COMMON COURSE OUTLINE: Course discipline/number/title: BTEC 1670: Medical Transcription

A. CATALOG DESCRIPTION
1. Credits: 3
2. Hours/Week: 3
3. Prerequisites (Course discipline/number): BTEC 1620 and ENGL 1630 or concurrent registration.
4. Co-requisites (Course discipline/number): None
5. MnTC Goals (if any): NA

The course introduces medical formatting and transcription skills of medical documentation from a variety of medical specialties. Dictation is transcribed from various diverse backgrounds. Keyboarding speed and accuracy will continue to be developed. Emphasis will be in developing and improving editing and proofreading skills.

B. DATE LAST REVISED (Month, year): December, 2014

C. OUTLINE OF MAJOR CONTENT AREAS:
1. Grammar skills
2. Spelling skills
3. Word usage
4. Medical abbreviations
5. Transcription and proofreading of medical documentation
6. Utilize various English and medical resources
7. Formatting of medical documentation.

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
1. Apply grammatical rules.
2. Apply abbreviation and capitalization rules.
3. Utilize various English and medical reference resources.
4. Transcribe and proofread documentation including, but not limited to, medical history and physical reports; radiology, operative, and pathology reports; discharge summaries; medical letters; and clinical notes.
5. Demonstrate speech recognition skills
6. Demonstrate shortcut key functionality
7. Demonstrate proofreading and transcribing accuracy.
8. Seek resources and services as needed.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
1. Assignments
2. Exams

G. RCTC CORE OUTCOME(S) ADDRESSED:
☐ Communication ☑ Civic Responsibility
☐ Critical Thinking ☑ Personal/Professional Accountability
☐ Global Awareness/Diversity ☑ Aesthetic Response

H. SPECIAL INFORMATION (if any):
Normal fees that are charged for online classes and required transcription software.