COMMON COURSE OUTLINE: Course discipline/number/title: BTEC 2640: Healthcare Documentation Fundamentals

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

   This course covers an integration of medical terminology and medical reports, correspondence, and office document formatting. Emphasis will be placed on formatting, proofreading skill development, and accuracy. Medical documents will incorporate medications, medical specialties, and medical office concepts. Keyboarding speed and accuracy will continue to be developed.

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

C. OUTLINE OF MAJOR CONTENT AREAS:
   1. Formatting and proofreading of medical documents
   2. Keyboarding speed and accuracy
   3. Reference materials, general and medical
   4. Publication needs

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
   1. Apply grammatical and punctuation rules.
   2. Apply keyboarding, formatting, and document production skills.
   3. Keyboard with speed and accuracy at 45 words per minute.
   4. Apply proofreading, formatting, and editing skills to produce error-free documents.
   5. Prepare multiple-page documents using a variety of advanced functions of the software.
   6. Demonstrate decision-making process in formatting and document production skills.
   7. Apply medical terminology knowledge.
   8. Apply disease processes and pharmacology knowledge.
   9. Utilize various English and medical resources.
   10. Create various documents, such as: medical manuscripts, medical reference lists, abstracts for publication, medical speech outlines, curriculum vitae, table of contents for medical publication, medical slides for presentations, and import and edit publication text for website creation.
   11. 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
   - 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