



COURSE OUTLINE

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Course Name: General Surgery Reports

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 1242
	Number of Credits:	2.0

Course Pre-requisites (if applicable):

All Term 1 courses

Course Co-requisites (if applicable):

PLAR (Prior Learning Assessment & Recognition)

No Yes (details below):

Course Description:

Students will learn to accurately transcribe general surgery reports of various specialties using industry standard transcription guidelines, medical abbreviations, drug names, medical terminology and reference materials. Medical transcription guidelines are emphasized as well as familiarization with eponyms and homonyms, nouns and adjectives, and singular and plural endings.

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:

Classroom instruction will provide a variety of learning methods including discussions, lectures, demonstrations and exercises.

To achieve the highest level of success students will be required to attend class regularly and participate in activities. Minimum attendance for successful completion of this course is 90%.

Course Learning Outcomes:

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

1. Transcribe a minimum of 250 minutes of dictated general surgery reports from a variety of medical specialties.
2. Proofread and edit transcribed reports without altering intended meaning or dictator's style.
3. Evaluate reference tools for prompt and efficient verification of unfamiliar medical and English terms.

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%):
Assignments	5	Transcription assignment
Assignments	10	Transcription assignment
Assignments	15	Transcription assignment
Midterm Exam	25	Transcription midterm exam
Assignments	15	Proofreading and editing assignment
Final Exam	30	Transcription final exam
Total		100

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

Instruction Type	Hours Per Instruction Type	Comments
B - Lab (Computer, Chemistry...)	40	
Enter Total Hours	40	

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:

Transcription and editing of reports on:

Gastroenterology

Respirology

Obstetrics & Gynecology

Orthopedics

Urology

Pediatrics

Plastic Surgery

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/governance--policies/policies/>

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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