

HEALTHCARE

CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

CAREER FOCUS

Prerequisite for: Nurse Aide 1, Pharmacy Tech., Patient Care Technician, Phlebotomy, Cardio Vascular Technician

This course provides employability and success skills training for individuals seeking to enroll in Healthcare Courses. Students will receive an overview of success skills and complete assessments to measure individual assets and limitations.

Class Prefix and Number: HRD 3001

Total number of hours: 24

Target Audience

Individuals who are unemployed, under-employed, or seeking new careers

Attendance Policy

Students must be in attendance 70% of the class meetings and meet course objectives in order to obtain a satisfactory grade.

Methods of Instruction

Lecture, handouts, and hands-on experience.

Objectives

The individual will use skills acquired to set a course to personal success.

Course Outline

- Success in Healthcare occupations
- Positive self-concept
- Communication Skills
- Critical Thinking
- Basic Employability Skills Assessments

Course Evaluation

Instructors will evaluate student's progress through formal/informal methods; for example, exercises, tests, quizzes and assignments. Continuing Education evaluation forms will be used. For a satisfactory certificate of completion, 70% attendance in class is required.

Special Instructions

Report any changes in class schedule (dates and times) before they occur to Continuing Education and Workforce Development Coordinator