



# COURSE OUTLINE

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

**Course Name:** Medical Speed and Accuracy for MT 2

**Department Head/Coordinator:** Helen Roberts

**Effective Date:** January 2015

|  |   |           |
|--|---|-----------|
| <b>School or Centre:</b>                             | <b>Department:</b>                        |           |
| School of Hospitality and Business                   | Office, Legal, and Medical Administration |           |
| <b>Course History:</b>                               | <b>Year of Study:</b>                     |           |
| Revised Course                                       | 1st Year Post-secondary                   |           |
| <b>Name of Replacing Course<br/>(if applicable):</b> | <b>Course Number:</b>                     | MEDC 1131 |
|  | <b>Number of Credits:</b>                 | 2.0       |

## Course Pre-requisites (if applicable):

MEDC 1121 Medical Speed and Accuracy 1

## Course Co-requisites (if applicable):

## PLAR (Prior Learning Assessment & Recognition)

No  Yes (details below):

Successfully complete a keyboarding speed test - 50 gross words per minute on a five minute test with five or less errors.

## Course Description:

This course gives students the opportunity to further 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 50 gross words per minute on a 5-minute test with 5 errors or less.

### **Program Learning Outcomes:**

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

1. Accurately and efficiently transcribe medical reports.
2. Effectively use hard and electronic resources to perform medical transcription duties.
3. Demonstrate excellent proofreading and editing skills.
4. Demonstrate strong oral and written English communication skills.
5. Demonstrate excellent spelling, grammar, and punctuation skills.
6. Competently and effectively operate medical transcription equipment and relevant software.
7. Demonstrate proficiency in computer and keyboarding skills.
8. Display confidence, initiative and critical thinking performing transcription duties.
9. Maintain high professional standards of integrity and confidentiality.
10. Work effectively as team members.

**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<br>(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   |
|               |              |  |
|               |              |  |
|               | <b>Total</b> | <b>100</b>   |

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

| Instruction Type                 | Hours Per Instruction Type | Comments |
|----------------------------------|----------------------------|----------|
| B - Lab (Computer, Chemistry...) | 50                         |          |
|                                  |                            |          |
|                                  |                            |          |
|                                  |                            |          |
|                                  |                            |          |
| <b>Enter Total Hours</b>         | <b>50</b>                  |          |

**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](http://www.bctransferguide.ca).

### FOR COMMITTEE USE ONLY

|                                     |  |  |  |
|-------------------------------------|--|--|--|
| Date Approved by Education Council: |  | Date Approved by VCC Board<br>(if applicable): |  |
|-------------------------------------|--|--|--|