



## MISSION STATEMENT

*"The official mission of BCI is to bring skill based education to all persons wanting a career in allied health care"*

## 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**

WEEK	SUBJECT MATTER	ACTIVITIES
WEEK 1	<ul style="list-style-type: none"> <li>Nouns and Pronouns</li> </ul>	<ul style="list-style-type: none"> <li>Group Exercises combining English Grammar and appropriate terminology</li> </ul>
WEEK 2	<ul style="list-style-type: none"> <li>Names of People</li> <li>Comma</li> <li>Nous of Address</li> </ul>	<ul style="list-style-type: none"> <li>Group Exercises combining English Grammar and appropriate terminology</li> </ul>
WEEK 3	<ul style="list-style-type: none"> <li>Simple subjects</li> <li>Prepositions and Prepositions phrases</li> <li>Coordinate Conjunctions</li> </ul>	<ul style="list-style-type: none"> <li>Group Exercises combining English Grammar and appropriate terminology</li> </ul>
WEEK 4	<ul style="list-style-type: none"> <li>Verbs and Adjectives</li> </ul>	<ul style="list-style-type: none"> <li>Group Exercises combining English Grammar and appropriate terminology</li> </ul>