COMMON COURSE OUTLINE:  Course discipline/number/title:  BTEC 1680: Medical Transcription II

A.  CATALOG DESCRIPTION
1.  Credits: 3
2.  Hours/Week: 3
3.  Prerequisites (Course discipline/number): BTEC 1001, D2L Online Tutorial, or the instructor’s permission is required when the course is offered online. Keyboarding skills and BTEC 1670. College-level reading and writing skills: Appropriate score on RCTC placement test or appropriate developmental course with grade of C or better.
4.  Co-requisites (Course discipline/number): None
5.  MnTC Goals (if any): NA

This course is a continuation of Medical Transcription I. There will be particular concentration on proper formatting techniques, building speed and accuracy, and advanced editing and proofreading.

B.  DATE LAST REVISED (Month, year): April, 2010

C.  OUTLINE OF MAJOR CONTENT AREAS:
1.  Grammar skills
2.  Spelling skills
3.  Word usage
4.  Medical abbreviations
5.  Transcription and proofreading of medical reports
6.  Transcription and proofreading of medical letters
7.  Use of references

D.  LEARNING OUTCOMES (GENERAL): The student will be able to:
1.  Application of grammatical rules.
2.  Apply abbreviation and capitalization rules.
4.  Transcribe and proofread medical histories, history and physical reports, radiology reports, operative reports, pathology reports, discharge summaries, medical letters, clinical notes.
5.  Proofread medical letters.
6.  Demonstrate proofreading and transcribing common sense.

E.  LEARNING OUTCOMES (MNTC): NA

F.  METHODS FOR EVALUATION OF STUDENT LEARNING:
Transcription exams

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

H.  SPECIAL INFORMATION (if any):
Normal fees that are charged for other computer classes and for online classes.