



EFFECTIVE: SEPTEMBER 2004

CURRICULUM GUIDELINES

A. Division: **Instruction** Effective Date: **September 2004**

B. Department /
Program Area: **Commerce & Business Admin.**
Office Administration Revision New Course

If Revision, Section(s) **C, H, I, J**

Revised:

Date of Previous Revision: **2004-05**

Date of Current Revision: **2004-09**

C:

M: Course Objectives / Learning Outcomes

The learner will reliably demonstrate the ability to:

1. Understand the importance of the confidentiality of medical reports.
2. Describe the purpose and content of the medical record.
3. Transcribe medical reports using correct capitalization, number, punctuation, abbreviation, symbol and metric measurement rules.
4. Select and use current reference materials effectively.
5. Exhibit ethical behaviour with respect to copyright of software, confidentiality, privacy of documents on screen, and sharing of disks and information.
6. Set priorities and

Q: Means of Assessment

Production test No. 1	20%
Production test No. 2	20%
Production test No. 3	20%
Production test No. 4	20%
Production test No. 5	<u>20%</u>
	<u>100%</u>

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

This course is not open for PLAR.

Course Designer(s): **Sheena Graves**

Education Council / Curriculum Committee Representative

Dean / Director: **Rosilyn G. Coulson**

Registrar: **Trish Angus**

© Douglas College. All Rights Reserved.

Date: September 2004