



# Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Term Effective: 

Spring	2008
Semester	Year

Title: 

Medical Transcription 1
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*(limit to 50 characters including spaces)*

Course Number: 

BOT 51
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Initiator: 

Terri Robertson
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Date Submitted: 

11/8/2007
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Units Min: 

2.00
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*If this is a variable unit course, then the relationship between units and any difference in expected SLO's should be explained.*

Units Max: 

2.00
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Lecture Hours: 

1.50 to 0.00
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Lab Hours: 

1.50 to 0.00
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Activity Hours: 

0.00 to 0.00
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**Student Learning Outcomes:** *(Enter the SLO's in an outline format. Use the Ctrl + Tab keys to indent for subtopics.)*

1. Demonstrate English usage, applying the rules of proper grammar, punctuation, and style and using correct spelling and logical sentence structure.
2. Demonstrate the ability to use style references and other resources.
3. Meet progressively demanding medical transcription accuracy and productivity standards as indicated on the course syllabus.
4. Demonstrate the ability to proofread and correct transcribed medical reports.
5. Demonstrate knowledge of the health care record and an understanding of the medicolegal aspects of medical transcription practices.
6. Accurately transcribe original medical dictation through the application of the competencies specified in the categories of English language Usage, Transcription, Medical Knowledge, and Discrimination and Integration.

These outcomes will be assessed by chapter tests, chapter exercises, formatted documents, and reference sheets.

**SIGNATURES / APPROVALS:**

Instructor(s) \_\_\_\_\_  
Signature Date

Instructor(s) \_\_\_\_\_  
Signature Date