



COURSE OUTLINE: HIN201 - PORT. DEV. & CAREER

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Approved: Corey Meunier, Chair, Technology and Skilled Trades

Course Code: Title	HIN201: PORTFOLIO DEVELOPMENT & CAREER READINESS
Program Number: Name	2197: HEALTH INFORMATICS
Department:	COMPUTER STUDIES
Semesters/Terms:	20S
Course Description:	This course will help students analyze the current trends and career opportunities with the intention of finding employment. Various strategies for acquiring work will be explored and analyzed by the class. There will also be an opportunity to develop the necessary resumes, cover letters, interview skills, and a professional portfolio.
Total Credits:	2
Hours/Week:	3
Total Hours:	27
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Vocational Learning Outcomes (VLO's) addressed in this course:	2197 - HEALTH INFORMATICS
Please refer to program web page for a complete listing of program outcomes where applicable.	VLO 8 Communicate effectively and professionally to promote inter-professional collaboration across the organization.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 3 Execute mathematical operations accurately. EES 4 Apply a systematic approach to solve problems. EES 5 Use a variety of thinking skills to anticipate and solve problems. EES 6 Locate, select, organize, and document information using appropriate technology and information systems. EES 7 Analyze, evaluate, and apply relevant information from a variety of sources. EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others. EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals. EES 10 Manage the use of time and other resources to complete projects. EES 11 Take responsibility for ones own actions, decisions, and consequences.
Course Evaluation:	



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Other Course Evaluation & Assessment Requirements:

Interviews - 30%
 Assignments - 40%
 Final Project - 30%

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
Course Outcome 1: Develop and customize an elevated professional cover letter, resume, portfolio, calling card and online profile.	<p>1.1 Demonstrate effective use of resources to network and find out about positions and employers.</p> <p>1.2 Effectively use social media tools to establish an online presence and profile.</p> <p>1.3 Compose chronological, functional (skills-based) resumes and combination resumes that provide overviews of their professional backgrounds and capabilities.</p> <p>1.4 Identify tools and strategies to establish a network to support personal development and career advancement.</p> <p>1.5 Use the benefits and resources associated with membership in relevant professional associations (e.g., the Canadian Health Information Management Association (CHIMA)) to stay current and guide professional development.</p> <p>1.6 Develop solicited and unsolicited job application letters that strategically target and sell skills to prospective employers.</p>
Course Outcome 2	Learning Objectives for Course Outcome 2
Course Outcome 2: Complete a self-assessment and skill inventory to inform a career development plan and facilitate excellent interview skills.	<p>2.1 Prepare for employment by assessing career objectives, interests, and professional strengths.</p> <p>2.2 Leverage work within Capstone curriculum (HIN206) to identify personal preferences, capacity and developmental opportunities.</p>
Course Outcome 3	Learning Objectives for Course Outcome 3
Course Outcome 3: Analyze, adjust and act according to professional workplace etiquette, expectations, including verbal and non-verbal communications.	<p>3.1 Identify the link between effective business communication and personal career success.</p> <p>3.2 Understand professionalism and professional boundaries.</p> <p>3.3 Recognize key changes and trends in the workplace, especially those influenced by technology.</p> <p>3.4 Identify communication barriers and apply strategies for overcoming them while exploring the impact of location, physical space, and non-verbal communication. Effectively and appropriately role model body language conducive to encouraging communication in an environment of respect and collaboration.</p> <p>3.5 Demonstrate core competencies for effective interpersonal communication.</p>
Course Outcome 4	Learning Objectives for Course Outcome 4
Course Outcome 4: Apply team relationship strategies	<p>4.1 Describe how to foster open, effective, and respectful communication within teams as a leader or member.</p>



	when working with others, including conflict prevention and resolution, as well as leadership skills.	<p>4.2 Understand and apply effective active listening skills to encourage open dialogue.</p> <p>4.3 Discover what effective communicators do during difficult conversation to foster a positive outcome for all involved.</p>
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Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignments	40%
Final Project	30%
Interviews	30%

Date: April 16, 2020

Addendum: Please refer to the course outline addendum on the Learning Management System for further information.