

LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

SPECIAL NOTE:

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):

Please check with the LCC bookstore <http://www.labette.edu/bookstore> for the required texts for this class.

<u>COURSE NUMBER:</u>	O TEC 125
<u>COURSE TITLE:</u>	ADVANCED MEDICAL TERMINOLOGY
<u>SEMESTER CREDIT HOURS:</u>	3
<u>DEPARTMENT:</u>	Business Administrative Technology
<u>DIVISION:</u>	Career Technical Education
<u>PREREQUISITE:</u>	O TEC 124 Medical Terminology

COURSE DESCRIPTION:

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.

COURSE OUTCOMES AND COMPETENCIES:

Students who successfully complete this course will be able to:

1. Review the basic three part structure of a medical term.
 - Review the basic structure of a medical term including prefixes, root words and suffixes.
 - Review medical abbreviations, acronyms and symbols.
 - Review the appropriate medical resources to find the definition of a medical term.
2. Recognize medical terms associated with diseases and procedures.
 - Learn the relationship between symptoms, illnesses, and procedural terms.
 - Recognize diagnostic terms and their relationship to the disease process.
 - Recognize the relationship and spelling of pharmaceutical terms as related to disease processes.
3. Analyze and interpret medical communication as used in the health care field.
 - Develop the ability to read and understand the language of medicine.
 - Develop the ability to communicate verbally and in writing using the language of medicine.

- Develop an ability to translate lay terms into medical terms and vice versa.

4. Perform workplace competencies.

TEAMWORK

Participate in team tasks:

Receive and give information

HUMAN RELATION SKILLS

Demonstrate interpersonal skills:

Tact and diplomacy

Respect for others

Recognition of others' strengths

TIME MANAGEMENT

Set priorities or the order in which several tasks will be accomplished

Develop strategies to overcome procrastination and meet deadlines

Estimate the time required to perform activities needed to accomplish a specific task