SEPTEMBER 2003 CURRICULUM GUIDELINES



Laboratory: 3 Hours

umber of W

A:	Division:	ision: Instructional		Effective Date:		September 2003	
В:	Department/ Program Area:	Commerce & Business Ac Office Administration	dmin.	Revision	X	New Course	
				If Revision, Sec	tion(s) Revised:	H, J, K	
				Date of Previous Revised:		2002-02:	
				Date of Current Revision:		F,H,K,M,N,P,Q,R	
						February 2003	
C:	OADM 3	322 D:	MEDICA	L OFFICE TRANS	CRIPTION	E: 3	
	Subject & Course No.			Descriptive Title		Semester Credits	
F:	Calendar Description: Students in this course will learn and apply the principles of medical transcription. Practice in transcribing a variety of medical reports from machine-recorded medical information with speed and accuracy will be emphasized, as well as proofreading skills and utilization of reference materials.						
G:	Allocation of Contact Hours to Types of Instruction/Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings:		I	H: Course Prerequisites: 40 nwpm and OADM 256 and OADM 114 and Academic English 11 with a grade of "C" or better or equivalent.			
			and/or I	I. Course Corequisites:			
	Lecture and La	Lecture and Laboratory		OADM 214 and OADM 303			
	Number of Contact Hours: (per week / semest for each descriptor)		ester J	J. ourse for which this Course is a Prerequisite:			
				OADM 401			
	Lecture: 2 Hou	rc					

M: Course Objectives/Learning Outcomes

The reamer will reliably demonstrate the ability to:

P: Textbooks and Materials to be Purchased by Students

Mary Ann Novak and Patricia A. Ireland. <u>Hillcrest Medical Center-Beginning Medical Transcription Course</u>, Latest Edition, Delmar Publishers.

<u>Dorland's or Taber's Medical Dictionary</u>, Latest Edition.

Q: Means of Assessment

Hospital Transcription Assignments

Production test No. 1	20%
Production test No. 2	20%
Production test No. 3	20%
Production test No. 4	20%
Production test No. 5	20%
	100%

R: