

**Western Dakota Technical Institute
800 Mickelson Drive
Rapid City, SD 57703-4018**

Master Syllabus

Course Number: MTS 102
Course Name: Medical Transcription I
Credits: 3
Contact Hours: 2 Lecture; 2 Lab

Course Description: This course introduces students to the medical transcription profession through hands-on practical applications. Students will transcribe simulated dictation from the field of general medicine while honing their English and medical terminology skills.

Prerequisites: CIS 105, HC 213, and HC114

Textbooks: <http://bookstore.wdt.edu>

Materials: One or two USB memory stick(s) and one headset

Student Learning Outcomes:

- Demonstrate the proper use of reference materials
- Transcribe consultations, history and physical reports, discharge summaries, laboratory reports, operative reports, diagnostic procedures, and radiology and pathology reports
- Edit the transcript to identify and correct grammatical, punctuation, and medical inconsistencies
- Produce a final, neat, error-free transcript
- Increase transcription speed and productivity throughout the course

Assessment: Life skills, analytical skills, communication skills, technology skills, and teamwork techniques will be assessed throughout this course.

ADA Accommodations: Students Rights to Assistance or Accommodations: Western Dakota Technical Institute (hereinafter WDT) does not discriminate on the basis of disability. If you have a disability as defined by federal or state law, including a temporary disability related to pregnancy and/or parenting as a result of a medical necessity due to childbirth, WDT will provide reasonable accommodations including but not limited to architectural access, aids and services necessary for effective communication, and modification of its policies and procedures. Students with a disability who are requesting an accommodation should contact your instructor and the Student Success Director who serves as the disability coordinator as early as possible in the semester.

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