



# COURSE OUTLINE

**Please save a copy onto your computer before filling in the form**

**Course Name:** Medical Speed and Accuracy for MOA 2

**Department Head/Coordinator:** Helen Roberts

**Effective Date:** January 2015

<b>School or Centre:</b>		<b>Department:</b>	
School of Hospitality and Business		Office, Legal, and Medical Administration	
<b>Course History:</b>		<b>Year of Study:</b>	
Revised Course		1st Year Post-secondary	
<b>Name of Replacing Course (if applicable):</b>	MEDC 1131	<b>Course Number:</b>	MEDC 1236
		<b>Number of Credits:</b>	2.0

### Course Pre-requisites (if applicable):

MEDC 1100 Medical Administrative Procedures, MEDC 1121 Medical Speed and Accuracy 1, MEDC 1132 Human Relation Skills, MEDC 1135 Medical Terminology for MOA 1, MEDC 1136 Medical Terminology for MOA 2, and MEDC 1140 E-Communications Management

### Course Co-requisites (if applicable):

### PLAR (Prior Learning Assessment & Recognition)

No  Yes (details below):

Successfully complete a keyboarding speed test - 50 gross words per minute on a five minute test with five or less errors.

### Course Description:

This course gives students the opportunity to further develop their keyboarding skills. Students develop keyboarding speed and accuracy by means of selected timed writings and drills on a computer. Students identify areas for improvement and develop corrective practices.

**Note to instructors:** An instructional strategy is an approach that an instructor uses to achieve the learning outcomes (e.g., lecture, case study, video, group work).

### **Instructional Strategies:**

Instructional activities include classroom and lab activities, discussions and demonstrations.

### **Course Learning Outcomes:**

Upon successful completion of this course, students will be able to:

1. Demonstrate a minimum keyboarding speed of 50 gross words per minute on a 5-minute test with 5 errors or less.

### **Program Learning Outcomes:**

Upon successful completion of this program, students will be able to:

1. Communicate professionally with clients and members of the medical and health professional team.
2. Work safely in a healthcare environment.
3. Practice in a professional and ethical manner.
4. Use problem-solving, critical thinking, decision-making and information literacy skills in practice.
5. Practice effective quality management in healthcare environments.
6. Manage patient records and perform medical billing procedures.
7. Assist physicians by performing clinical procedures within MOA scope of practice.
8. Collaborate with the medical team to implement and apply "Chronic Disease Management" protocols.
9. Use medical and business computer applications related to word processing, data management, and electronic communication.
10. Accurately transcribe medical correspondence and reports utilizing keyboarding skills at a speed level required by current employment standards.

**Evaluation/Grading System** *(Click on drop down box arrows to see list of options)*

Grading System	Specify if 'Other':	Specify Passing Grade:
Letter Grades		C+

**Components and Weighting of the Assessment/Evaluation Plan:** *(Click on drop down box arrows to see list of options)*

Type	Percentage	Evaluation Plan (provide a brief explanation for each component especially if value exceeds 35%):
Quizzes/Tests	30	Five-Minute Timings
Quizzes/Tests	20	Skill Development Paragraphs
Quizzes/Tests	25	Honour Rolls
Quizzes/Tests	25	Speed & Accuracy Studies
	<b>Total</b>	<b>100</b>

**Learning Environment/Type** *(Select all that are used within the course)*

Instruction Type	Hours Per Instruction Type	Comments
B - Lab (Computer, Chemistry...)	50	
<b>Enter Total Hours</b>	<b>50</b>	

**Resource Material(s):**

Resources are items in addition to tuition that the student is responsible for purchasing. Course resource information will be supplied by the department/instructor.

### Course Topics and Sequence Covered:

1. Five-Minute Timings
2. Skill Development Paragraphs
3. Honour Roll Timings
4. Accuracy & Speed Study Drills

NOTE: All timed tests, including five-minute timings, honour rolls, and skill development paragraphs, must be completed during class time with an instructor present.

## VCC Education and Education Support Policies

There are a number of **Education** and **Education Support** policies that govern your educational experience at VCC, please familiarize yourself with them.

The policies are located on the VCC web site at:

<http://www.vcc.ca/about-vcc/policies/index.cfm>

To find out how this course transfers, visit the BC Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca).

### FOR COMMITTEE USE ONLY

Date Approved by Education Council:		Date Approved by VCC Board (if applicable):	
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