

HEOC-97: PREPARATION FOR HEALTHCARE PROGRAMS

Justification for this inactivation request

No longer instructed or needed.

Effective Term

Fall 2025

CC Approval

10/04/2024

AS Approval

10/24/2024

BOT Approval

11/21/2024

COCI Approval

03/12/2025

SECTION A - Course Data Elements

CB04 Credit Status

Credit - Degree Applicable

Discipline

Minimum Qualifications	And/Or
Health Care Ancillaries (Any Degree and Professional Experience)	

Subject Code

HEOC - Health Occupations

Course Number

97

Department

Health Occupations

Division

Health Occupations (HEOC)

Full Course Title

Preparation for Healthcare Programs

Short Title

Prep for Healthcare Programs

CB03 TOP Code

1201.00 - *Health Occupations, General

CB08 Basic Skills Status

NBS - Not Basic Skills

CB09 SAM Code

D - Possibly Occupational

SECTION B - Course Description

Catalog Course Description

This course introduces the fundamental study, test taking, and communication skills necessary to achieve success in the ADN, RT, or Paramedic programs.

Skills on time management, study techniques and test taking strategies are among the areas to be covered.

SECTION C - Conditions on Enrollment

Open Entry/Open Exit

No

Repeatability

Not Repeatable

Grading Options

Letter Grade Only

Allow Audit

Yes

Requisites

Advisory Prerequisite(s)

Completion of ENGL-90 with a minimum grade of C.

SECTION D - Course Standards

Is this course variable unit?

No

Units

3.00

Lecture Hours

54.00

Outside of Class Hours

108

Total Contact Hours

54

Total Student Hours

162

Distance Education Approval

Is this course offered through Distance Education?

Yes

Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Entirely Online	Emergency Only
Hybrid	Emergency Only

SECTION E - Course Content

Student Learning Outcomes

Upon satisfactory completion of the course, students will be able to:

1. Utilize study skills, time management, and test taking skills which are associated with higher levels of student academic success in the ADN, RT, and Paramedic programs.

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Develop a study schedule that designates specific study times and allows for 2 hours for every one hour in class.
2. Identify their learning style and practice various study techniques that incorporate specific learning strengths.

3. Demonstrate test taking strategies that are specific to multiple choice exams and have the opportunity to practice these strategies on sample tests.
4. Have an understanding of the definition of, and elements of critical thinking; will build and utilize critical thinking skills through various exercises.

Course Content

1. Time management skills including prioritizing and development of study schedule.
2. Assessment of learning styles and basic math and English skills
3. Critical Thinking
4. Study skills, including memory techniques, specific note taking techniques, and how to read medical textbooks.
5. Review of learning disabilities and process for diagnoses and access of services. (This will include a review of physical disabilities such as attention deficit disorder.)
6. Introduction to concept mapping
7. Review of support systems while in nursing, RT, or paramedic school (including family, employer and community college services)
8. Review of basic health and wellness skills
9. Review of faculty expectations; issues noted by instructors as problems for nursing, RT, and paramedic students.
10. Review of problems in the clinical settings
11. Review of interpersonal and communication skills for more effective communication with faculty and patients

Methods of Instruction

Methods of Instruction

Types	Examples of learning activities
Lecture	In-person or online lectures covering course concepts.
Other	Application Exercises: Exercises in applying course concepts, such as practice tests aimed at lowering test anxiety.

Online Adaptation

Types	Examples of learning activities
Activity	
Discussion	
Group Work	
Lecture	

Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards
 Chat Rooms
 Discussion Boards
 E-mail Communication
 Telephone Conversations
 Video or Teleconferencing

Student-Initiated Online Contact Types

Chat Rooms
 Discussions
 Group Work

Course design is accessible

Yes

Methods of Evaluation

Methods of Evaluation

Types	Examples of classroom assessments
Exams/Tests	Completion of practice tests that include multiple choice questions. Completion of midterm and final exam composed of multiple-choice questions.

Portfolios

Portfolio of individual assignments: Includes individualized assignments, such as a student study schedule, personal study strategies, self-evaluation of test taking errors.

Assignments

Reading Assignments

1. Modules from "Student Success Kit"
2. Chapters and exercises from "Becoming a Master Student."
3. Sections and exercises from "Critical Thinking"

Writing Assignments

Students will have written assignments on the subjects of critical thinking, study skills, etc. Many of these assignments will be reflective papers on the students' individual learning and study styles and circumstances. Problem solving will be exercised through the Critical Thinking and Test Taking Strategies Textbooks.

Outside-of-Class Assignments

Individual portfolio, as previously mentioned.

SECTION F - Textbooks and Instructional Materials

Material Type

Textbook

Author

Ellis, Dave

Title

Becoming a Master Student

Edition/Version

11th

Publisher

Houghton Mifflin Company

Year

2006

Material Type

Textbook

Author

Brooke Noel Moore

Title

Test Taking Strategies

Edition/Version

8th

Publisher

McGraw-Hill Humanities

Year

2005

Material Type

Other required materials/supplies

Description

1. Binder for portfolio.
2. Access to computer with printer

SECTION G - Diversity, Equity and Inclusivity**Course Codes (Admin Only)****CB00 State ID**

CCC000510022

CB10 Cooperative Work Experience Status

N - Is Not Part of a Cooperative Work Experience Education Program

CB11 Course Classification Status

Y - Credit Course

CB13 Special Class Status

N - The Course is Not an Approved Special Class

CB23 Funding Agency Category

Y - Not Applicable (Funding Not Used)

CB24 Program Course Status

Program Applicable

Allow Pass/No Pass

No

Only Pass/No Pass

No