



COURSE OUTLINE : MOA 101
D Credit – Degree Applicable
COURSE ID 010354
Cyclical Review: November 2020

COURSE DISCIPLINE : MOA
COURSE NUMBER : 101
COURSE TITLE (FULL) : Healthcare Occupations
COURSE TITLE (SHORT) : Healthcare Occupations

CATALOG DESCRIPTION

MOA 101 is an overview of health occupations and provides the study of basic medical mathematics and terminology; career foundations, including healthcare of the past, present, and future; interpersonal dynamics, systems and communications; and healthcare safety and healthcare environment practices, including ethics and legal responsibilities. Students will also be introduced to various healthcare career pathways.

Total Lecture Units: 2.00

Total Laboratory Units: 0.00

Total Course Units: 2.00

Total Lecture Hours: 36.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 36.00

Total Out-of-Class Hours: 72.00

Recommended Preparation: ENGL 100, ESL 141, or BUSAD 106, or equivalent.



ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1				demonstrate an understanding of the terminology related to grammar, punctuation, and sentences;	Yes
2				identify proper formatting of tables, letters, various reports, memorandums, envelopes and labels;	Yes
3				evaluate compositions for unity, sufficiency of development, evidence, coherence, and variety of sentence structure	Yes
4				describe multi-paragraph reading passages in textbooks	Yes
5	ESL	141	Grammar And Writing IV	demonstrate control of verb tenses in active and passive voice, gerunds and infinitives, conditionals real and unreal, adjective, noun, and adverb clauses, and transitional expressions;	Yes
6	BUSAD	106	Written Business Communications	solve problems and accomplish tasks through written communication;	Yes
7	BUSAD	106	Written Business Communications	respond to correspondence originated by others and originate correspondence;	Yes
8	BUSAD	106	Written Business Communications	choose appropriate language designed to enhance human relations and build goodwill;	Yes
9	BUSAD	106	Written Business Communications	evaluate and critique composition according to standards of effective technical writing;	Yes
10	BUSAD	106	Written Business Communications	paraphrase, summarize, and document information from research sources;	Yes
11	BUSAD	106	Written Business Communications	devise opinions and recommendations as responses to work in business related fields;	Yes
12	BUSAD	106	Written Business Communications	select appropriately evaluated information from informative sources to support conclusions or recommendations for business reports and essays;	Yes
13	BUSAD	106	Written Business Communications	proofread, edit, and revise composition.	Yes
14	ENGL	100	Writing Workshop	Read, analyze, and evaluate contemporary articles and stories to identify topic, thesis, support, transitions, conclusion, audience, and tone;	Yes
15	ENGL	100	Writing Workshop	read, analyze, and evaluate contemporary articles and stories for the comprehension of difficult content and the identification of main ideas and (topic-based) evidence;	Yes



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16	ENGL	100	Writing Workshop	read, analyze, and evaluate student compositions for unity, development, use of evidence, interpretation, coherence, and variety of sentence form;	Yes
17	ENGL	100	Writing Workshop	write an argumentative essay that has an introduction, body paragraphs, and a conclusion, demonstrating a basic understanding of essay organization;	Yes
18	ENGL	100	Writing Workshop	write an argumentative essay that addresses the topic, is directed by a thesis statement, uses appropriate textual evidence, develops logical interpretations, and concludes with some compelling observations;	Yes

EXIT STANDARDS

- 1 recognize tasks and responsibilities of working in various healthcare career pathways
- 2 list three factors to be considered when choosing an occupation
- 3 identify at least five milestones in the advancement of health care for the future
- 4 discuss three socioeconomic factors and government acts that influence the health care industry
- 5 describe at least three advantages to following a career in the healthcare field

STUDENT LEARNING OUTCOMES

- 1 explain various skills, knowledge and expertise required for healthcare careers;
- 2 develop a vocabulary of health care key terms and acronyms;
- 3 identify various career ladder responsibilities;

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Career Foundations <ul style="list-style-type: none"> • Healthcare of the past, present and future • Healthcare dynamics • Future of healthcare 	4	0	4
2	Ethics and Legal Responsibilities <ul style="list-style-type: none"> • Hippocratic Oath • Health safety • Environment practices • Culture and healthcare practices 	4	0	4



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3	Academic Foundations <ul style="list-style-type: none"> • Professionalism • Employability and career development • Communications and Interpersonal dynamics 	4	0	4
4	Medical Foundations <ul style="list-style-type: none"> • Medical mathematics • Medical terminology • Medical biology • Anatomy and physiology 	4	0	4
5	Healthcare Education and Wellness <ul style="list-style-type: none"> • Growth and development • Disease and prevention • Diet and nutrition 	4	0	4
6	Career Pathways <ul style="list-style-type: none"> • Direct patient care • Imaging and diagnostics • Support and service • Information and informatics • Business and management • Research and development • Complementary and integrative medicine • Community and social services 	16	0	16
				36

OUT OF CLASS ASSIGNMENTS

- 1 Recognize various skills, knowledge and expertise of various healthcare careers (e.g. write a paper on educational preparation and level of responsibility (hierarchy) of the assistant, technician, technologist and professional in a chosen career)
- 2 Investigate, and write a report and present an effective oral presentation (e.g. factors of society that influence the health care industry)

METHODS OF EVALUATION

- 1 Quizzes
- 2 Midterm Examination
- 3 Final Examination



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METHODS OF INSTRUCTION

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration
- Field Activities (Trips)
- Guest Speakers
- Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	ISBN	Date
Health Careers Today	Required	Elsevier	6		Gerdin, Judith	978-0-323-28050-1	2017