



COURSE OUTLINE

Please save a copy onto your computer before filling in the form

Course Name: Medical Speed and Accuracy 1

Department Head/Coordinator: Helen Roberts

Effective Date: January 2015

School or Centre:	Department:	
School of Hospitality and Business	Office, Legal, and Medical Administration	
Course History:	Year of Study:	
Revised Course	1st Year Post-secondary	
Name of Replacing Course (if applicable):	Course Number:	MEDC 1121
	Number of Credits:	2.0

Course Pre-requisites (if applicable):

Admission to the Program

Course Co-requisites (if applicable):

N/A

PLAR (Prior Learning Assessment & Recognition)

No Yes (details below):

Successfully complete a keyboarding speed test - 40 gross words per minute on a five minute test with five or less errors.

Course Description:

This course gives students the opportunity to develop their keyboarding skills. Students develop keyboarding speed and accuracy by means of selected timed writings and drills on a computer. Students identify areas for improvement and develop corrective practices.

Note to instructors: An instructional strategy is an approach that an instructor uses to achieve the learning outcomes (e.g., lecture, case study, video, group work).

Instructional Strategies:

Instructional activities include classroom and lab activities, discussions and demonstrations.

Course Learning Outcomes:

Upon successful completion of this course, students will be able to:

1. Demonstrate a minimum keyboarding speed of 40 gross words per minute on a 5-minute test with 5 errors or less.

Program Learning Outcomes:

This course is a requirement for the following certificate programs. The learning outcomes are located in the relevant Program Content Guide available at Counselling and Advising Services.

Medical Office Assistant Certificate
Medical Transcriptionist Certificate

Evaluation/Grading System *(Click on drop down box arrows to see list of options)*

Grading System	Specify if 'Other':	Specify Passing Grade:
Letter Grades		C+

Components and Weighting of the Assessment/Evaluation Plan: *(Click on drop down box arrows to see list of options)*

Type	Percentage	Evaluation Plan (provide a brief explanation for each component especially if value exceeds 35%):
Quizzes/Tests	30	Five-Minute Timings
Quizzes/Tests	20	Skill Development Paragraphs
Quizzes/Tests	25	Honour Rolls
Quizzes/Tests	25	Speed & Accuracy Studies
Total		100

Learning Environment/Type *(Select all that are used within the course)*

Instruction Type	Hours Per Instruction Type	Comments
B - Lab (Computer, Chemistry...)	50	
Enter Total Hours	50	

Resource Material(s):

Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.

Course Topics and Sequence Covered:

1. Five-Minute Timings
2. Skill Development Paragraphs
3. Honour Roll Timings
4. Accuracy & Speed Study Drills

NOTE: All timed tests, including five-minute timings, honour rolls, and skill development paragraphs, must be completed during class time with an instructor present.

VCC Education and Education Support Policies

There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, please familiarize yourself with them.

The policies are located on the VCC web site at:

<http://www.vcc.ca/about-vcc/policies/index.cfm>

To find out how this course transfers, visit the BC Transfer Guide at www.bctransferguide.ca.

FOR COMMITTEE USE ONLY

Date Approved by Education Council:		Date Approved by VCC Board (if applicable):	
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