Course Number: HLTH-0047  
OHLAP Credit: No

OCAS Code: None

Course Length: 30 Hours

Career Cluster: Health Science

Career Pathway: Therapeutic Services

Career Major(s): Surgical Technologist (Accredited Program)

Pre-requisite(s):

Course Description: In this course students learn how employability skills enhance their employment opportunities and job satisfaction. Students are introduced to key employability skills and will learn the importance of maintaining and upgrading skills as needed.

Textbooks: Online Resource

Key Train

Work Keys

Course Objectives:

A. **Personal Traits of the Healthcare Professional**¹
   1. Classify personal traits or attitudes desirable in a member of the healthcare team.¹
   2. Summarize basic professional standards of healthcare workers as they apply to hygiene, dress, language, confidentiality and behavior (i.e. courtesy and self-introductions.)¹

B. **Employability Skills**¹
   1. Apply employability skills in healthcare.¹
   2. Exemplify professional characteristics.¹
   3. Engage in continuous self-assessment and career goal modification for personal and professional growth.¹

C. **Career Decision-making**¹
   1. Compare careers within the health science career pathways (diagnostic services, therapeutic services, health informatics, support services, or biotechnology research and development.)¹
   2. Recognize levels of education, credentialing requirements, employment opportunities, workplace environments, and career growth potential.¹

D. **Employability Preparation**¹
   1. Develop components of a personal portfolio.¹
   2. Demonstrate process for obtaining employment.¹

¹ ODCTE Objective

All unmarked objectives are TTC instructor developed.
Teaching Methods: The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

Grading Procedures: 1. Students are graded on theory and lab practice and performance.
2. Each course must be passed with eighty (80%) percent or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.
4. Career Major grades established during coursework are a major criteria in successfully obtaining certification.

Description of Classroom, Laboratories, and Equipment: Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

Available Certifications/College Credit: The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Tulsa Community College. See program counselor for additional information.

College Credit Eligibility: The student must maintain a grade point average of 3.0 or better.

CHAPTER LEARNING OBJECTIVES AND CONTENT OUTLINES

Portfolio Preparation Chapter Objectives: Assist the student in preparation for employment interviews.

Content Outline: • Discuss need and use for a professional portfolio
• Portfolio lay out plan
• Resume building

Key Train Chapter Objectives: Assist the student in learning soft skills needed for employment.

Content Outline: • Orientation to Key Train/Module lessons
• Job Search
• Work Habits
• Communicating Skills
• Workplace Effectiveness
• Business Etiquette
• Print completion certificates for Portfolio

Cognitive Skills Chapter Objectives: To help the student identify their learning style.

Content Outline: • Complete Learning Styles Questionnaire
• Print learning styles results