



## COURSE OUTLINE: HIN201 - PORT. DEV. & CAREER

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Approved: Martha Irwin, Dean, Business and Information Technology

<b>Course Code: Title</b>	HIN201: PORTFOLIO DEVELOPMENT & CAREER READINESS
<b>Program Number: Name</b>	2197: HEALTH INFORMATICS
<b>Department:</b>	COMPUTER STUDIES
<b>Academic Year:</b>	2024-2025
<b>Course Description:</b>	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.
<b>Total Credits:</b>	2
<b>Hours/Week:</b>	2
<b>Total Hours:</b>	28
<b>Prerequisites:</b>	There are no pre-requisites for this course.
<b>Corequisites:</b>	There are no co-requisites for this course.
<b>Vocational Learning Outcomes (VLO's) addressed in this course:</b>	<b>2197 - HEALTH INFORMATICS</b>
<b>Please refer to program web page for a complete listing of program outcomes where applicable.</b>	VLO 8 Communicate effectively and professionally to promote inter-professional collaboration across the organization.
<b>Essential Employability Skills (EES) addressed in this course:</b>	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:

### Other Course Evaluation & Assessment Requirements:

#### Grade Definition

A+ = 90-100%  
A = 80-89%  
B = 70-79%  
C = 60-69%  
D = 50-59%  
F < 50%

CR Credit for diploma requirements has been awarded.

S Satisfactory achievement in field /clinical placement or non-graded subject area.

U Unsatisfactory achievement in field/clinical placement or non-graded subject area.

X A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.

NR Grade not reported to Registrar's office.

W Student has withdrawn from the course without academic penalty.

Students are expected to be present to write all tests in class, unless otherwise specified. If a student is unable to write a test due to illness or a legitimate emergency, that student must contact the professor prior to class and provide reasoning. Should the student fail to contact the professor, the student shall receive a grade of zero on the test.

If a student is not present 10 minutes after the test begins, the student will be considered absent and will not be given the privilege of writing the test.

Students exhibiting academic dishonesty during a test will receive an automatic zero. Please refer to the College Academic Dishonesty Policy for further information.

In order to qualify to write a missed test, the student shall have:

- a.) attended at least 75% of the classes to-date.
- b.) provide the professor an acceptable explanation for his/her absence.
- c.) be granted permission by the professor.

NOTE: The missed test that has met the above criteria will be an end-of-semester test.

Labs / assignments are due on the due date indicated by the professor. Notice by the professor will be written on the labs / assignments and verbally announced in advance, during class.

Labs and assignments that are deemed late will have a 10% reduction per academic day to a maximum of 5 academic days at 50% (excluding weekends and holidays). Example: 1 day late - 10% reduction, 2 days late, 20%, up to 50%. After 5 academic days, no late assignments and labs will be accepted. If you are going to miss a lab / assignment deadline due to circumstances beyond your control and seek an extension of time beyond the due date, you must contact your professor in advance of the deadline with a legitimate reason that is acceptable.

It is the responsibility of the student who has missed a class to contact the professor immediately to obtain the lab / assignment. Students are responsible for doing their own work. Labs / assignments that are handed in and are deemed identical or near identical in content may constitute academic dishonesty and result in a zero grade.

Students are expected to be present to write in-classroom quizzes. There are no make-up options for missed in-class quizzes.

Students have the right to learn in an environment that is distraction-free. therefore. everyone is



expected to arrive on-time in class. Should lectures become distracted due to students walking in late, the professor may deny entry until the 1st break period, which can be up to 50 minutes after class starts or until that component of the lecture is complete.

The total overall average of test scores combined must be 50% or higher in order to qualify to pass this course. In addition, combined tests, Labs / Assignments total grade must be 50% or higher.

**Course Outcomes and Learning Objectives:**

<b>Course Outcome 1</b>	<b>Learning Objectives for Course Outcome 1</b>
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>
<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>
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>
<b>Course Outcome 3</b>	<b>Learning Objectives for Course Outcome 3</b>
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 Demonstrate 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>



		3.5 Demonstrate core competencies for effective interpersonal communication.								
	<b>Course Outcome 4</b>	<b>Learning Objectives for Course Outcome 4</b>								
	Course Outcome 4: Apply team relationship strategies when working with others, including conflict prevention and resolution, as well as leadership skills.	<p>4.1 Describe how to foster open, effective, and respectful communication within teams as a leader or member.</p> <p>4.2 Appraise 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>								
<b>Evaluation Process and Grading System:</b>	<table border="1"> <thead> <tr> <th>Evaluation Type</th> <th>Evaluation Weight</th> </tr> </thead> <tbody> <tr> <td>Assignments</td> <td>40%</td> </tr> <tr> <td>Final Project</td> <td>30%</td> </tr> <tr> <td>Interviews</td> <td>30%</td> </tr> </tbody> </table>		Evaluation Type	Evaluation Weight	Assignments	40%	Final Project	30%	Interviews	30%
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<b>Date:</b>	June 16, 2024									
<b>Addendum:</b>	Please refer to the course outline addendum on the Learning Management System for further information.									