

# COURSE SYLLABUS



COURSE TITLE: MOA 153 – Medical Transcription  
CLASS SECTION: 001  
TERM: 2025W  
COURSE CREDITS: 3  
DELIVERY METHOD(S): Classroom – Face-to-Face

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Camosun College respectfully acknowledges that our campuses are situated on the territories of the Ləkʷəŋən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

## INSTRUCTOR DETAILS

NAME: Angela Kemna  
EMAIL: [kemnaa@camosun.ca](mailto:kemnaa@camosun.ca)  
OFFICE: CBA 231B  
HOURS: Mondays & Wednesdays 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. (2024). Canadian Medical 2nd edition, 2024 ISBN 978-1-989941-69-0 (Hard copy text only)  
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 brought to class everyday. Flash drive or Computer Storage (oneDrive).  
Print credits (minimal). No laptop required for all class work will be done on the computer lab, computers.

## 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 2 days per week (Monday and Wednesday), 1 hour 50 minutes per class, for 14 weeks.

**Mandatory Attendance** for First Class Meeting (Jan 6/25) 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](#). Attendance throughout the course will be records each class.

**Note:** this is an amended Tentative schedule as of Jan 11/25

Week & Date	Day	Content Review	Topic and In-Class Work	Due dates for Assignments (TE) and Assessments (TR&SR)
<b>Week 1</b> <b>Jan 6</b>	<b>Monday</b>	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	
<b>Week 1</b> <b>Jan 8</b>	<b>Wednesday</b>	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	<b>Mod 1 TE Tasks 2, 5 Due</b> <b>Mod 2 TE Task 1-2 Due</b>
<b>Week 2</b> <b>Jan 13</b>	<b>Monday</b>	Module 6 Cardiology	Review Module TE Tasks 1-5 Transcription (TR) (6.1, 6.2) Speech Recognition (SR) (6.1, 6.2)	<b>Mod 3 TE Task 1-5 Due</b> <b>Mod 4 TE Tasks 1-3 Due</b> <b>Mod 5 TE Tasks 1-3 Due</b> <b>Templates Due</b>
<b>Week 2</b> <b>Jan 15</b>	<b>Wednesday</b>	Module 6 Cardiology	Mod 6 TR (6.1, 6.2) Mod 6 SR (6.1, 6.2)	<b>Mod 6 TE Tasks 4-5 Due</b>

<b>Week 3 Jan 20</b>	<b>Monday</b>	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)	
<b>Week 3 Jan 22</b>	<b>Wednesday</b>	Module 7 Dermatology	Mod 7 TR (7.1, 7.2) Mod 7 SR (7.1, 7.2) Mod 7 TA (7.3)	<b>Mod 7 TE Tasks 4-5 Due</b>
<b>Week 4 Jan 27</b>	<b>Monday</b>	Module 8 Endocrinology	Review Module Mod 8 TE Tasks 1-5 Mod 8 TR (8.1, 8.2) Mod 8 SR (8.1, 8.2)	<b>Mod 6 TR (6.1, 6.2) Due Mod 6 SR (6.1, 6.2) Due</b>
<b>Week 4 Jan 29</b>	<b>Wednesday</b>	Module 8 Endocrinology	Mod 8 TR (8.1, 8.2) Mod 8 SR (8.1, 8.2)	<b>Mod 8 TE Tasks 4-5 Due</b>
<b>Week 5 Feb 3</b>	<b>Monday</b>	Module 9 Gastroenterology	Review Module Mod 9 TE Tasks 1-5 Mod 9 TR (9.1, 9.2) Mod 9 SR (9.1, 9.2) Mod 9 TA (9.3)	<b>Mod 7 TR (7.1, 7.2) Due Mod 7 SR (7.1, 7.2) Due Mod 7 TA (7.3) Due</b>
<b>Week 5 Feb 5</b>	<b>Wednesday</b>	Module 9 Gastroenterology	Mod 9 TR (9.1, 9.2) Mod 9 SR (9.1, 9.2) Mod 9 TA (9.3)	<b>Mod 9 TE Tasks 4-5 Due</b>
<b>Week 6 Feb 10</b>	<b>Monday</b>	Module 10 Gynecology/Obstetrics	Review Module Mod 10 TE Task 4-5 Mod 10 TR (10.1, 10.2) Mod 10 SR (10.1, 10.2)	<b>Mod 8 TR (8.1, 8.2) Due Mod 8 SR (8.1, 8.2) Due</b>
<b>Week 6 Feb 12</b>	<b>Wednesday</b>	Module 10 Gynecology/Obstetrics	Mod 10 TR (10.1, 10.2) Mod 10 SR (10.1, 10.2)	<b>Mod 10 TE Task 4-5 Due</b>
<b>Week 7 Feb 17</b>	<b>Reading Break</b>	Feb 17 – Family Day STAT	Reading Break Feb 18-21	
<b>Week 8 Feb 24</b>	<b>Monday</b>	Module 12 Infectious Diseases	Review Module Mod 12 TE Tasks 1-5 Mod 12 TR (12.1, 12.2) Mod 12 SR (12.1, 12.2)	<b>Mod 9 TR (9.1, 9.2) Due Mod 9 SR (9.1, 9.2) Due Mod 9 TA (9.3) Due</b>
<b>Week 8 Feb 26</b>	<b>Wednesday</b>	Module 12 Infectious Diseases	Mod 12 TR (12.1, 12.2) Mod 12 SR (12.1, 12.2)	<b>Mod 12 TE Tasks 4-5 Due</b>
<b>Week 9 Mar 3</b>	<b>Monday</b>	Module 14 Neurology	Review Module Mod 14 TE Tasks 1-5 Mod 14 TR (14.1, 14.2) Mod 14 SR (14.1, 14.2) Mod 14 TA (14.3)	<b>Mod 10 TR (10.1, 10.2) Due Mod 10 SR (10.1, 10.2) Due</b>
<b>Week 9 Mar 5</b>	<b>Wednesday</b>	Module 14 Neurology	Mod 14 TR (14.1, 14.2) Mod 14 SR (14.1, 14.2) Mod 14 TA (14.3)	<b>Mod 14 TE 4-5 Due</b>
<b>Week 10 Mar 10</b>	<b>Monday</b>	Module 15 Ophthalmology	Review Module Mod 15 TE Tasks 1-5 Mod 15 TR (15.1, 15.2) Mod 15 SR (15.1, 15.2)	<b>Mod 12 TR (12.1, 12.2) Due Mod 12 SR (12.1, 12.2) Due</b>
<b>Week 10 Mar 12</b>	<b>Wednesday</b>	Module 15 Ophthalmology	Mod 15 TR (15.1, 15.2) Mod 15 SR (15.1, 15.2)	<b>Mod 15 TE Tasks 4-5 Due</b>
<b>Week 11 Mar 17</b>	<b>Monday</b>	Module 16 Orthopedics	Review Module Mod 16 TE Tasks 1-5 Mod 16 TR (16.1, 16.2) Mod 16 SR (16.1, 16.2) Mod 16 TA (16.3)	<b>Mod 14 TR (14.1, 14.2) Due Mod 14 SR (14.1, 14.2) Due Mod 14 TA (14.3) Due</b>
<b>Week 11 Mar 19</b>	<b>Wednesday</b>	Module 16 Orthopedics	Mod 16 TR (16.1, 16.2) Mod 16 SR (16.1, 16.2) Mod 16 TA (16.3)	<b>Mod 16 TE Tasks 4-5 Due</b>

<b>Week 12</b> <b>Mar 24</b>	<b>Monday</b>	Module 17 Otorhinolaryngology	Review Module Mod 17 TE Tasks 1-5 Mod 17 TR (17.1, 17.2) Mod 17 SR (17.1, 17.2)	<b>Mod 15 TR (15.1, 15.2) Due</b> <b>Mod 15 SR (15.1, 15.2) Due</b>
<b>Week 12</b> <b>Mar 26</b>	<b>Wednesday</b>	Module 17 Otorhinolaryngology	Mod 17 TR (17.1, 17.2) Mod 17 SR (17.1, 17.2)	<b>Mod 17 TE Tasks 4-5 Due</b>
<b>Week 13</b> <b>Mar 31</b>	<b>Monday</b>	Module 19 Respirology	Review Module Mod 19 TE Tasks 1-5 Mod 19 TR (19.1, 19.2) Mod 19 SR (19.1, 19.2)	<b>Mod 16 TR (16.1, 16.2) Due</b> <b>Mod 16 SR (16.1, 16.2) Due</b> <b>Mod 16 TA (16.3) Due</b>
<b>Week 13</b> <b>April 2</b>	<b>Wednesday</b>	Module 19 Respirology	Mod 19 TR (19.1, 19.2) Mod 19 SR (19.1, 19.2)	<b>Mod 19 TE Tasks 4-5 Due</b>
<b>Week 14</b> <b>April 7</b>	<b>Monday</b>	Module 20 Urology/Nephrology	Review Module Mod 20 TE Tasks 1-5 Mod 20 TR (20.1) Mod 20 SR (20.1)	<b>Mod 17 TR (17.1, 17.2) Due</b> <b>Mod 17 SR (17.1, 17.2) Due</b>
<b>Week 14</b> <b>April 9</b>	<b>Wednesday</b>	Module 20 Urology/Nephrology	Mod 20 TR (20.1) Mod 20 SR (20.1)	<b>Mod 19 TR (19.1, 19.2) Due</b> <b>Mod 19 SR (19.1, 19.2) Due</b> <b>Mod 20 TE Tasks 4-5 Due</b> <b>Mod 20 TR (20.1) Due</b> <b>Mod 20 SR (20.1) Due</b>

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 (TE)	20 %
Module Transcription Report Assignments (TR SR)	30 %
Module Transcription Assessments (TA)	20 %
Speech Recognition Report Assignments (SR)	30 %
	<b>TOTAL</b>
	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](https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf) policy for more information.  
<https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

**Mandatory Attendance** for First Class Meeting (Jan 6/25) 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](#). Attendance throughout the course will be recorded each class.

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 given on D2L and 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; Instructor's Y:drive, and ensure that sufficient time for homework is considered and applied 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. Reading, transcribing, and editing are essential for your success in the course.

## SCHOOL OR DEPARTMENTAL INFORMATION

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

## 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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Attendance will be taken each class session.

## 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](https://camosun.ca/services).

Support Service	Website
Academic Advising	<a href="https://camosun.ca/services/academic-supports/academic-advising">camosun.ca/services/academic-supports/academic-advising</a>
Accessible Learning	<a href="https://camosun.ca/services/academic-supports/accessible-learning">camosun.ca/services/academic-supports/accessible-learning</a>
Counselling	<a href="https://camosun.ca/services/health-and-wellness/counselling-centre">camosun.ca/services/health-and-wellness/counselling-centre</a>

Support Service	Website
Career Services	<a href="https://camosun.ca/services/co-operative-education-and-career-services">camosun.ca/services/co-operative-education-and-career-services</a>
Financial Aid and Awards	<a href="https://camosun.ca/registration-records/financial-aid-awards">camosun.ca/registration-records/financial-aid-awards</a>
Help Centres (Math/English/Science)	<a href="https://camosun.ca/services/academic-supports/help-centres">camosun.ca/services/academic-supports/help-centres</a>
Indigenous Student Support	<a href="https://camosun.ca/programs-courses/iecc/indigenous-student-services">camosun.ca/programs-courses/iecc/indigenous-student-services</a>
International Student Support	<a href="https://camosun.ca/international">camosun.ca/international</a>
Learning Skills	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>
Library	<a href="https://camosun.ca/services/library">camosun.ca/services/library</a>
Office of Student Support	<a href="https://camosun.ca/services/office-student-support">camosun.ca/services/office-student-support</a>
Ombudsperson	<a href="https://camosun.ca/services/ombudsperson">camosun.ca/services/ombudsperson</a>
Registration	<a href="https://camosun.ca/registration-records/registration">camosun.ca/registration-records/registration</a>
Technology Support	<a href="https://camosun.ca/services/its">camosun.ca/services/its</a>
Writing Centre	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>

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

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website

for more information about the process of registering with CAL, including important deadlines:

<https://camosun.ca/cal>

### 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 (see [Medical/Compassionate Withdrawals policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence

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 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 Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/services/sexual-violence-support-and-education](https://camosun.ca/services/sexual-violence-support-and-education).

To contact the Office of Student Support: [oss@camosun.ca](mailto: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.