



Instructional Services · Business · Business Technology

Medical Transcription I-20232

MRMT-1307

DL1 2022 Section 100 3 Credits 08/30/2021 to 12/12/2021 Modified 08/27/2021

Course Meetings

Course Modality

With Schedule

Meeting Days

Tuesdays and Thursdays

Meeting Times

11:52pm - 1:22 pm

Meeting Location

Cisco WebEX (located in Canvas EagleOnline)

Important Dates to Note

Withdrawal date 11/05/2021

Day of Record 09/14/2021

Final Exam 12/5 (7:00 am) – 12/6 (11:59 pm)

Welcome and Instructor Information

Welcome to Medical Transcription I—I'm delighted that you have chosen this course. In this course, you will obtain a working knowledge of transcription of medical reports. The medical reports include history and physical exam, consultation letter, office note, discharge summary, labor and delivery, operative, autopsy, radiology, neuropsychological evaluation, chart summary, and emergency department. My goal is for you to walk out of the course with a better understanding of transcribing medical reports. So please contact me whenever you have a question.

What's Exciting About This Course

This course is exciting because you will have an opportunity to use real world medical dictations. You will listen to dictations as you transcribe the various report types.

My Personal Welcome

Welcome to Medical Transcription I—I'm delighted that you have chosen this course. In this course, you will obtain a working knowledge of transcription of medical reports. The medical reports include history and physical exam, consultation letter, office note, discharge summary, labor and delivery, operative, autopsy, radiology, neuropsychological evaluation, chart summary, and emergency department. My goal is for you to walk out of the course with a better understanding of transcribing medical reports. So please contact me whenever you have a question.

Preferred Method of Contact

Use the Canvas Inbox for all course related communications. Messages sent to my hccs.edu email that are course related may not receive a response. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend and holiday messages on Monday mornings.

Office Hours

Monday, Wednesday, 10:30 AM to 11:45 AM

Professor: Loris Bradshaw

Office: Virtual

Phone: 713.718.7413

Course Overview

Course Description

MRMT 1307 - Medical Transcription I -Credits: 3 (2 lecture, 3 lab). Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as History, Civilization, and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy.

Prerequisites

MDCA 1313, POFT 1329

Business Technology Department Website

<https://www.hccs.edu/programs/areas-of-study/business/business-technology/>

Core Curriculum Objectives (CCOs)

Secretary's Commission on Achieving Necessary Skills (SCANS)

The Secretary's Commission on Achieving Necessary Skills (SCANS) from the U.S. Department of Labor was asked to examine the demands of the workplace and whether our young people are capable of meeting those demands. Specifically, the Commission was directed to advise the Secretary on the level of skills required to enter employment. In carrying out this charge, the Commission was asked to do the following:

- Define the skills needed for employment,
- Propose acceptable levels of proficiency,
- Suggest effective ways to assess proficiency, and
- Develop a dissemination strategy for the nation's schools, businesses, and homes.

SCANS research verifies that what we call *workplace know-how* defines effective job performance today. This know-how has two elements: *competencies* and a *foundation*. This report identifies five competencies and a three-part foundation of skills and personal qualities that lie at the heart of job performance. These eight requirements are essential preparation for all students, whether they go directly to work or plan further education. Thus, the competencies and the foundation should be taught and understood in an integrated fashion that reflects the workplace *contexts* in which they are applied.

The five SCANS workplace competencies identified by the Commission are the following:

1. **Resources** – An ability to identify, organize, and allocate time, money, materials, space, and people. Much of what you do in the classroom can help students develop competency with resources. Emphasize planning skills in relation to preparing, working, and completing assignments.
2. **Interpersonal**—Skills to participate as a member of a team, teach others, serve customers, exercise leadership, negotiate, and work with others possessing diverse backgrounds. Cooperative/collaborative learning activities are an effective way to teach interpersonal skills. In discussions after group activities, emphasize interpersonal lessons and challenges of the activities.
3. **Information**—An ability to acquire, organize, evaluate, interpret, and communicate information along with using computers to

process information. Competency with information is basic to any classroom. Emphasize those efforts to master information skills prepare students for future employment.

4. **Systems** – An understanding of social, organizational, and technological systems; an ability to monitor and correct performance; a competence in the design and improvement of systems. Look for opportunities for students to use critical thinking skills to identify and analyze systems in their school, community, nation, and world.
5. **Technology** – The knowledge and skill to select equipment and tools, apply technology to specific tasks, and maintain and troubleshoot software and hardware. Although there are many forms of technology that can be used in your class, computers create real interest and opportunities for your students. Encourage your students to make computers an important part of their education, whether the computers are used in self-paced learning or in group projects.

The following skills will be developed in the **Introduction to Legal Research** course:

- Using Resources: Identify—Plan—Manage
- Developing Interpersonal Skills: Collaborate—Negotiate—Lead
- Applying Technology: Select—Apply—Enhance
- Understanding Systems: Connect—Support—Improve
- Acquiring Information: Evaluate—Communicate—Apply

The three SCANS foundation skills identified by the Commission are the following:

Basic Skills - Reading, writing, mathematics, listening, and speaking. Classroom activities can develop and reinforce all these basic skills. Teaching these skills in the classroom can provide cross-curricular opportunities.

Thinking Skills - Creative thinking, decision-making, and problem solving, seeing things in the mind's eye, knowing how to learn, and reasoning. During their careers, students will need this foundation to adapt to a rapidly changing society. Helping students to think critically becomes very important so that they may adjust to change. Seek opportunities for students to stretch their minds, find new answers, ask hard questions, and lay foundations for lifelong learning.

Personal Qualities - Responsibility, self-esteem, sociability, self-management, and integrity. Throughout their lives, your students will need to get along with others: with classmates, friends and family, customers, and coworkers. Look for chances to reinforce good personal qualities. And remember the power of teaching by example.

Student Learning Outcomes and Objectives

Program Student Learning Outcomes (PSLOs)

1. The student will be able to read, listen, speak, and write proficiently.
2. The student will be able to apply keyboarding and document processing skills to specific office applications.
3. The student will be able to use appropriate tools and processes such as records management, accounting fundamentals, and software applications in word processing, spreadsheet, database, and presentations to manage information.
4. The student will be able to apply organizational skills to the management of projects, daily, schedules, multiple tasks, and unexpected interruptions.

Course Student Learning Outcomes (CSLOs) Upon completion of MRMT 1307, the student will be able to:

1. Identify terminology for diseases, conditions, and treatment protocols related to the specialties of dermatology, ophthalmology, otorhinolaryngology, pulmonology, cardiology, gastroenterology, obstetrics and gynecology, urology and nephrology, neurology, psychology, hematology and oncology, and immunology.
2. Describe the purpose and types of information contained in the most common kinds of reports transcribed.
3. Transcribe accurate and correctly formatted office notes, chart notes, consultation letters, history and physical reports, operative reports, discharge summaries, radiology reports, pathology reports, operative reports, labor and delivery reports, emergency department reports, neuropsychological evaluations, and autopsy reports.

4. Understand the importance of confidentiality and HIPAA in medical records; explain the purpose and content of medical records; perform transcription of actual physician dictation with the aid of reference materials; proofread and edit documents; and demonstrate increased speed and productivity.

Learning Objectives

1.1 Knowledge of the importance of patient record confidentiality and use of industry guidelines to keep medical documentation secure

1.2 Recognize the terminology for diseases, conditions, and treatment protocols related to the medical specialties;

2.1 Describe the purpose and types of information contained in the most common kinds of reports transcribed;

2.2 Knowledge of the job environment of medical transcription and acquire an ability to work effectively and efficiently with the tools of medical; transcription;

3.1 Develop proofreading and editing skills;

3.2 Define and use appropriate parameters for editing, correcting, and amending electronic patient medical record;

4.1 Transcribe accurate and correctly format reports for office notes, chart notes, consultation letters, history and physical reports, operative reports, discharge summaries, radiology reports, pathology reports, operative reports, labor and delivery reports, emergency department reports, neuropsychological evaluations, and autopsy reports.

Departmental Practices and Procedures

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Department Specific Instructor and Student Responsibilities

Add Content Here

Program-Specific Student Success Information

Business Technology is determined to prepare students with the knowledge and skills needed to succeed in today's dynamic work environment. Students in Introduction to Medical Transcription I must be able to budget their time and perform class-related activities as assigned on a weekly basis. Students also perform various general activities related to Medical Transcription I.

Instructional Materials

The [HCC Online Bookstore \(https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks\)](https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses. Check with your instructor before purchasing textbooks because the book might be included in your course fees.

This course participates in the Houston Community College First Day Program. A discount has been applied to the required digital course materials. The discounted charge has been added to students' tuition and fee bills.

Students will access course materials through a link in Canvas. Instructions for opting out of the HCC First Day Program are also posted in Canvas. Students who opt out will still be responsible for obtaining required course materials.

✓ Course Requirements

Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Transcribed Reports/Proofreading	60%		The dictations for the report assignments are located in MindTap. You will enter MindTap from within Canvas. The model reports are located in your textbook.
Quizzes	15%		<p>Your first quiz is the Syllabus Quiz and is based on information contained in the syllabus. The syllabus has very important information about class rules, student advisement information, and other activities and requirements in the class. It also tells you about deadlines for each - so it's critically important that you get familiar with the syllabus. You should also print it out and keep it with you.</p> <p>The Syllabus Quiz is very important and is an "open-book," or in this case, an "open syllabus" quiz. Make sure you read about it in the syllabus. It has a deadline and a required grade of 80% to remain in this class.</p> <p>You will have multiple attempts for the syllabus quiz. You will have one attempt for all other quizzes and the final exam.</p> <p>There are three quizzes (multiple choice question types) in the course. These quizzes and the final exam will be available on a Friday and will close on a Saturday. You will have only one attempt for quizzes and the final exam.</p>
Discussions	10%		There are 4 critical thinking discussion. Students must post before seeing the replies of others. Be sure to carefully read the instructions.
Final Exam	15%		<p>The final exam includes all chapters covered in the course. The final exam will be administered online in the course.</p> <p>The final exam will be available on a Friday and will close on a Saturday. You will have only one attempt for the final exam.</p>

Grading Formula

Grade	Range	Notes
A	100-90	
B	89-80	
C	79-70	
D	69-60	
F	59 and below	

Grade	Range	Notes
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* Instructor's Practices and Procedures

Incomplete Policy

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

Missed Assignments/Make-Up Policy

There are no makeup quizzes or assignment activities. Your lowest assignment activity grade and lowest quiz grade will be dropped.

Academic Integrity

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>
[\(https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/\)](https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/)

Attendance Procedures

Students must attend each class meeting and actively participate in the class. Attendance will be taken each class meeting. Students who miss more than 3 classes will be withdrawn.

Completion of assigned course activities is considered active participation. Logging in is not active participation. Students are subject to withdrawal for lack of active participation.

This is not a self-paced course. You must meet the established deadlines for completion of assigned activities (transcriptions, discussions, proofreading and quizzes). The course is available 24/7 and this allows you to choose the time of day or night to "enter" the virtual classroom to complete assignments.

To succeed in this course you should attend class on the scheduled days and times; read any messages or announcements; keep up with the Course Schedule and the due dates; read the assigned materials (presentations, articles, websites, and chapters); complete the transcription assignments, discussions, proofreading and quizzes) according to the instructions and submit them on time.

Student Conduct

All college-level students are expected to subscribe to a basic standard of conduct. <https://www.hccs.edu/media/houston-community-college/district/pdf/2018-2019-Student-Code-of-Conduct.pdf>

Instructor's Course-Specific Information

Assignments in MindTap are automatically graded after the due date. Assignments in Canvas EagleOnline will be graded after the due date.

Faculty Statement about Student Success

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

Business Technology does not issue grades of COM, IP and AUD.

HCC Policies and Information

HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

Link to Policies in Student Handbook

Here's the link to the HCC Student Handbook <https://www.hccs.edu/resources-for/current-students/student-handbook/> (<https://www.hccs.edu/resources-for/current-students/student-handbook/>) In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

Link to HCC Academic Integrity Statement

<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/> (<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/>)

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<https://www.hccs.edu/departments/police/campus-carry/> (<https://www.hccs.edu/departments/police/campus-carry/>)

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID \(https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/\)](https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<https://www.hccs.edu/departments/institutional-equity/>) (<https://www.hccs.edu/departments/institutional-equity/>)

Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <https://www.hccs.edu/support-services/ability-services/> (<https://www.hccs.edu/support-services/ability-services/>)

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu (<mailto:Institutional.Equity@hccs.edu>)

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/> (<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>)

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap> (<https://eagleonline.hccs.edu/login/ldap>)

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](https://www.hccs.edu/resources-for/current-students/student-handbook/) (<https://www.hccs.edu/resources-for/current-students/student-handbook/>)

EGLS3

The EGLS³ ([Evaluation for Greater Learning Student Survey System](https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/) (<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/> (<https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>)

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Student Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](https://www.hccs.edu/resources-for/current-students/tutoring/) (<https://www.hccs.edu/resources-for/current-students/tutoring/>) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and

collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <https://library.hccs.edu> (<https://library.hccs.edu>).

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <https://www.hccs.edu/resources-for/current-students/supplemental-instruction/> (<https://www.hccs.edu/resources-for/current-students/supplemental-instruction/>).

Resources for Students:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>
(<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>)

Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

Student Basic Needs Application:

https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH
(https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)

COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/> (<https://www.hccs.edu/resources-for/current-students/communicable-diseases/>)

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

Course Calendar

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Weeks	Dates	Topic/What's due
1	9/1	Student Survey Meet and Greet Discussion Syllabus Quiz (due September 4)
	9/6	Labor Day Holiday – No class
2	9/8	Proofreading Exercise 6 (18 errors) Transcription Exercise: Case 1 Report 2 Diagnostic Imaging Report
3	9/15	Transcription Exercise: Case 2 Report 3 Operative Report Critical Thinking Discussion 1
3	9/17-9/18	Quiz 1 (Chapters 1, 2, and 3)
4	9/22	Transcription Exercise: Case 3 Report 6 Death Summary Resume
5	9/29	Transcription Exercise: Case 4 Report 3 Discharge Summary Proofreading Exercise 2 (30 errors)
6	10/6	Transcription Exercise: Case 5 Report 1 History and Physical Examination Critical Thinking Discussion 5
7	10/13	Transcription Exercise: Case 6 Report 3 Preoperative Mammography Report Proofreading Exercise 7 (19 errors)
	10/15-10/16	Quiz 2 (Chapters 4, 5, and 6)
8	10/20	Transcription Exercise: Case 7 Report 5 Discharge Summary Critical Thinking Discussion 4
9	10/27	Transcription Exercise: Case 8 Report 3 Diagnostic Imaging Report 1 Proofreading Exercise 3 (26 errors)
10	11/03	Transcription Exercise: Case 9 Report 4 Pathology Report Critical Thinking Discussion 6
11	11/10	Transcription Exercise: Case 10 Report 4 Radiology Report 2 Proofreading Exercise 9 (20 errors)
	11/12-11/13	Quiz 3 (Chapters 8, 9, and 10)

12	11/17	Transcription Exercise: Quali-Care Clinic Report 5: Consultation (Plastic Surgery) Critical Thinking Discussion 9
13	11/24	Transcription Exercise: Quali-Care Clinic Report 7: SOAP Note (Cardiology) Critical Thinking Discussion 7
	11/25 – 11/28	Thanksgiving Holiday – No class
14	12/1	Transcription Exercise: Quali-Care Clinic Report 3 (Correspondence) Critical Thinking Discussion 10 Proofreading Exercise 10 (20 errors)
14	12/5 – 12/6	Final Exam

Additional Information

Departmental/Program Information

The Business Technology Program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). ACBSP is a leading specialized business accreditation association committed to advancing excellence in business education worldwide. Our member institutions share the common belief that excellent business education is defined by professors who are committed to teaching, students who come from a diversity of backgrounds, and courses that provide relevant skills for real-world opportunities.

Student Club

Phi Beta Lambda ([Phi Beta Lambda \(https://www.fbld-pbl.org/\)](https://www.fbld-pbl.org/))

Activities in PBL can complement your academic experience and give you an edge in your future career. During a job interview, you can point to the leadership positions you held for the largest collegiate business student organization in the world, the academic competitions you entered and how you fared against the very best students in the nation, and how with the career readiness and professional development you received you are ready to succeed in whatever you do.

If you are interested in developing your leadership, communication, and your professional skills then PBL is the right choice for you.

Jobs

There are 18,645 Executive Secretaries and Executive Administrative Assistants employed in the Greater Houston Area. This number is expected to increase by 4.0% over the next four years.

The estimated annual job openings is 500 jobs a year.

Median Wages - \$26.24 hourly, \$55,000 annually

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

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