

UNIVERSITY OF THE
DISTRICT OF COLUMBIA
COMMUNITY COLLEGE

**DIVISION OF WORKFORCE DEVELOPMENT AND LIFELONG LEARNING
INTRODUCTION TO HEALTHCARE
SPRING 2018 COURSE OUTLINE**

DATE	OBJECTIVES	ACTIONS
Day 1 Jan 8	<ul style="list-style-type: none"> ➤ Computer Work Day ➤ Course Introduction and Overview ➤ Handouts (<i>5 Things to Know, Syllabus, Course Outline</i>) ➤ Daily Assignments 	<p>In Class</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review syllabus and course outline <ul style="list-style-type: none"> ○ Course objectives and requirements ○ Daily sign-in/sign-out sheets ○ Grading weights and expectations of students <input type="checkbox"/> Discuss handouts and daily assignments <input type="checkbox"/> Instructor demo of <i>thePoint</i> <input type="checkbox"/> Set up online account http://thepoint.lww.com/gateway <p>Homework</p> <ul style="list-style-type: none"> <input type="checkbox"/> Read Preface, Chapter 1, and Chapter 2 (pp. iii-58) <input type="checkbox"/> Complete <i>Attitude Check</i> (p. 8), <i>Motivation Quiz</i> (p. 11), <i>Goal-Writing Exercise</i> (p. 17), and <i>Where Does Your Time Go</i> (p. 41) <input type="checkbox"/> Complete Chapter 1 & 2 <i>Chapter Summary, Review Questions, and Chapter Activities</i> <input type="checkbox"/> Online (thePoint): Chapter 1 & 2 <i>Playing for Real Case Scenarios; Self-Paced Online Quizzes</i>
Day 2 Jan 9	<ul style="list-style-type: none"> ➤ Chapter 1: <i>Focusing on Success</i> ➤ Chapter 2: <i>Managing Your Time</i> ➤ Exercises, Case Studies, and Assignments 	<p>In Class</p> <ul style="list-style-type: none"> <input type="checkbox"/> Group work: discuss responses to <i>Attitude Check, Motivation Quiz, Goal-Writing Exercise, and Where Does Your Time Go</i> <input type="checkbox"/> Complete Chapter 1 & 2 classroom assignment questions and discuss <input type="checkbox"/> Chapter 1 & 2 classroom group work (learning objectives and case study activities) <p>Homework</p> <ul style="list-style-type: none"> <input type="checkbox"/> Read Chapter 3 (pp. 59-79) <input type="checkbox"/> Complete Chapter 3 <i>Chapter Summary, Review Questions, and Chapter Activities</i> (pp. 78-9) <input type="checkbox"/> Online (thePoint): Chapter 3 <i>Playing for Real Case Scenarios; Self-Paced Online Quiz</i>

<p>Day 3 Jan 10</p>	<ul style="list-style-type: none"> ➤ Chapter 3: <i>Maintaining Your Health and Well-Being</i> ➤ Exercises, Case Studies, and Assignments ➤ Setting Goals Exercise (Homework Assignment) 	<p>In Class</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete Chapter 3 classroom assignment questions and discuss <input type="checkbox"/> Chapter 3 classroom group work (learning objectives and case study activities) <p>Homework</p> <ul style="list-style-type: none"> <input type="checkbox"/> Read Chapter 4 (pp. 80-99) <input type="checkbox"/> Complete Chapter 4 <i>Chapter Summary, Review Questions, and Chapter Activities</i> (pp. 98-9) <input type="checkbox"/> Review Chapters 1-4 (pp. 3-99) to prepare for Test 1 <input type="checkbox"/> Online (thePoint): Chapter 4 <i>Playing for Real Case Scenarios; Self-Paced Online Quiz</i>
<p>Day 4 Jan 11</p>	<ul style="list-style-type: none"> ➤ Computer Work Day ➤ Chapter 4: <i>Interacting with Others</i> ➤ Student Success workshop: Conflict Resolution ➤ Test 1 (Chapters 1-4) 	<p>In Class</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete Chapter 4 classroom assignment questions and discuss <input type="checkbox"/> Chapter 4 classroom group work (learning objectives and case study activities) <input type="checkbox"/> Take Test 1 (3rd hour of class) <p>Homework</p> <ul style="list-style-type: none"> <input type="checkbox"/> Read Chapters 5 and 6 (pp. 103-146) <input type="checkbox"/> Complete Chapter 5 & 6 classroom assignment questions <input type="checkbox"/> Online (thePoint): Chapter 5 & 6 <i>Playing for Real Case Scenarios; Self-Paced Online Quizzes</i>
<p>Day 5 Jan 16</p>	<ul style="list-style-type: none"> ➤ Computer Work Day ➤ Chapter 5: <i>Making the Most of Your Learning Style</i> ➤ Chapter 6: <i>Listening, Taking Notes, and Reading</i> ➤ Exercises, Case Studies, and Assignments ➤ Student Success: Networking Skills & Informational Interviews 	<p>In Class</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete Chapter 5 classroom assignment questions and discuss <input type="checkbox"/> Setup LinkedIn Profile – username and password <p>Homework</p> <ul style="list-style-type: none"> <input type="checkbox"/> Read Chapter 7 (pp. 147-176) <input type="checkbox"/> Online (thePoint): Chapter 7 <i>Playing for Real Case Scenarios; Self-Paced Online Quiz</i>
<p>Day 6 Jan 17</p>	<ul style="list-style-type: none"> ➤ Chapter 6: <i>Listening, Taking Notes, and Reading</i> (cont'd) ➤ Chapter 7: <i>Communication Skills</i> ➤ Exercises, Case Studies, and Assignments 	<p>In Class</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete Chapter 6 & 7 classroom assignment questions and discuss <input type="checkbox"/> Chapter 6 & 7 classroom group work (learning objectives and case study activities) <p>Homework</p> <ul style="list-style-type: none"> <input type="checkbox"/> Read Chapters 8 and 9 (pp. 177-244) <input type="checkbox"/> Online (thePoint): Chapter 8 & 9 <i>Playing for Real Case Scenarios; Self-Paced Online Quizzes</i>

<p>Day 7 <i>Jan 18</i></p>	<ul style="list-style-type: none"> ➤ Computer Work Day ➤ Chapter 8: <i>Study Skills</i> ➤ Chapter 9: <i>Test-Taking Skills</i> ➤ Exercises, Case Studies and Assignments ➤ Student Success: Test-Taking and Study Skills 	<p>In Class</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete Chapter 8 & 9 classroom assignment questions and discuss <input type="checkbox"/> Chapter 8 & 9 classroom group work (learning objectives and case study activities) <p>Homework</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review Chapters 5-9 (pp. 103-244) to prepare for Test 2 <input type="checkbox"/> Read Chapter 10 (pp. 247-264) <input type="checkbox"/> Online (thePoint): Chapter 10 <i>Playing for Real Case Scenarios; Self-Paced Online Quiz</i>
<p>Day 8 <i>Jan 22</i></p>	<ul style="list-style-type: none"> ➤ Computer Work Day ➤ Test 2 (Chapters 5-9) ➤ Chapter 10: <i>Choosing a Major and Career Path</i> ➤ Exercises, Case Studies, and Assignments 	<p>In Class</p> <ul style="list-style-type: none"> <input type="checkbox"/> Take Test 2 (1st hour of class) <input type="checkbox"/> Complete Chapter 10 classroom assignment questions and discuss <input type="checkbox"/> Chapter 10 classroom group work (learning objectives and case study activities) <p>Homework</p> <ul style="list-style-type: none"> <input type="checkbox"/> Read Chapter 11, <i>Clinical Rotations</i> <input type="checkbox"/> Online (thePoint): Chapter 11 <i>Playing for Real Case Scenarios; Self-Paced Online Quiz</i>
<p>Day 9 <i>Jan 23</i></p>	<ul style="list-style-type: none"> ➤ Chapter 11: <i>Clinical Rotations</i> ➤ Student Success: Cover Letters and Resumes 	<p>In Class</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete Chapter 11 classroom assignment questions and discuss <input type="checkbox"/> Chapter 11 classroom group work (learning objectives and case study activities) <p>Homework</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review Chapters 1-12 to prepare for Test 3 <input type="checkbox"/> Online (thePoint): Chapter 12 <i>Playing for Real Case Scenarios; Self-Paced Online Quiz</i>
<p>Day 10 <i>Jan 24</i></p>	<ul style="list-style-type: none"> ➤ Chapter 12: <i>Succeeding in the Future</i> ➤ Test 3 (Chapters 9–12) 	<p>In Class</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete Chapter 12 classroom assignment questions and discuss <input type="checkbox"/> Chapter 12 classroom group work (learning objectives and case study activities) <input type="checkbox"/> Take Test 3 (3rd hour of class)

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