

MOA101 : Healthcare Occupations

General Information

Author:	• Sonali Perera
Course Code (CB01) :	MOA101
Course Title (CB02) :	Healthcare Occupations
Department:	MOA
Proposal Start:	Fall 2024
TOP Code (CB03) :	(0514.20) Medical Office Technology *
CIP Code:	(51.0716) Medical Administrative/Executive Assistant and Medical Secretary.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000598617
Curriculum Committee Approval Date:	02/28/2024
Board of Trustees Approval Date:	04/16/2024
Last Cyclical Review Date:	02/28/2024
Course Description and Course Note:	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.
Justification:	Mandatory Revision
Academic Career:	• Credit
Author:	• Sonali Perera

Academic Senate Discipline

Primary Discipline:	• Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08) Course is not a basic skills course. <input type="checkbox"/> Allow Students to Gain Credit by Exam/Challenge	Course Special Class Status (CB13) Course is not a special class. Pre-Collegiate Level (CB21) Not applicable.	Grading Basis • Grade with Pass / No-Pass Option Course Support Course Status (CB26) Course is not a support course
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Transferability & Gen. Ed. Options

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07)	2
Maximum Credit Units (CB06)	2
Total Course In-Class (Contact) Hours	36
Total Course Out-of-Class Hours	72
Total Student Learning Hours	108

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience

Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	2	4
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	36
Laboratory	0
Studio	0
Total	36
Course Out-of-Class Hours	
Lecture	72
Laboratory	0
Studio	0
Total	72

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

ESL141 - Grammar And Writing IV

Objectives

- Compose a 400 to 450-word thesis-based essay which: (a) summarizes and cites appropriately a reading passage provided as a prompt, (b) includes a clear thesis statement, (c) uses evidence to support the thesis, (d) shows clear organization into an introduction, body, and conclusion, and (e) uses appropriate rhetorical modes such as comparison/contrast, cause/effect, and persuasion in order to support a thesis.

OR

Advisory

ENGL101+ - Introduction to College Reading and Composition

Objectives

- Read, analyze, and evaluate a variety of primarily non-fiction readings for content, context, and rhetorical merit with consideration of tone, audience, and purpose, utilizing annotation, notetaking and pre-reading strategies.
- Apply a variety of rhetorical strategies in writing well-organized essays directed by a well reasoned thesis statement with persuasive support, moving beyond pro/con binary arguments.
- Develop varied and flexible strategies for generating, drafting, and revising essays.
- Analyze stylistic choices in their own writing and the writing of others.
- Integrate the ideas of others through paraphrasing, summarizing, and quoting without plagiarism.
- Find, evaluate, analyze, and interpret primary and secondary sources, incorporating them into written essays using appropriate documentation format.
- Proofread and edit essays for presentation so they exhibit no disruptive errors in English grammar, usage, or punctuation.
- Utilize campus resources available to students for success in English courses.

Entry Standards

Entry Standards

Identify proper formatting of tables, letters, various reports, memorandums, envelopes and labels.

Read, analyze, and evaluate contemporary articles and stories for the comprehension of difficult content and the identification of main ideas and (topic-based) evidence.

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction

Lecture

Methods of Instruction

Multimedia

Methods of Instruction

Discussion

Methods of Instruction

Collaborative Learning

Methods of Instruction

Demonstrations

Methods of Instruction

Guest Speakers

Methods of Instruction

Presentations

Out of Class Assignments

- 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)
- 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

Exam/Quiz/Test

Exam/Quiz/Test

Exam/Quiz/Test

Rationale

Quizzes

Midterm Examination

Final Examination

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Gerdin, Judith	Health Careers Today 7e	Elsevier	2023	9780323764629

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Recognize tasks and responsibilities of working in various healthcare career pathways.

List three factors to be considered when choosing an occupation.

Identify at least five milestones in the advancement of healthcare for the future.

Discuss three socioeconomic factors and government acts that influence the health care industry.

Describe at least three advantages to following a career in the healthcare field.

SLOs

Explain various skills, knowledge and expertise required for healthcare careers.

Expected Outcome Performance: 70.0

Develop a vocabulary of healthcare key terms and acronyms.

Expected Outcome Performance: 70.0

Identify various career ladder responsibilities.

Expected Outcome Performance: 70.0

Course Content

Lecture Content

Career Foundations (4 hours)

- Healthcare of the past, present and future
- Healthcare dynamics
- Future of healthcare

Ethics and Legal Responsibilities (4 hours)

- Hippocratic Oath
- Health safety
- Environment practices
- Culture and healthcare practices
- Working with diverse patient populations regarding ability, age, language, race, socioeconomic status, etc.

Academic Foundations (4 hours)

- Professionalism
- Employability and career development
- Communications and Interpersonal dynamics

Medical Foundations (4 hours)

- Medical mathematics
- Medical terminology
- Medical biology
- Anatomy and physiology

Healthcare Education and Wellness (4 hours)

- Growth and development
- Disease and prevention
- Diet and nutrition

Career Pathways (16 hours)

- 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

Total hours: 36

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liaison?

Aisha Conner-Gaten (Business, ESL-Credit)

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

No Value

If additional resources are needed, add a brief description and cost in the box provided.

No Value