

**SYLLABUS**  
**BOT 216 ONLINE—Business Office Technology**  
**Introduction to Medical Transcription**  
**Section 6155 ~ Spring 2012**  
**January 23, 2012 through May 25, 2012**  
**3 Unit Class 16 Week Semester 96 Hours Required**  
**1 Hour Lecture (Reading) 5 Hours Lab (Transcribing) per week**  
**Prerequisites = Medical Terminology and Keyboarding**  
**Recommended Preparation = Credit in BOT/CSIS 100 and English 105**

*If you see any errors in this Syllabus, please send your instructor a note at [edna.prigmore@gcccd.edu](mailto:edna.prigmore@gcccd.edu).*

**INSTRUCTOR**

Edna M. Prigmore, MS Ed.  
Business Office Technology (BOT) Instructor  
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E-mail: [edna.prigmore@gcccd.edu](mailto:edna.prigmore@gcccd.edu)

**RECOMMENDED PREPARATION AND/OR CO-REQUISITES**

BOT 161: Medical Terminology  
BOT 103A&B: Building Keyboarding Skill I & II  
BOT 114: Essential Word  
English 110 or equivalent  
Excellent auditory skills  
Ability to work independently and self-paced

**CERTIFICATE OF PROFICIENCY HEALTHCARE DOCUMENTATION PROFESSIONAL**

This is a core course for the Healthcare Documentation Professional Certificate of Proficiency, and is a suggested course for Legal Secretarial, Court Reporting, Allied Health and English students.

Information on this Certificate of Proficiency is at the following web site:

<http://www.grossmont.edu/bot/areaEmphasis/healthcareDoc.asp>

**COURSE DESCRIPTION**

Since this is an online program, following written instructions is vital! This class does not have a textbook, only the transcription exercises on the CD-ROM. Students must read all

the Blackboard Announcements, follow the Assignment Schedule, thoroughly read all the software screens to be familiar with the expectations of each assignment.

### **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:**

Students with disabilities who may need accommodations in this class are encouraged to notify the Instructor and contact Disabled Student Services & Programs (DSP&S) early in the semester so that reasonable accommodations may be implemented as soon as possible. Students may contact DSP&S in person (Griffin Center, North part of Building 60) or by phone at (619) 644-7112 (644-7119 is TTY for the deaf).

Students are referred to enroll in the following supervised tutoring courses if the service indicated will assist them in achieving or reinforcing the learning objectives of this course:

- English 198W, Supervised Tutoring for assistance in the English Writing Center (Room 70-119); and/or
- IDS 198T, Supervised Tutoring to receive one-on-one tutoring in academic subjects in the Tutoring Center (Room 70-229, Phone (619) 644-7387).

To add this courses, students may obtain Add Codes at the Information/Registration Desk in the Tech Mall.

All Supervised Tutoring courses are non-credit/non-fee. However, when a student registers for a supervised tutoring course and has no other classes, the student will be charged the usual health fee.

### **ACADEMIC INTEGRITY:**

The faculty, administration, and staff of Grossmont College, in creating a culture of academic excellence, value honesty and integrity in all aspects of learning, working, and participating in the college community. Moreover, we believe that those who value learning would never view cheating (copying or otherwise presenting work that is not one's own) and plagiarism (presenting another writer's ideas, materials, images, or words as one's own without proper citation) as viable choices within an academic environment. It is incumbent on faculty, in particular, to communicate expectations to students with regard to academic honesty in each class, and it is the responsibility of each student to understand the actions and behaviors that constitute cheating or academic dishonesty within each class as well as in other venues on campus. Students are encouraged to ask questions of their instructors and are expected to read the college's statement on Academic Fraud (located in the class schedule).

Penalties for actions inconsistent with classroom, library, and college expectations for academic integrity range from a failing grade on an assignment, exam, or project (which may lead to a failing grade in the course) to, under certain conditions, suspension, or expulsion from a class, program, or the college. For more information, please consult with your instructor or contact the office of the Associate Dean of Student Affairs. To view the Academic Integrity policy, please visit the following web site:

[http://www.grossmont.edu/academic\\_senate/pdfdocs/Academic\\_Fraud.pdf](http://www.grossmont.edu/academic_senate/pdfdocs/Academic_Fraud.pdf)

## **CATALOG DESCRIPTION**

A course designed to introduce students to the medical transcription/healthcare documentation field. The course includes the use of word processing software and transcription equipment to prepare medico legal documentation and provide a background into industry best practices. The course is appropriate for those pursuing a career in medical transcription/healthcare documentation, those currently working in medical settings who wish to upgrade their skills, or those considering other allied health careers.

## **COURSE OBJECTIVES**

- Demonstrate general knowledge of and ability to operate computers and related technologies.
- Operate designated dictation and transcription software and equipment.
- Accurately transcribe program dictation.
- Correct grammatical and punctuation errors through editing practice.
- Illustrate the use of appropriate English grammar, spelling, style references and other medical resources for research and practice.
- Differentiate correct format for typing/transcribing medical reports.
- Synthesize correct English usage, accurate rules of grammar, punctuation and style, and use correct spelling and interpret logical sentence structure.
- Evaluate the characteristics and use of the healthcare record as a legal document and analyze the relationship of the healthcare documentation to the health data record.
- Proofread and correct transcribed reports to produce a comprehensive error-free transcript.
- Increase typing, transcription, editing speed and productivity throughout the course.

## **STUDENT LEARNING OUTCOME**

This course involves reading and practical application. Each student will be responsible for participating in the practical application outlined in the textbook. Our major goals for the semester are not only to become familiar with medical language and the audio-to-text **conversion**, but also to utilize research and critical thinking skills to interpret, decipher and analyze appropriate medical and English language in proper context.

In particular, each student will be able to do the following upon completion of this course:

- Prepare dictated transcript documents using proper techniques and format.
- Locate and correct typographical, spelling and technique errors in sample transcripts.
- Use medical reference materials and utilize them in an appropriate manner.
- Correct grammatical problems in transcripts.
- Proofreading and editing transcribed documents.

## **REQUIRED TEXT**

### **Required Texts:**

- Medical Transcription, Fundamentals and Practice, 3rd Edition with Transcription CD, Health Professions Institute. ISBN 978-0-13-188143-3, Pearson Prentice Hall, 2007. Available in Bookstore or online.

## **REQUIRED REFERENCE MATERIALS:**

**Required:** Clinician's Pocket Drug Reference, 2011, by Leonard Gomella, Steven Haist, Aimee Adams, ISBN 9780071637886 / 0071637885, McGraw Hill.

**Required:** Medical Dictionary: Either Taber's Cyclopedic Medical Dictionary, 21st Edition (Thumb Index Version) ISBN 978-0-8036-1303-4, Publisher: F.A. Davis, Dorland/Sanders ISBN: 9781416023647, Publisher: Elsevier Health Science, or Stedman's Medical Dictionary, 28th ed. ISBN-10: 0-7817-3390-1, Publisher: Lippincott Williams & Wilkins.

**Required:** Standard collegiate English dictionary.

**SUPPLEMENTARY MATERIALS:**

- May include supplemental reference books, textbooks, workbooks, software, periodicals, and other industry-related resources.

**MATERIALS:**

- Writing tools, including a colored pen, highlighter and/or pencil.
- Three-ring binder.
- File storage: USB Flash/Thumb/Jump drive memory stick
- Good quality stereo headphones you research and purchase on your own for home use
- Foot pedal you research and purchase on your own for home use

**GRADING**

Final grade is based on scores from the following with a total of 1630 possible points

- Orientation=10 points
- After Orientation=10 points
- Self-Introduction in the Discussion Board=10 points
- Truth & Tale in the Discussion Board=10 points
- Install Software=10 points
- Help Topics=10 points
- Research and buy foot pedal=10 points
- Research and buy head set=10 points
- SkillsChallenge=1503 points
- 34 Transcribed Reports 10 points each=340
- Final Exam 7 Transcribed Reports 10 points each=70

**BREAKDOWN OF GRADING AND EVALUATION POINTS**

	Total Points
A	1880 - 1993
B	1780 - 1879
C	1680 - 1779
D	1580 - 1679
F	Less than 1579
F	NO WAY!

**IMPORTANT DATES**

Important dates are listed in the Class Schedule, the Orientation and the Assignment Schedule.

**OTHER SPECIFICS**

If you need to use the TECH MALL or the FLEX LAB, food and drinks are not allowed.

Professional dress, behavior, and positive colleague dynamics encouraged.

***In this class, this specifically applies to typing directly from the keys rather than transcribing audio to text.***

### **INSTRUCTIONAL FACILITIES**

Home computer with Word and an Internet connection are required. However if you have a computer or software problem at home, the Tech Mall has Word. Ask the Tech Mall assistant to help you get set up to use these computers. Be sure to bring your Textbook, Syllabus, Assignment Schedule and a Flash drive with you. The BOT Flex Lab classroom has Word. Phone 619-644-7548 for days and hours of operation.

### **ATTENDANCE**

Because this is an online class, you are not required to come to campus. However, you should schedule 10 hours a week to work on this class to be successful. You must complete assignments and the Final Exam by the due dates listed in this Assignment Schedule. If you fall behind, contact your instructor immediately, or you may be dropped from the course. It is the policy of Grossmont College that when absences exceed the number of hours that a class meets in one week, the instructor may drop the student from the class. All drops must be initiated (by student or instructor) prior to the end of the twelfth week of classes. Because this is not a traditional class that meets weekly, your weekly submitted assignments will serve as the indicator that attendance is current. Just be sure not to fall behind because that is the number one reason students drop an online class. You must complete ALL of the assignments and the Final Exams by May 25, 2012 for a grade to be issued for this course.

### **ASSIGNMENT SCHEDULE**

There is a separate document on the Course Information button in Blackboard that lists when assignments are to be worked on and submitted for grading.

### **IMPORTANT DATES ARE POSTED IN THE CLASS SCHEDULE**

January 23, 2012	Class Begins
February 17-20, 2012	President's Day Holidays
February 24, 2012	Last Day to Apply for P/NP
April 2-8, 2012	Spring Break
April 20, 2012	Last day to drop semester length classes
May 25, 2012	Final day to turn in assignments and Final Exam