

COURSE SYLLABUS



COURSE TITLE: MOA 153 – Medical Transcription
CLASS SECTION: 001
TERM: 2024W
COURSE CREDITS: 3
DELIVERY METHOD(S): Classroom – Face-to-Face

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.
Learn more about Camosun's [Territorial Acknowledgement](#).

INSTRUCTOR DETAILS

NAME: Angela Kemna
EMAIL: kemnaa@camosun.ca
OFFICE: CBA 231B
HOURS: Tuesdays & Thursdays 130-220pm

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

This course will provide students with a working knowledge of the transcription of medical reports from oral dictation, using transcription technology, editing and proofreading skills, and word processing software.

PREREQUISITE(S): C in MOA 155
CO-REQUISITE(S): None
EXCLUSION(S): None

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course a student will be able to

- Accurately transcribe and format medical dictation following the standard practice guidelines.
- Apply correct English grammar and mechanics and resource materials.
- Use the correct spelling of medical and pharmaceutical terminology including generic and trade names.
- Use editing skills pertaining to all healthcare reports.
- Accurately proofread and correct transcribe medical reports.
- Understand and apply confidentiality when transcribing medical reports.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

- a) **Text:** Berry, L., Janssens, D., Kanellakos, E., & Weatherdone, K. (2021). *Canadian Medical Transcription*. Northrose. ISBN: 9781989941010 (Hard copy text)
Available to purchase through the [Camosun College Bookstore](#)
- b) **Strongly Recommended:** Sign-up for [Office 365](#) (provided free from Camosun College)
- c) **Other:** Ear Buds or headphones. Flash drive or Computer Storage Method. Print credits (minimal).

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

This face-to-face course is 4 days per week (Monday, Tuesday, Thursday, Friday), 1 hour 50 minutes per class, for 7 weeks.

NOTE: We are in class during regular class schedule and times during Reading Break.

Week & Date	Day	Content Review	Topic and In-Class Work	Due dates for Assignments (TE) and Assessments (TR&SR)
Week 1 Jan 8	1 Monday	Module 1-2	Introduction to Course Overview & Preparing Reports Mod 1 Txt Ex (TE) Tasks 2, 5 Mod 2 Txt Ex (TE) Task 1-2	
Week 1 Jan 9	2 Tuesday	Module 3-5	Medical Reports, Document Integrity, Medication Mod 3 TE Task 1-5 Mod 4 TE Tasks 1-3 Mod 5 TE Tasks 1-3 Create Templates	Mod 1 TE Tasks 2, 5 Due Mod 2 TE Task 1-2 Due
Week 1 Jan 11	3 Thursday	Module 6 Cardiology	Review Module TE Tasks 1-5 Transcription (TR) (6.1, 6.2) Speech Recognition (SR) (6.1, 6.2)	Mod 3 TE Task 1-5 Due Mod 4 TE Tasks 1-3 Due Mod 5 TE Tasks 1-3 Due Templates Due
Week 1 Jan 12	4 Friday	Module 6 Cardiology	Mod 6 TR (6.1, 6.2) Mod 6 SR (6.1, 6.2)	Mod 6 TE Tasks 4-5 Due
Week 2 Jan 15	1 Monday	Module 7 Dermatology	Review Module Mod 7 TE Tasks 1-5 Mod 7 TR (7.1, 7.4) Mod 7 SR (7.1, 7.2) Mod 7 Transcription Assessment TA (7.3)	
Week 2 Jan 16	2 Tuesday	Module 7 Dermatology	Mod 7 TR (7.1, 7.4) Mod 7 SR (7.1, 7.2) Mod 7 TA (7.3)	Mod 7 TE Tasks 4-5 Due
Week 2 Jan 18	3 Thursday	Module 8 Endocrinology	Review Module Mod 8 TE Tasks 1-5 Mod 8 TR (8.1, 8.3) Mod 8 SR (8.2, 8.4)	Mod 6 TR (6.1, 6.2) Due Mod 6 SR (6.1, 6.2) Due
Week 2 Jan 19	4 Friday	Module 8 Endocrinology	Mod 8 TR (8.1, 8.3) Mod 8 SR (8.2, 8.4)	Mod 8 TE Tasks 4-5 Due

Week 3 Jan 22	1 Monday	Module 9 Gastroenterology	Review Module Mod 9 TE Tasks 1-5 Mod 9 TR (9.2, 9.4) Mod 9 SR (9.1, 9.4) Mod 9 TA (9.3)	Mod 7 TR (7.1, 7.4) Due Mod 7 SR (7.1, 7.2) Due Mod 7 TA (7.3) Due
Week 3 Jan 23	2 Tuesday	Module 9 Gastroenterology	Mod 9 TR (9.2, 9.4) Mod 9 SR (9.1, 9.4) Mod 9 TA (9.3)	Mod 9 TE Tasks 4-5 Due
Week 3 Jan 25	3 Thursday	Module 10 Gynecology/Obstetrics	Review Module Mod 10 TE Task 4-5 Mod 10 TR (10.4, 10.6) Mod 10 SR (10.2, 10.6)	Mod 8 TR (8.1, 8.3) Due Mod 8 SR (8.2, 8.4) Due
Week 3 Jan 26	4 Friday	Module 10 Gynecology/Obstetrics	Mod 10 TR (10.3, 10.4) Mod 10 SR (10.2, 10.6)	Mod 10 TE Task 4-5 Due
Week 4 Jan 29	1 Monday	Module 12 Infectious Diseases	Review Module Mod 12 TE Tasks 1-5 Mod 12 TR (12.3, 12.5) Mod 12 SR (12.1, 12.3)	Mod 9 TR (9.2, 9.4) Due Mod 9 SR (9.1, 9.4) Due Mod 9 TA (9.3) Due
Week 4 Jan 30	2 Tuesday	Module 12 Infectious Diseases	Mod 12 TR (12.3, 12.5) Mod 12 SR (12.1, 12.3)	Mod 12 TE Tasks 4-5 Due
Week 4 Feb 1	3 Thursday	Module 14 Neurology	Review Module Mod 14 TE Tasks 1-5 Mod 14 TR (14.1, 14.2) Mod 14 SR (14.2, 14.4) Mod 14 TA (14.3)	Mod 10 TR (10.3, 10.4) Due Mod 10 SR (10.2, 10.6) Due
Week 4 Feb 2	4 Friday	Module 14 Neurology	Mod 14 TR (14.1, 14.2) Mod 14 SR (14.2, 14.4) Mod 14 TA (14.3)	Mod 14 TE 4-5 Due
Week 5 Feb 5	1 Monday	Module 15 Ophthalmology	Review Module Mod 15 TE Tasks 1-5 Mod 15 TR (15.1, 15.2) Mod 15 SR (15.2, 15.4)	Mod 12 TR (12.3, 12.5) Due Mod 12 SR (12.1, 12.3) Due
Week 5 Feb 6	2 Tuesday	Module 15 Ophthalmology	Mod 15 TR (15.1, 15.2) Mod 15 SR (15.2, 15.4)	Mod 15 TE Tasks 4-5 Due
Week 5 Feb 8	3 Thursday	Module 16 Orthopedics	Review Module Mod 16 TE Tasks 1-5 Mod 16 TR (16.2, 16.4) Mod 16 SR (16.2, 16.4) Mod 16 TA (16.1)	Mod 14 TR (14.1, 14.2) Due Mod 14 SR (14.2, 14.4) Due Mod 14 TA (14.3) Due
Week 5 Feb 9	4 Friday	Module 16 Orthopedics	Mod 16 TR (16.2, 16.4) Mod 16 SR (16.2, 16.4) Mod 16 TA (16.1)	Mod 16 TE Tasks 4-5 Due
Week 6 Feb 12	1 Monday	Module 17 Otorhinolaryngology	Review Module Mod 17 TE Tasks 1-5 Mod 17 TR (17.1, 17.4) Mod 17 SR (17.2, 17.3)	Mod 15 TR (15.1, 15.2) Due Mod 15 SR (15.2, 15.4) Due
Week 6 Feb 13	2 Tuesday	Module 17 Otorhinolaryngology	Mod 17 TR (17.2, 17.4) Mod 17 SR (17.2, 17.4)	Mod 17 TE Tasks 4-5 Due
Week 6 Feb 15	3 Thursday	Module 19 Respirology	Review Module Mod 19 TE Tasks 1-5 Mod 19 TR (19.2, 19.3) Mod 19 SR (19.3, 19.4)	Mod 16 TR (16.2, 16.4) Due Mod 16 SR (16.2, 16.4) Due Mod 16 TA (16.1) Due
Week 6 Feb 16	4 Friday	Module 19 Respirology	Mod 19 TR (19.2, 19.3) Mod 19 SR (19.3, 19.4)	Mod 19 TE Tasks 4-5 Due
Week 7 Feb 19	STAT 1 Monday	STAT - Family Day	No Reading break	Classes run throughout the Reading Break
Week 7 Feb 20	2 Tuesday	Module 20 Urology/Nephrology	Review Module Mod 20 TE Tasks 1-5	Mod 17 TR (17.2, 17.4) Due

			Mod 20 TR (20.4, 20.5) Mod 20 SR (20.1, 20.2)	Mod 17 SR (17.2, 17.4) Due
Week 7 Feb 22	3 Thursday	Module20 Urology/Nephrology	Mod 20 TR (20.4, 20.5) Mod 20 SR (20.1, 20.2)	Mod 20 TE Tasks 4-5 Due Mod 19 TR (19.2, 19.3) Due Mod 19 SR (19.3, 19.4) Due
Week 7 Feb 23	4 Friday	Module 20 Urology/Nephrology	Mod 20 TR (20.4, 20.5) Mod 20 SR (20.1, 20.2)	Mod 20 TR (20.4, 20.5) Due end of Day Mod 20 SR (20.1, 20.2) Due end of Day

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams). <https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Module Task Exercises Assignments	20 %
Module Transcription Report Assignments	30 %
Module Transcription Assessments	20 %
Speech Recognition Assignments	30 %
	TOTAL
	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

Do not book vacation or travel during the Reading Week. There is no Reading Break due to this is 7-week class, all classes will resume as per the schedule for the full 7 weeks.

Mandatory Attendance for First Class Meeting of Each Course:

This section of MOA 153-001 requires mandatory attendance for the first class meeting of the course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "[Registration Policies for Students](#)" [Registration Policies for Students | Camosun College](#)

Access the D2L site daily/weekly for new information from Instructor. Review course information and resource on D2L. Read all NEWS for daily/weekly updates from your instructor to keep up to date with Instructor guidance and announcements.

You are responsible to completing all assignments on time, on the due dates. There are no rewrites for missed assignments, as per the guidelines listed below.

This course requires independent, self-directed studying, and application of all transcription skills. In addition to attendance, students are expected to access online materials available on the course D2L site and ensure

that sufficient homework is to complete all assignments, assessments, and tasks. Dictation and Speech Recognition equipment is provided for in class/on-campus work.

Out of Class Requirements: The student will work independently to gain the skills needed and complete assignments required throughout the course.

SCHOOL OR DEPARTMENTAL INFORMATION

[Applied Business Technology \(ABT\) Department](#)
[School of Business](#)

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

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SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit camosun.ca/services.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

Support Service	Website
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc.). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<https://camosun.ca/services/academic-supports/accessible-learning>

Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <https://camosun.ca/sites/default/files/2021-07/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/services/sexual-violence-support-and-education. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.