



EFFECTIVE: JANUARY, 2008 vi

		sion, Section(s)	H, Q, R
		Revised:	
		Date of Previous Revision:	2004-05
		Date of Current Revision:	2007-06
C:	OADM 1322	D:	Medical Office Transcription
			E:
			3

reading skills and utilization of reference materials.							
<p>Allocation of Contact Hours to Type of Instruction / Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p>Lectures and Seminars</p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p>Lecture: 2 Hours Seminar: 2 Hours Total: 4 Hours</p> <p>Number of Weeks per Semester:</p> <p>15 Weeks X 4 Hours per Week = 60 Hours</p>	<p>H: Course Prerequisites:</p> <p>(25 nwpm or OADM 1103 or OADM 1106) and OADM 1256 and OADM 1114</p> <p>I: Course Corequisites:</p> <p>OADM 1214 and OADM 1303</p> <p>J: Course for which this Course is a Prerequisite</p> <p>OADM 1401</p> <p>K: Maximum Class Size:</p> <p>30</p>						
<p>L: PLEASE INDICATE:</p> <table border="1" style="margin-left: 20px;"> <tr> <td style="width: 30px; height: 20px;"><input type="checkbox"/></td> <td>Non-Credit</td> </tr> <tr> <td style="width: 30px; height: 20px;"><input checked="" type="checkbox"/></td> <td>College Credit Non-Transfer</td> </tr> <tr> <td style="width: 30px; height: 20px;"><input type="checkbox"/></td> <td>College Credit Transfer:</td> </tr> </table> <p style="margin-left: 20px;">SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bcctransferguide.ca)</p>		<input type="checkbox"/>	Non-Credit	<input checked="" type="checkbox"/>	College Credit Non-Transfer	<input type="checkbox"/>	College Credit Transfer:
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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.

Q: Means of Assessment

Cases	25%
Proofreading Exercises	10%
Quiz No. 1	15%
Quiz No. 2	15%
Quiz No. 3	15%
Final Exam	