

# CPSO1101: Career Path Success I

**Credit Hours:** 1

**Clock Hours:** 30/0/0

In this Career Path Success course students will learn and practice many of the essential skills needed to be successful in a healthcare career. Students will explore attitudes, behaviors and communication skills expected by employers, coworkers and patients. Upon completion of this course, students will better understand the importance of time management, planning and scheduling, and managing distractions. Students will learn how to prioritize time using various methods, as well as create personalized schedules and to-do lists. Students will discuss study skills and learn how to form effective study habits. The importance of critical thinking in the healthcare field will also be examined. Students will understand appropriate attire as well as overall professional image for a healthcare environment. Lastly, students will learn about confidentiality in healthcare, specifically investigating the Healthcare Insurance Portability and Accountability Act (HIPAA).