

**NEOSHO COUNTY COMMUNITY COLLEGE  
MASTER COURSE SYLLABUS**

**COURSE IDENTIFICATION**

Course Code/Number: NURS 100

Course Title: Problem Solving and Test-Taking Skills for Nursing Students

Division:  Applied Science (AS)  Liberal Arts (LA)  Workforce Development (WD)  
 Health Care (HC)  Lifetime Learning (LL)  Nursing  Developmental

Credit Hour(s): 1

Theory Hours: 15 hours (over 6-8 weeks)

Effective Date: Fall 2013

Assessment Goal Per Outcome: 76%

**COURSE DESCRIPTION**

This course will equip the nursing student with the specialized skills of problem-solving, test-taking, study time management and study skills necessary for making clinical decisions and completing nursing exams successfully.

**MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES**

Student must be currently enrolled in the nursing program or have completed the LPN or RN level.

**TEXTS**

The official list of textbooks and materials for this course is found on *myNeosho*.

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

## GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
  - identifying rights and responsibilities of citizenship,
  - identifying how human values and perceptions affect and are affected by social diversity,
  - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
  - listing factors associated with a healthy lifestyle and lifetime fitness,
  - identifying the importance of lifetime learning,
  - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
3. Communicate effectively through:
  - developing effective written communication skills,
  - developing effective oral communication and listening skills.
4. Think analytically through:
  - utilizing quantitative information in problem solving,
  - utilizing the principles of systematic inquiry,
  - utilizing various information resources including technology for research and data collection.

## COURSE OUTCOMES/COMPETENCIES (as Required)

1. The student will use study techniques in preparation for exams.
2. The student will demonstrate proficiency in applying test-taking skills to nursing test questions.

## MINIMUM COURSE CONTENT

The following topics must be included in this course. Additional topics may also be included.

- I. Studying for a nursing exam
  - A. Study “smarter”
  - B. Preview-read through-review method
  - C. Taking good class notes
  - D. Reviewing for an exam
  - E. Memory, study, and review aids
  - F. Using practice questions
  - G. Material review and preparation for final exam
  - H. Time management skills

- II. Avoiding “Reading Into” a Test Question
  - A. Test question logic
  - B. How students “read into” a test question
  - C. Misinterpretation of test questions
  - D. Three-step method for understanding test questions
    - 1. Introductory statement and stem
    - 2. Key words, client, issue and type of stem
    - 3. Eliminating incorrect options
  
- III. Choosing Between Two Best Options
  - A. Finding one best option
  - B. Strategies to use when nursing knowledge is not enough (unsure of answer)
    - 1. Identifying the global response option
    - 2. Eliminating similar distracters
    - 3. Looking for similar words
  
- IV. Answering Communication Questions
  - A. Identifying the client and the issue
  - B. Communication tools and blocks
  - C. Setting priorities
  
- V. Answering Questions That Select Priorities
  - A. Answering the question
  - B. Selection and application of priority-setting guidelines
  - C. Maslow’s hierarchy of needs
  - D. Nursing process
  - E. Communication theory
  - F. Teaching/learning theory
  
- VI. Answering Questions Which Focus on Nursing Process
  - A. Nursing process in problem solving and test taking
  - B. Nursing activities throughout the nursing process
  - C. Cues for selecting the correct answer
  - D. Drill questions
  
- VII. Taking a Timed Exam
  - A. Pacing Strategies
  - B. Test-taking tips
  
- VIII. The Computerized Successful Problem Solving Final Exam

## STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Evaluation of student performance will be based on coursework assignments, unit exams/quizzes, a final examination and the completion of computer practice sessions. The student must achieve a 70% average in order to pass the course.

Grading scale for class:

90 - 100%	A	
80 - 89%	B	
70 - 79%	C	
60 - 69%	D	
0 - 59%	F	
	XF	Failure due to academic dishonesty
	I	Incomplete
	W	Withdraw

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity is a specific requirement. Consequences of violation of the Academic Integrity policy can range from redoing the assignment for partial credit to course dismissal at the discretion of the instructor. Definitions and examples of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student handbook, and/or Code of Student Conduct and Discipline.

Any question regarding a grade received for a test, paper, etc., must be brought to the instructor's attention within seven (7) days of receiving the grade or it will be recorded as is.

Late Assignments: If an assignment is not turned in at the scheduled time, 5% will be deducted from the score for being late, then 1% will be deducted per day for each day not turned in, up to a maximum of 10%, then the score for that assignment is recorded as zero. Special circumstances shall be subject to review and at the instructor's discretion. The instructor must be notified prior to the due date of the assignment for any variance in policy to apply.

### ASSESSMENT OF STUDENT GAIN

Student gain will be measured by coursework assignments, computer practice sessions and the final examination.

### Attendance Policy

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information
3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

## **ACADEMIC INTEGRITY**

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

## **ELECTRONIC DEVICE POLICY**

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

### **NOTE:**

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

## **ACCOMMODATIONS**

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

### **NON-DISCRIMINATION POLICY**

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

### **SEXUAL MISCONDUCT POLICY (TITLE IX)**

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

### **COURSE NOTES**

None