professional organizations
6. Describe ways to handle difficult situations professionally
7. Identify ways to earn continuing education units

Module 4: The Communication Process

Materials Covered: Chapters 15, 16, & 17

Learning Outcomes:

1. Identify the six steps of the communication process
2. Discuss the importance of communication in healthcare
3. Define key terms within the chapters
4. Identify and discuss Maslow's Hierarchy of Needs
5. Discuss the patient as an Individual
6. Discuss health care beliefs and culture
7. Identify and discuss communication barriers
8. Discuss how written communication is a vital link in healthcare
9. Discuss business letter writing
10. Explain the importance of good writing skills

Module 5: Computers & Technology in Health Care, Documentation & Medical Records

Materials Covered: Chapters 18 & 19

Learning Outcomes:

1. Describe Information management
2. Explain how to use computers effectively
3. Define key terms within the chapters
4. Explain the characteristics of good medical documentation
5. Describe the purpose of medical recordkeeping
6. Discuss the contents of the medical record
7. Explain how to make corrections on medical documents
8. Describe the advantages of computerized systems for health recordkeeping
9. Identify different types of healthcare documents
10. Identify the challenges of computerized documentation systems
11. Discuss ways to safeguard health records
12. Explain HIPAA

Module 6: Successful Employment Strategies

Materials Covered: Chapters 24, 25, & 26

Learning Outcomes:

1. Discuss the overview of the job search
2. Describe formatting the resume
3. Explain how to write an appropriate cover letter
4. Describe Networking for a job
5. Discuss the importance of proper preparation for an interview
6. Discuss creating a professional appearance
7. Define key terms within the chapters
8. Describe the interview process
9. Discuss guidelines for workplace success
10. Explain the chain of command in the workplace
11. Discuss employment laws
12. Describe ways to track your workplace progress

Module 7: Review & Interviews

Materials Covered: Modules 1-6

Learning Outcomes:

1. Discuss and review chapters contained in modules 1-6
2. Identify key terms from chapters covered in modules 1-6
3. Discuss Interviews with a Healthcare Professional project

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Assignments	20%
Quizzes	15%
Tests	50%
Final Exam	15%
	<hr/>
	100%

****Students, for the specific number and type of evaluations, please refer to the***

Instructor's Course Information Sheet.

GRADING SYSTEM:

State the College's or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10-point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.

3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at ssc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email ssc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following free resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #2.

STUDENT TESTING:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Furthermore, tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability Services staff will review documentation of the student's disability and, in a confidential setting with the student, engage in an interactive process to develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided. Students will need to reach out to the Accessibility and Disability Services staff each semester to renew their accommodations.

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, in the educational programs and activities which it operates, and the college is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Tamatha Sells, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, tamatha.sells@hgtc.edu or to the US Department of Education Office of Civil Rights. (Telephone: 800-421-3481/Email: OCR@ed.gov).

Other employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations & the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, jacquelyne.snyder@hgtc.edu.

Other student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa

Batten, Vice President, Student Affairs, Section 504 & Title II Coordinator
Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 Hwy 501 E, PO
Box 261966, Conway, SC 29528-6066, 843-349-5228, melissa.batten@hgtc.edu.

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

For more information, contact Tamatha Sells, Title IX Coordinator, Conway Campus, Building 1100C, Room 107B, 843-349-5218, tamatha.sells@hgtc.edu.

PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the [**Pregnancy Intake Form**](#)