

College of DuPage

Term: 2026 Fall

Curricular Area: Health Sciences

Course Number: 1100

HLTHS 1100 Survey of Health Care Careers

Credit Hours: 2

Clinical Hours: 0

Lecture Hours: 2

Lab Hours: 0

Repeatable for credit: No

Pre-Enrollment Criteria: None

Instructor Information

Name: Michelle Sharp, RT (R) (ARRT)	
Office Location: Wilco Area Career Center	E-Mail Address: msharp@wilcoacc.org
Contact Telephone: 815-838-6941	Google classroom

Office Hours

Monday: 7:30am-3pm	Tuesday: 7:30am-3pm	Wednesday: 7:30am-3pm	Thursday: 7:30am-3pm	Friday: 7:30am-3pm	Saturday: N/A	Sunday: N/A
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Course Description

An exploration of various allied health professions including diagnostic, medical information, rehabilitation, and patient care services through classroom and field experience.

Repeatable for credit: No

Pre-Enrollment Criteria: None

General Course Objectives

Upon successful completion of this course, the student should be able to do the following:

1. Identify the categories of health care careers that will be covered in the course.
2. Describe basic vocabulary related to health care careers covered in the course.
3. Describe the roles and responsibilities of various health care careers in the healthcare delivery system.
4. Identify the components of a foundation upon which appropriate and relevant career choices can be made within the field of health care.
5. Demonstrate a basic understanding of the ethical/legal responsibilities related to health care careers.
6. Demonstrate a basic understanding of the safety issues related to health care careers.
7. Demonstrate a basic understanding of patient rights and confidentiality issues related to health care careers.
8. Describe various health care careers.
9. Differentiate among various health care careers through participation in different learning methodologies (i.e. interviews, research, authentic career-related skills, labs & hands-on activities, projects, & presentations).

Topical Outline

1. Categories (diagnostic, medical information, rehabilitation, and patient care) of health care careers
2. Basic vocabulary related to various health care careers
3. Roles and responsibilities of various health care careers

4. Ethical and legal responsibilities related to health care careers
5. Safety issues related to health care
6. Patient rights and confidentiality in health care
7. Health care career information to include the following: description of career prerequisites, education, internship market outlook, salary range certificate, licensure, professional organizations career ladder special skills special precautions

Course Materials

Career videos
Students 1:1 School issued device
Notebook
Handouts as provided - including career explorations and post Chapter worksheets/Google Forms

Required Texts:

Gerdin, Judith. *Health Careers Today (Seventh Edition)*, Elsevier 2022

Course Methods of Instruction

Instructional methods may include (but are not limited to):

- Lecture, guest speaker presentations, audio-visual presentations
- Computer-based instruction & activities, cooperative learning activities, individually guided learning
- Research, reading/writing assignments, & projects/presentations
- In-class labs & authentic career-related activities & skills

Methods of Review

Review of previously learned material is incorporated daily through interactive, game-based platforms such as Blooket.com, Gimkit.com, Jeopardy-style games, study guides, and practice quizzes.

Assignments

Chapter worksheets and Career Explorations *See the Bottom of the document for a full list of chapters and assignments, as well as a schedule of assignments.

Methods of Evaluating Students:

Instructional methods may include (but are not limited to):

- Projects, and/or tests, and/or participation. Class attendance may also be a factor in evaluation.
Evaluation may include (but is not limited to):

- Final Career Project: HealthCare Career Exploration Project due in December.

Students shall create a professional 3 sided poster display with interactive elements to be shared with peers on career day; a research paper in which career option is explored in written format and research is placed in portfolio/binder; or a slideshow lesson of chosen healthcare career.

- Assessments: Midterm Assessment and Final Assessment
- Reading/writing assignments/video link assignments based on high need health careers
- Participation in authentic, career-related lab activities & skills
- Professionalism (initiative, dependability, cooperation, attendance, safety, accuracy, sanitation)

Grading Policy

Final course grade will be computed as follows:

<u>Grade</u>	<u>Percentage</u>
A =	90 & above

B =	80-89
C =	70-79
D =	60-69
F =	Less than 60%
S =	Not applicable
I =	Not applicable

Late Work Policy: Late work can be submitted up until the final summative assessment for any given unit but shall incur a loss of 10%. Once a unit is complete, late work will be accepted for 50% of the original value up until the end of the nine weeks. After the nine week exam has been given for the unit no further late work will be accepted unless extenuating circumstances are discussed individually with the instructor.

Retake Policy: All unit work must be completed prior to a student being eligible for a retake on an assessment. Students may qualify for up to 2 retakes per semester. Students must meet with the instructor to discuss an action plan for preparing for the retake. All retakes must be completed before the next unit assessment.

Homework Policy: As a general rule, if a student makes good use of in class work time, homework will not occur. If a student fails to make good use of in class time or is absent homework will be assigned.

Final Exam Date and Time

Final exams will be administered in December and May, depending on each student's home school schedule and their last day of attendance.

Completing Your Work on Time

On a typical day, you will complete short assignments or projects after the lecture to check for understanding. Any work not finished by the end of class must be submitted by the end of the next class period. Assignments submitted after this deadline will receive a 10% deduction in accordance with the late work policy outlined above.

If you are absent, it is your responsibility to check Google Classroom or consult with a team leader to determine what work was missed. Missed assignments are still subject to the same expectations and deadlines. However, students are allowed one day to make up work for each day they are absent without penalty.

Course Policies

Absences and Tardiness

Regular attendance and punctuality are expected and are part of your professionalism grade. Absences and tardiness may result in a loss of professionalism points.

If you have an excused absence, you will be given one day per day absent to make up missed work without penalty. It is your responsibility to check Google Classroom or consult with your team leader to determine what assignments were missed. If expectations are still unclear, you must speak with me directly.

If an absence is unexcused, missed assignments from that day cannot be made up and will receive a zero. This also applies to assignments due the following class period.

Excessive **unexcused** absences (more than 5) may result in removal from dual enrollment. Excessive **excused** absences (more than 10), without legitimate cause such as documented medical issues or a death in the immediate family, may result in an attendance contract with Wilco Area Career Center and could lead to removal from dual enrollment.

For full attendance guidelines, please refer to the Wilco handbook, available online at www.wilco.k12.il.us or in print upon request.

Incomplete Policy

See the College Catalog, [Academic Policies and Procedures](#), and scroll down to the heading Grade of Incomplete. No incompletes will be given for this dual credit course. Students who do not complete required assignments within the relevant Wilco grading periods will be given a mark of Withdraw or Fail.

Late Withdrawal Policy

The final day for a student to withdraw from any course will be equal to 75% of the time for the respective academic session ([access the Academic Calendar](#)) through [myACCESS](#) or in person at the Office of Student Registration Services. After the deadline, students will be required to [appeal for a late withdrawal](#) and provide appropriate documentation to the Office of Student Registration Services for all requests.

Students who are granted approval to withdraw by petition will not be eligible for refunds of tuition or fees and will receive a 'W' grade on their transcript. Late Withdrawal Appeals must be submitted at least one day prior to the last regular class meeting. Students will not be eligible to petition for late withdrawal during the week of Final Exams.

Classroom Policies/Standards of Conduct

Students will follow the standards of behavior and conduct as outlined in the Wilco handbook.

College Policies

Academic Integrity

Your participation in this class should reflect College of DuPage's core values of Integrity, Honesty, Respect, and Responsibility. This means that it is your responsibility to ensure that you do not engage in academic dishonesty, including, but not limited to: plagiarism, cheating or helping another student to cheat, or violating an instructor's policies for completing an exam or assignment. There can be serious consequences for academic dishonesty that, depending on the severity of the offense, range from receiving a failing grade to expulsion from the College.

Learn more about the [Code of Academic Conduct](#) at College of DuPage.

Additionally, COD has resources to help you learn more about academic integrity. The COD library has an informative tutorial that you can find here: <https://library.cod.edu/plagiarism/tutorial>. For more information about academic integrity, see the college's Code of Conduct page: https://www.cod.edu/student_life/dean-of-students/academic-integrity.aspx.

Access and Accommodations

The College of DuPage is committed to the equitable access of educational opportunities for students with disabilities in accordance with The Americans with Disabilities Act, As Amended and Section 504 of the Rehabilitation Act of 1973. Any student who feels they may need an accommodation on the basis of an illness, injury, medical condition, or disability should contact the Center for Access and Accommodations to determine eligibility for accommodations and to obtain an official Letter of Accommodation. Connecting with the Center for Access and Accommodations is an important way to make sure that any student who has a need based on a disability, illness, injury, or medical condition is provided with appropriate accommodations.

The Center for Access and Accommodations can be reached via email at AccessAccommodations@cod.edu. Students may also initiate a request for services by going to www.cod.edu/access and clicking on the green box labeled "complete form to request accommodations." Student's requesting accommodations for COVID-19 or COVID-19 protocols should also use the abovementioned process to connect with the Center for Access and Accommodations. If you are already registered with the Center for Access and Accommodations, please email me your Letter of Accommodation as soon as possible. For your own privacy, please DO NOT send any health documentation or Doctor's notes to me.

ADA statement

The College of DuPage is committed to providing equal access to its programs, services and activities for people with disabilities. The Americans with Disabilities Act requires that reasonable accommodations be provided for students with physical, sensory, cognitive, systemic, learning, and psychiatric disabilities. If you feel you may need accommodations in this or any class, please visit the Center for Access and

Accommodations in the Student Services Center (SSC), Room 3249, or contact them by phone at (630) 942-2154 or TDD at (630) 858-9692 or e-mail at: access@cod.edu

Statement of Diversity and Inclusion

I am committed to creating a learning environment where diverse perspectives are recognized and valued as a source of strength. Therefore, I request all students participate in a dialogue with the instructor and fellow students in a prideful and respectful manner. This includes polite conversation and consideration of viewpoints and perspectives that are perhaps different from our own. Deviations from these, including, taunting, derogatory slurs, personal attacks, physical outbursts or aggression, and other forms of blatant disrespect towards a person's race, ethnic group, gender, physical/learning disabilities, socioeconomic status, sexual orientation, gender identity or gender expression will NOT be tolerated. I am committed to ensuring that our dialogue is open and welcoming for all students. If there is ever a point where I miss this mark, please contact me. We are all works in progress, and I am learning, as well.

Student Rights and Responsibilities

Students at the College of DuPage are expected to review and understand their [rights and responsibilities](#) as outlined in the Code of Student Conduct, Code of Academic Conduct, and the Student Non-academic Complaint Process.

Religious Observance

The College will reasonably accommodate the religious observances of individual students with respect to class attendance, and the scheduling of examinations and class requirements. The student should notify the instructor well in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance.

Starfish Flags and Outreach from Counselors

At the College of DuPage, we want to ensure that all of our students have the skills and resources necessary to successfully accomplish their academic goals. At times, if your faculty member is concerned about your ability to succeed in their course, they may submit a flag in our Starfish software requesting assistance from a counselor. If a counselor reaches out to you about a Starfish flag via email, telephone, or text message, their intention is to help! After learning more about your situation and needs, they may:

- Assist you in resolving challenges to your academic success

- Offer advice for navigating college and classroom processes and procedures

- Provide referrals and connect you with additional college resources

Mental Health and Counseling Services

All of us need a support team on campus. Many students benefit from the use of counseling services. The Counseling Services office is located in the Student Services Center (SSC)-3341. Counselors at the College of DuPage work with students to identify and address issues related to personal growth, self-confidence, anxiety, depression, eating disorders, academic difficulties and career indecision. Counseling services at the college are of no cost to students. Appointments can be in-person or virtually. If you have an urgent mental health need,

student can call (630-942-3330) or walk into the student Counseling Office during open hours; after hours contact the COD Police Department at 630-942-2000

Class Cancellation and College Closure Policy

Students are responsible for checking their COD email account for notices of class cancellation.

In the event that it becomes necessary to close the campus as a whole or to cancel classes and other activities due to inclement weather, notices are sent out through the College's [COD Alerts system](#) via text, email, and voicemail. Announcements are also posted on [the College's website](#), on the exterior LED signs, [the student and employee portals](#), and on [Facebook](#) and on [X](#) (formerly Twitter).

Title IX

College of DuPage is committed to your safety. Please be aware that all of COD's faculty members are "responsible reporters", which means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence or stalking, I am required to share that information with the school's Title IX Coordinator. Although I have to make that notification, you control how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

More information on Title IX and Sexual Harassment can be found on the [Dean of Students website](#).

Date Syllabus Prepared: 4/6/2026

Submitted by: Michelle Sharp
HLTHS 1100

Health Career Assignments by Chapter

Chapter review worksheets will include 5 to 10 questions, with each question worth 2 points, making each worksheet worth 10 to 20 points. Career exploration assignments are worth 25 points each.

Unit 1:

Chapter 1: Health Care in the United States

Assignments:

- Chapter Worksheet 1.0
- Poster Creation - Strange Medical Practices From History

Chapter 2: Healthcare Facilities and Organizations

Assignments:

- Chapter Worksheet 2.0
- Pamphlet Creation - Understanding Ambulatory Care Options in My Community

Chapter 3: Healthcare Delivery and Patient Workflow

Assignments:

- Chapter Worksheet 3.0
- SOAP Notes Activity

Chapter 4: Healthcare Workforce

Assignments:

- Chapter Worksheet 4.0
- Scope of Practice diagram

Chapter 5: Healthcare Law and Ethics

- Chapter Worksheet 5.0
- Team Project Poster: Criminals in Healthcare

Unit 2:

Chapter 7: Medical Mathematics and Calculations

- Chapter Worksheet 7.0
- Vitals Collection and Prescription Dispensing

Chapter 8: Health Insurance the Revenue Cycle

- Chapter Worksheet 8.0
- Activity: Health Insurance Scenarios

Chapter 9: Healthcare Technology and Electronic Health Record

- Chapter Worksheet 9.0
- Electronic Health Record “Case Studies”

Chapter 10: Basic Accounting and Finance

- Chapter Worksheet 10.0
- Activity: Balancing a Checkbook & Writing a Check

Chapter 11: Wellness, Growth, & Development

- Chapter Worksheet 11.0
- Activity: Wellness Timeline Interview

Chapter 12: Safety and Health Practices

- Chapter Worksheet 12.0
- Poster Project - Germ Watch: Wanted for Infection

Chapter 13: Professionalism and Effective Communication

- Chapter Worksheet 13.0
- Activity: Professionalism, Critical Thinking, and Communication Scenarios

Chapter 14: Cultural Competence and Workplace Diversity

- Chapter Worksheet 14.0
- Activity: Cultural Competency Scenarios

Chapter 15: Employment and Career Development

- Chapter Worksheet 15.0
- Employment Portfolio: Job Search Log, Cover Letter, Resume, Application, Mock Interview

Chapter 16: Academic Foundation

- Chapter Worksheet 16.0
- Group Challenge: Student Survival Kit

Chapter 17: Physicians and Clinical Support Professionals

- Chapter Review Worksheet 17.0
- Career Exploration - Physician (Box 17.1, pg 253)
- Skills: Blood Pressure, Radial Pulse, & Respiratory Rate

Unit 3:

Chapter 18: Nursing Professionals

- Chapter Review Worksheet 18.0
- Career Exploration (Box 18.2 pg 279)
- Skills: Range of Motion and/or Intake and Output

Chapter 19: Pharmacists and Pharmacy Support Staff

- Chapter Review Worksheet 19.0
- Career Exploration - Pharmacist, Pharmacy Technician, or Pharmacy Assistant

Chapter 20: Respiratory Care Professionals

- Chapter Review Worksheet 20.0
- Career Exploration - Respiratory Therapist, Respiratory Therapy Technician, Respiratory Therapy Assistant, Sleep Technologist

Chapter 21: Surgical Technologists

- Chapter Review Worksheet 21.0
- Career Exploration - Surgeon, Anesthesiologist, Perioperative Nurse, Surgical First Assistant, OR Circulator, Surgical Technologist, Sterile Processing Technician

Chapter 22: Physical and Occupational Therapy Careers

- Chapter Review Worksheet 22.0
- Career Exploration 22.1 - Physical Therapist, Physical Therapy Assistant, Kinesiologist, Orthotist, Prosthetist, Occupational Therapist, Occupational Therapy Assistant
- Skill: Crutch Walking

Chapter 23: Diagnostic Imaging Career

- Chapter Review Worksheet 23.0
- Career Exploration 23.1 - Radiologist, Radiographer, Sonographer, Cardiovascular Technologist, Neurodiagnostic Technician, CT Technologist, MRI Technologist

Chapter 24: Phlebotomists and Dialysis Technicians

- Chapter Review Worksheet 24.0
- Career Exploration 24.1 - Phlebotomist, Blood Bank Specialist, Dialysis Technician

Chapter 25: Clinical Laboratory Careers

- Chapter Review Worksheet 25.0
- Career Exploration 25.1 - Pathologist, Medical Laboratory Scientist, Laboratory Technician, Medical Laboratory Assistant, Microbiology Technologist, Cytotechnologist, Histotechnologist, Life Scientist, Microbiologist

Chapter 26: Biotechnology Research and Development Professionals

- Chapter Review Worksheet 26.0
- Career Exploration 26.1 - Biotechnology Scientist, Biological Technicians, Biomedical Engineers, Genetic Counselors

Chapter 27: Speech Language Pathologists and Audiologists

- Chapter Review Worksheet 27.0
- Career Exploration 27.1 - Audiologist, Audiology Assistant, Speech-Language Pathologist, Speech-Language Pathology Assistant

Chapter 28: Dietitians and Nutritionists

- Chapter Review Worksheet 28.0
- Career Exploration 28.1 - Dietitian, Dietetic Technicians

Chapter 29: Emergency Medical Technicians and Paramedics

- Chapter Review Worksheet 29.0
- Career Exploration 29.1 - Paramedic, Emergency Medical Technician, Advanced Emergency Medical Technician

Chapter 30: Health Information Professionals

- Chapter Review Worksheet 30.0
- Career Exploration 30.1 - Health Information Administrator, Health Informatician, Health Services Administrator, Practice Manager

Chapter 31: Health Insurance Professionals

- Chapter Review Worksheet 31.0
- Career Exploration 31.1 - Medical Biller, Claims Assistant, Medical Coder, Medical Auditor

Chapter 32: Dental Professionals

- Chapter Review Worksheet 32.0
- Career Exploration 32.1 - Dentist, Dental Hygienist, Dental Assistant, Dental Laboratory Technician
- Skill: Assisting with Oral Hygiene

Chapter 33: Complementary and Alternative Medicine Careers

- Chapter Review Worksheet 33.0
- Career Exploration 33.1 - Chiropractor, Naturopath, Massage Therapist, Acupuncturist, Hypnotherapist

Chapter 34: Forensic and Mortuary Science Professionals

- Chapter Review Worksheet 34.0
- Career Exploration 34.1 - Funeral Director, Embalmer, Crematory Operator, Medical Examiner, Forensic Science Technician

Chapter 35: Social And Mental Health Careers

- Chapter Review Worksheet 35.0
- Career Exploration 35.1 - Psychiatrist, Psychologist, Behavioral Health Nurse, Counselor, Social Worker, Peer Support Specialist, Expressive Therapist, Psychiatric Technician, Psychiatric Assistant

Assignment List – Tentative Schedule (Subject to Change)

Week	Chapters (Refer to above for assignments due that week)
Week 1	Chapter 1 & Chapter 17
Week 2	Chapter 2 & Chapter 18
Week 3	Chapter 3 & Chapter 19
Week 4	Chapter 4 & Chapter 20
Week 5	Chapter 5 & Chapter 21
Week 6	Chapter 7 & Chapter 22
Week 7	Chapter 8 & Chapter 23
Week 8	Chapter 9 & Chapter 24
Week 9	Chapter 10 & Chapter 25 - Midterm Exam
Week 10	Chapter 11 & Chapter 26
Week 11	Chapter 12 & Chapter 27
Week 12	Chapter 13 & Chapter 28
Week 13	Chapter 14 & Chapter 29
Week 14	Chapter 15 & Chapter 30
Week 15	Chapter 16 & Chapter 31
Week 16	Chapter 32 & Chapter 33
Week 17	Chapter 34 & Chapter 35
Week 18	Review & Final Exam