MEDICAL TRANSCRIPTION DIDACTIC COURSE

Meeting Time: Wednesdays 9:00am – 3:00pm
Instructors: TBA
Office Address: 422 Main St, Malden MA 02148
            320 Washington St, Brookline, MA 02445
Office Phone: Malden (781)333-3522 - Brookline (617)383-6058
E-mail: TBA
Office Hours: By appointment

Admissions Requirement: High School Diploma or Equivalent

I. Course Description
This course is designed to introduce the student to the structure and function of English grammar and writing. It aims in providing a foundation of reading, writing skills to be applied in medical transcription. Emphasis is placed on accuracy of information within the documents and will require use of medical terminology.

II. Course Goals and Objectives
The goals of this model curriculum are to:

- Encourage students to utilize medical terminology, anatomy and physiology, law and ethics paired with basic English in medical transcription
- Demonstrate use of reference materials and other resources to check unfamiliar medical and pharmaceutical terms, spelling, and proper punctuation.
- Demonstrate use of proper punctuation by accurately inserting punctuation into unpunctuated copy.
- Describe appropriate use of capital letters in preparation of medical reports and correspondence.
- Describe appropriate formatting of numbers in medical documents.
III. Class Expectations and Assignments
Students will be expected to practice self-study through reading assigned materials, reviewing pertinent resources and/or working as a group on assignments.

IV. Grading
Each student must attain a grade of 75% or higher to pass
The final grade is made up of:
  • Attendance
  • Homework
  • Final Exam
A cumulative final grade below 75% is considered a failing grade. The student is allowed one make-up test. In case the student fails the make-up test, he/she will be offered remedial classes for a prorated fee based on the number of sessions.

V. Outcomes
After studying all materials and resources presented in the course, the student will be able to:
  • Communicate effectively
  • Demonstrate proper spelling, punctuation, use of capital letters
  • Apply medical terms from other didactic course in conjunction with transcription
  • Demonstrate sentence structure and master subject-verb agreement
  • Demonstrate proper use of pronouns, prepositions, and conjunctions

Student success is our priority, don’t hesitate to ask questions and always give your best!!!!!!
Good Luck
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<th>SUBJECT MATTER</th>
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<td>• Nouns and Pronouns</td>
<td>• Group Exercises combining English Grammar and appropriate terminology</td>
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<td>WEEK 2</td>
<td>• Names of People</td>
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<td>WEEK 3</td>
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