

COLLIN COLLEGE SYLLABUS

Course Number: MRMT 1267

Course Title: PRACTICUM—MEDICAL TRANSCRIPTION/
TRANSCRIPTIONIST (CAPSTONE)

Course Description:

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. Contact the Medical Transcription Chair. To be completed during the last semester of the Medical Transcription Specialization Certificate. Contact the Cooperative Work Experience (CWE) office.

Course Credit Hours: 2 Lecture Hours: 0 Lab Hours: 224

Prerequisite: Consent of Program Director

College Repeat Policy: A student may repeat this course only once after receiving a grade, including “W.”

Student Learning Outcomes:

After successful completion of this course, the student should be able to:

1. Accurately transcribe a variety of medical records at an average rate of 125 (65-character) lines per hour.
2. Use medical references (including the Internet) efficiently and effectively.
3. Network electronically with career colleagues.
4. Electronically search for work using an individual career-specific searchable/scannable resume and an electronic letter of introduction.
5. Set up a home office for working electronically in a home-based medical transcription career.

Attendance Policy:

Weekly communication is required through chat or email. Transcription of actual medical records will be required on a regular, sometimes 24-hour, turnaround basis.

Withdrawal Dates: See the current *Collin Registration Guide* for the last day to withdraw. Please see the CWE office for the last day to withdraw for flex entry enrollment.

Religious Holy Days: Please refer to the current Collin Student Handbook.

ADA Statement:

It is the policy of Collin County Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) in a timely manner to arrange for appropriate accommodations.

Academic Ethics:

The College District may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, and/or falsifying academic records.

Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

Cheating is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to failing to secure academic work; providing a paper or project to another student, providing an inappropriate level of assistance; communicating answers to a classmate during an examination or any other course assignment; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

Revised February 2008