

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	<u>Health Information Management</u>
COURSE RUBRIC AND NUMBER	<u>MRMT 2370</u>
COURSE TITLE	<u>Medical Transcription Skill-Building</u>
COURSE CREDIT HOURS	<u>3 2 :</u> Credits Lec Lab

I. Catalog Description

Develops advanced medical transcription skills with emphasis on proofreading, editing, and keyboard accuracy and efficiency techniques. **A grade of “C” or better is required in this course to take the next course. (2:3).**

II. Course Objectives

A. Unit I. Grammar – Parts of Speech

Upon satisfactory completion of this unit, the student will be able to:

1. identify nouns and pronouns in sentences
2. identify adjectives in sentences
3. identify verbs in sentences
4. identify adverbs in sentences
5. identify prepositions in sentences
6. identify conjunctions in sentences

B. Unit II. Grammar – Sentences

Upon satisfactory completion of this unit, the student will be able to:

1. determine if sentences are complete or incomplete
2. determine if sentences are run-on sentences

C. Unit III. Grammar – Periods and Commas

Upon satisfactory completion of this unit, the student will be able to:

1. use periods correctly
2. use commas correctly

D. Unit IV. Grammar – Colons, Semicolons, Dashes, Hyphens

Upon satisfactory completion of this unit, the student will be able to:

1. use colons, semicolons, dashes, and hyphens correctly
2. determine when colons, dashes, and hyphens are used correctly

E. Unit V. Grammar – Quotation and other Marks

Upon satisfactory completion of this unit, the student will be able to:

1. use quotation marks, apostrophes, and parentheses correctly
2. determine when quotation marks, apostrophes, and parentheses are used correctly

F. Unit VI. Grammar - Capitalization and More

Upon satisfactory completion of this unit, the student will be able to:

1. determine when words should be capitalized
2. use “however” correctly in medical reports
3. differentiate between “followup” and “follow up” and use these terms correctly in medical reports

G. Unit VII. Agreement

Upon satisfactory completion of this unit, the student will be able to:

1. apply the rules of subject/verb agreement correctly
2. apply the rules of pronoun/antecedent agreement correctly
3. apply the rules of tense agreement correctly

III. THECB Learning Outcomes (WECM)

Learning outcomes/objectives are determined by local occupational need and business and industry trends.

IV. Evaluation

A unit test will be administered at the completion of each unit in this course. The student’s grade in the course is determined by combining unit test scores with the final examination score in the following way:

Unit test score average: 50%
Final Examination: 50%

Grading Scale

<u>Average Grade</u>	<u>Letter Grade</u>
93-100%	A
83-92%	B
75-82%	C

Anything below a C is considered failing due to the requirements of the Health Occupations programs.

V. Disability Statement (Americans with/Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to

see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.