



COURSE OUTLINE

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Course Name: Medical Speed and Accuracy 3

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 1241
	Number of Credits:	2.0

Course Pre-requisites (if applicable):

MEDC 1131 Medical Speed & Accuracy for MT 2

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No Yes (details below):

Successfully complete a keyboarding speed test - 60 net words per minute on a five minute test with five or less errors.

Course Description:

This course provides students with the opportunity to enhance their keyboarding speed and accuracy. Students develop keyboarding speed and accuracy by means of selected timed writings and drills on a microcomputer. 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 60 net 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 (provide a brief explanation for each component especially if value exceeds 35%):
Other	35	Five-Minute Timings – Speed
Other	20	Five-Minute Timings – Accuracy
Other	20	Medical Keyboarding Drills & Prescriptions
Other	25	1- Minute Skill Development Paragraphs
	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 (Speed)
2. Five-Minute Timings (Accuracy)
3. Skill Development Paragraphs
4. Corrective Drills & Cortez Prescriptions

NOTE: All timings, 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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