

RSPT 62: MANAGEMENT, RESUME & NATIONAL BOARD EXAMINATION

Foothill College Course Outline of Record

Heading	Value
Units:	1
Hours:	1 lecture per week (12 total per quarter)
Degree & Credit Status:	Degree-Applicable Credit Course
Foothill GE:	Non-GE
Transferable:	CSU
Grade Type:	Letter Grade Only
Repeatability:	Not Repeatable

Student Learning Outcomes

- Create a Resume and a Cover Letter.
- Passes the program final with a minimum score of 70%

Description

Management and leadership styles. Review of effective communication skills. Current health care economics, job outlook and interviewing skills. Resume, cover letter and thank you letter preparation. Students will be introduced to the NBRC Board exam detailed content outlines. Licensure and exam applications and procedure for applying. Students will need to complete a self evaluation paper that lists areas they need to focus on. Students take the National Board for Respiratory Care mock examination. Intended for students in the Respiratory Therapy Program; enrollment is limited to students accepted in the program.

Course Objectives

The student will be able to:

- Differentiate between the different management and leadership styles and examine their own management style
- Discuss effective communication skills
- State current healthcare economics and job outlook
- Prepare a resume and a cover letter
- Prepare for an interview
- Understand the content outline for the NBRC exams
- Complete the licensure and exam application process
- Identify areas of weakness from their performance on the written Board exam and clinical simulation examinations
- Obtain a passing score of 70% or higher on the National Board for Respiratory Care entry examination

Course Content

- Management and leadership styles
 - Autocratic
 - Democratic
 - Participative
 - Laissez faire
 - Blake's managerial grid
 - Effective manager
- Communication skills

- Two-way communication
- Listening
- Non-verbal
- Feedback
- Attend job fair and examine job outlook
- Resume and cover letter preparation
 - Chronological resumes
 - Reverse chronological
 - Combination resume
 - Functional resume
 - Curriculum vitae
- Interviewing skills
 - Behavioral interviews
 - Structured and unstructured interviews
 - Presentation and preparedness
 - Body language
- NBRC detailed content matrix
 - National Board for Respiratory Care examination matrix
 - National Board for Respiratory Care clinical simulation
 - Exam and licensure application process
- Examination results
 - Examine areas that need remediation
 - Identify content that needs to be reviewed in order to successfully pass the Board exams
- Comprehensive program final proctored

Lab Content

Not applicable.

Special Facilities and/or Equipment

- Computer and internet access to online learning system.

Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

The following methods of evaluation may be used:

- Midterm examination
- Resume and cover letter
- Self evaluation paper to identify areas of weakness
- Comprehensive final examination (NBRC secure TMC examination)
- Students will need to complete and pass all exams

Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

- Lecture presentations and classroom discussion.
- Lecture on the different types of resumes and cover letters, followed by class discussion and evaluation of individual work.

Representative Text(s) and Other Materials

No textbook for this course.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

A. Students will need to write and submit a resume and cover letter, first draft and final draft.

Discipline(s)

Respiratory Technologies