

Syllabus

Applied Medical Terminology, Semester B

Course Overview

This one-semester course is intended to help you understand the skills required to achieve success in healthcare careers. This course has 12 lessons organized into three units, plus three Unit Activities. Each lesson contains one or more Lesson Activities.

This course will cover various topics like communication and professional skills, professional conduct and safety practices required in healthcare field. You will also learn how to sensitively interact with culturally diverse people. You also understand how to use technology and math skill in healthcare industry.

You will submit the Unit Activity documents to your teacher, and you will grade your work in the Lesson Activities by comparing them with given sample responses. The Unit Activities (submitted to the teacher) and the Lesson Activities (self-checked) are the major components of this course. There are other assessment components, namely the mastery test questions that feature along with the lesson; the pre- and post-test questions that come at the beginning and end of the unit, respectively; and an end-of-semester test. All of these tests are a combination of simple multiple-choice questions and technology enhanced (TE) questions.

Course Goals

This course will help you meet the following goals:

- Identify effective verbal and nonverbal communication skills that are essential in health care.
- Analyze critical thinking, problem-solving, conflict resolution, and professional skills essential for healthcare professional.
- Examine the various student organizations that aid in development of healthcare professionals.
- Discuss ways to deal with cultural diversity with sensitivity to provide quality healthcare to all ethnic groups.
- Examine healthcare delivery systems and access to health care in the United States.
- Analyze how technology and precise mathematical calculations are essential in health care.
- Examine appropriate procedures for gathering, filing, and reporting information in healthcare facilities.
- Discuss health, safety, and environmental safety in the context of health care.

Prerequisite Skills

Applied Medical Terminology—B has the following prerequisites:

- basic math knowledge
- ability to visualize and apply creativity and innovation
- familiarity with the writing process and following guidelines

General Skills

To participate in this course, you should be able to do the following:

- Perform basic operations with word processing software, such as Microsoft Word or Google Docs.
- Perform online research using various search engines and library databases.
- Communicate through email and participate in discussion boards.

For a complete list of general skills that are required for participation in online courses, refer to the Prerequisites section of the Plato Student Orientation document, found at the beginning of this course.

Credit Value

Applied Medical Terminology—B is a 0.5-credit course.

Course Materials

- Notebook
- Computer with Internet connection and speakers or headphones
- Microsoft Word or equivalent

Course Pacing Guide

This course description and pacing guide is intended to help you stay on schedule with your work. Note that your course instructor may modify the schedule to meet the specific needs of your class.

Unit 1: Personal Skills

Summary

In this unit, you will learn about effective techniques of using communication skills in the field of health care. You also learn about the importance of critical thinking skills in the healthcare industry. Additionally, in this unit, you will understand how to use problem-solving skills in the field of health care.

Day	Activity/Objective	Type
1 day: 1	Syllabus and Plato Student Orientation <i>Review the Plato Student Orientation and Course Syllabus at the beginning of this course.</i>	Course Orientation
5 days: 2–6	Communication Skills <i>Identify effective verbal and nonverbal communication skills that are crucial in health care.</i>	Lesson
5 days: 7–11	Critical Thinking <i>Examine critical thinking skills that are essential in health care.</i>	Lesson
5 days: 12–16	Problem Solving and Conflict Resolution <i>Analyze problem-solving and conflict resolution skills that are essential for healthcare professionals.</i>	Lesson
1 day: 17	Space Jumble	Game
4 days: 18–21	Unit Activity/Threaded Discussion—Unit 1	Unit Activity
1 day: 22	Posttest—Unit 1	Assessment

Unit 2: Employability Skills

Summary

In this unit, you will learn about the professional skills required for professional conduct with colleagues and patients. You will also familiarize yourself with the student organizations that assist in the development of healthcare students and professionals. You will also learn how to sensitively deal with colleagues and patients belonging to diverse ethnic groups.

Day	Activity/Objective	Type
6 days: 23–28	Professional Conduct <i>Examine qualities that are essential for professional conduct in health care.</i>	Lesson
6 days: 29–34	Professional Skills <i>List some professional skills essential in health care.</i>	Lesson
6 days: 35–40	Scholastic and Professional Development <i>Examine student organizations that aid in the development of healthcare professionals.</i>	Lesson
6 days: 41–46	Diversity at Workplace <i>Discuss dealing with cultural diversity with sensitivity to provide quality health care to all ethnic groups.</i>	Lesson
1 day: 47	Para Jumble	Game
4 days: 48–51	Unit Activity/Threaded Discussion—Unit 2	Unit Activity
1 day: 52	Posttest—Unit 2	Assessment

Unit 3: Health Science in United States

Summary

In this unit, you will familiarize yourself with the health delivery systems and how you can help patients access health care. You will learn about various technology and mathematical tools that help healthcare professionals gather, store, and use information. Additionally, you will understand data collection and collation procedures in healthcare facilities. You will also learn how to practice a high level of safety in the healthcare industry and how to dispose of medical waste safely.

Day	Activity/Objective	Type
6 days: 53–58	Health Delivery Systems <i>Analyze healthcare delivery systems and access to health care in the United States.</i>	Lesson
6 days: 59–64	Technology and Healthcare <i>Examine how technology is used in health care.</i>	Lesson
6 days: 65–70	Gathering, Filing, and Reporting Information <i>Examine appropriate procedures for gathering, filing, and reporting information in healthcare facilities.</i>	Lesson
6 days: 71–76	Safety in Health Care <i>Discuss health, safety, and environmental safety in the context of health care.</i>	Lesson
6 days: 77–87	Math in Health Care <i>Examine how precise mathematical calculations are essential in health care.</i>	Lesson
1 day: 83	Thwack-A-Mole	Game
4 days: 84–87	Unit Activity/Threaded Discussion—Unit 3	Unit Activity
1 day: 88	Posttest—Unit 3	Assessment
1 day: 89	Semester Review	
1 day: 90	End-of-Semester Test	Assessment