Prerequisite: None  
Credit Hours: 3  
This course will provide a comprehensive review for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). It will explore expected nursing skills for each developmental stage of the life cycle. The class will also explore computerized adaptive testing, both in preparing for the NCLEX-RN® exam and the test framework.

**NURS 205  Advanced Medical-Surgical Nursing**  
Prerequisite: Successful completion of all Level I courses, NURS 201 Mental Health Nursing, and NURS 203 Family Nursing II.  
Credit Hours: 8  
 Presents the holistic nursing care of clients with acute health needs with focus on the role of the registered nurse. Identifies opportunities for career and professional growth. Presents the role of the registered nurse in the care of clients with more complex acute health care needs. Clinical leadership experience will be required for preparation in management of human and equipment resources in the acute care setting. Trends and issues concerning career management, medical-economic forces in healthcare, leadership, and management will be explored.

**NURS 206  Health Assessment for Nursing Practice**  
Prerequisite: Pre-Nursing student or acceptance into Nursing Program  
Credit Hours: 3  
This course is designed to educate the nurse of the skills needed for health assessment of their patients. They will learn history taking, psychosocial assessment, and physical assessment techniques and skills necessary to obtain data. They will learn that this data collection is significant to understanding the patient as a whole, and individualizing their care. A base of health assessment knowledge prepares the nurse for exceptional understanding of the patient situation and gives them a baseline so that they can recognize any changes in patient condition. This course will focus on skills and techniques to be applied to patients of all ages. The course includes lecture and discussion of the various systems of the body. There will also be skills demonstration by the instructor and time set aside in each class for lab skills practice.

**NURS 207 (5484)  Pathophysiology**  
Prerequisite: Completion of high school or college Anatomy and Physiology with grade of “C” or better  
Credit Hours: 3  
This course is designed to better prepare students in the transition between learning content covered in basic anatomy and physiology courses and the study of disease processes studied in nursing, respiratory, and radiography courses.

**Office Technology**

**OTEC 102 (0587) College Keyboarding**  
Prerequisite: None  
Credit Hours: 3  
This course is designed to develop machine control and mastery of the keyboard. The course emphasizes proper keyboarding techniques, accuracy, and speed, which can be applied to a variety of problems that the students are likely to meet in their personal life and/or in the business world.

**OTEC 103 (0739) Microcomputer Applications I**  
Prerequisite: None  
Credit Hours: 3  
This course will teach the student specific areas of expertise in the computer area.

**OTEC 106 (0588) Formatting**  
Prerequisite: OTEC 102 College Keyboarding or One or more units of keyboarding in high school  
Credit Hours: 3  

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This course is designed to review business document formats, to build speed and accuracy, and to use decision-making skills to evaluate document formats and mailability. Applying written communication skills and demonstrating quality and efficiency in production are emphasized.

OTEC 111 (0551)  Records Management & Database Applications  
Prerequisite: None  
Credit Hours: 3  
This course is designed to present knowledge and skills that are needed in records management work. This course emphasizes the basic principles and procedures used in alphabetic, numeric, and subject filing methods for manual and automated records systems. Practice in application of filing rules is provided through the use of records management projects. Students will gain practice in document management and file management using Access database.

OTEC 113 (0523)  Business Accounting  
Prerequisite: None  
Credit Hours: 3  
Elementary accounting procedures including theory and practice associated with double-entry bookkeeping are introduced. Special emphasis is placed on the use of journal entries, accounting for and control of cash, and payroll accounting.

OTEC 115 (0502)  Human Relations in Business  
Prerequisite: None  
Credit Hours: 3  
A behavioral science course designed to provide development of concepts and strategies about the behavior of workers and managers in an organizational environment.

OTEC 119 (0530)  Business Math  
Prerequisite: Placement test scores equivalent to MATH 106 Applied Mathematics  
Credit Hours: 3  
Business decision-making usually involves business math. Business Math provides a background of general and specific knowledge of business math concepts for those students who plan to enter business programs. Students will develop skills using a 10-key adding machine by touch and using the numeric keypad of a computer.

OTEC 121 (0557)  Office Procedures  
Prerequisite: OTEC 102 College Keyboarding or one or more units of keyboarding in high school.  
Credit Hours: 3  
This course is the study and development of personal qualities, skills, and knowledge needed for success in clerical occupations, including how to find and "land" the right office position, writing letters, using postal and shipping services, handling mail, filing, using the telephone, transmitting business messages, using banking and credit services, and handling financial transactions.

OTEC 122 (0536)  Office Internship I  
Prerequisite: Enrollment in an Office Technology Program or permission of instructor  
Credit Hours: 1-3  
This course is designed to offer the student the opportunity to receive on-the-job training in office-related career occupations. Students may receive training through paid employment (part-time or full-time), or an unpaid internship (3-5 hours a week).

OTEC 123 (0537)  Office Internship II  
Prerequisite: Enrollment in an Office Technology Program or permission of instructor  
Credit Hours: 3  
This course is designed to offer the student the opportunity to receive on-the-job training in office-related career occupations. Students may receive training through paid employment (part-time or full-time), or an unpaid internship (3-5 hours a week).

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OTEC 124 (5231) Medical Terminology  
Prerequisite: None  
Credit Hours: 3  
Presents basic concepts and elements of medical terms pertaining to the study of the human body, and assists in the development of the ability to read and understand the language of medicine. This course will introduce the basic elements of medical terminology such as prefixes, suffixes, word roots, and combining forms. Commonly used abbreviations will also be addressed.

OTEC 125 (5232) Advanced Medical Terminology  
Prerequisite: OTEC 124 Medical Terminology  
Credit Hours: 3  
This course will build on the knowledge gained in the previous Medical Terminology course. The course will again be outlined by body systems focusing on terminology associated with disease processes, related procedures and pharmaceutical treatment methods. Strong emphasis will be placed on the correct usage and spelling of terms. The student should already have a firm base knowledge of suffixes, prefixes and root words.

OTEC 128 (0607) Medical Transcription  
Prerequisite: OTEC 102 College Keyboarding, or one or more units of keyboarding in high school; OTEC 127 Transcriptions Skills.  
Credit Hours: 2  
Provides an overview of the medical transcription environment, the responsibilities of the transcriptionist, and the skills required. Focuses on the mechanics of transcription including transcription tools, the style and form of the transcriptionist, the various formats for medical reports, and medical terminology.

OTEC 133 (0609) Medical Coding ICD  
Prerequisite: OTEC 125 Medical Terminology or Medical Training  
Credit Hours: 3  
This course is designed to introduce the basic concepts of ICD-10-CM diagnosis coding. The class will provide hands-on experience in the application of diagnosis codes while following the official coding rules and guidelines. The student will gain an understanding of how to analyze clinical data for the purposes of coding and reimbursement.

OTEC 134 (0610) Medical Coding CPT  
Prerequisite: OTEC 133 Medical Coding ICD or instructor permission  
Credit Hours: 3  
This course is designed to study the concepts of Current Procedural Terminology (CPT Coding) along with HCPCS coding. This course is designed to provide practical application of the coding process using health documentation from patient charts. The student will gain an in-depth understanding of the wide variety of functions that these coding methods serve in the medical community and in health care administration management.

OTEC 136 (0574) Business Office Applications  
Prerequisite: OTEC 106 Formatting  
Credit Hours: 3  
Through a realistic job simulation, the student is introduced to secretarial duties performed as an administrative assistant to a top executive. The student will make decisions, set priorities, maintain a tickler file, prepare tables and graphs, and compose correspondence. In addition, the student will be asked to prepare a formal job description of an executive assistant.

OTEC 137 (0576) Medical Office Application  
Prerequisite: OTEC 106 Formatting  
Credit Hours: 3  
Through a realistic job simulation, the student is introduced to the administrative routines of a doctor's office and will perform various activities including preparing patients' charts, taking telephone messages,

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scheduling appointments, organizing patient files, and transcribing medical tapes. In addition, the student will be asked to prepare a formal job description of a medical assistant.

OTEC 138 (0575) Legal Office Applications  
Prerequisite: OTEC 106 Formatting  
Credit Hours: 3  
Through a realistic job simulation, the student is introduced to secretarial duties performed in a small law firm. The student will produce and format various legal documents, become familiar with terminology used in the legal profession, machine transcribe legal correspondence, and get an overall view of the day-to-day operating procedures of a legal office. In addition, the student will be asked to prepare a formal job description of a legal assistant.

OTEC 140 (0507) Business English  
Prerequisite: None  
Credit Hours: 3  
This course will emphasize the rules and accepted practices of English grammar in the contemporary business office. Emphasis will be on word choice, number style, capitalization, proofreading, abbreviations, and editing documents.

OTEC 155 (0535) Word Processing Concepts and Applications  
Prerequisite: OTEC 102 College Keyboarding  
Credit Hours: 3  
Word Processing Concepts & Applications is a comprehensive hands-on course that provides users with the fundamentals (both conceptual and applied) they need to use word processing software. Students learn the basics and advanced features of Microsoft Word. They will use and develop the tools needed to apply this technology to business applications.

**Philosophy**

PHIL 101 (1591) Philosophy I  
Placement Test Level: General Education Course Placement*  
Prerequisite: None  
Credit Hours: 3  
Introduces the nature and scope of philosophic thought and terminology, stressing the influence of philosophy on the individual and the world. Many names, topics, and writings from various periods are studied with an emphasis on the Greeks and their subsequent influence.

PHIL 104 (1593) Introduction to Logic  
Placement Test Level: General Education Course Placement*  
Prerequisite: None  
Credit Hours: 3  
This course is a study of how we can (and do) reason about all aspects of our lives. Students learn how to both create logically consistent arguments and also to break down arguments presented by others so as to judge their logical validity. Special subjects in the course include inductive fallacies, generalization, induction, analogies, and cause/effect, as well as a study of formal (or propositionally deductive) logic.

PHIL 106 (1957) Ethics  
Placement Test Level: General Education Course Placement*  
Prerequisite: None  
Credit Hours: 3  
This course provides a systematic and critical study of values related to human conduct. It focuses on both traditional standards of ethical conduct and qualities of personal character. What we hold to be right or wrong, the basis for believing so, and what we consider to be virtues or vices are examined with an eye to understand our current ethical situation.

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