

SauLCoJlege— oLApplied__Ar.ts_and._Jec hnology sault ste.-made__

__^C.o.u.Lse_0.u11ine

MEDICAL MACHINE TRANSCRIPTION

SPR 237-4 .

MEDICAL MACHINERY TRANSCRIPTION
SEVENTH GRADE IV

TEXT:	Dictaphone Medical Transcription Course Student Workbook; glossary for above workbook.
TERMINAL OBJECTIVES	To develop skill in recognizing medical prefixes, word roots, combining forms and suffixes; to develop spelling skill in transcribing medical terminology from a variety of special areas of medicine; to expose the student to some of the many formats of medical records found in hospitals
LEARNING EXPERIENCE;	Using the self-directed workbook, the student will transcribe the lessons from the course without the use of guided text. The student will be drilled in difficult/unfamiliar terminology from the lessons and will be able to type and spell terminology dictated by the instructor as well as give a brief definition of each term.
EVALUATION;	All practice transcription will be typed as good copy*first time. The material will be proofread by the student against the transcription key. All corrections will be made on the original copy before turning in to instructor for recording. A test will be given after each two lessons on familiar material. A test will be given after the completion of all practice lessons on unfamiliar material.
ESTIMATED TIME TO ACHIEVE:	56 periods at fifty minutes each