**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

**FALL 2015**

# **GENERAL COURSE INFORMATION**

Course Number: MDAS 1670

Course Title: Medical Style and Grammar

Credit Hours: 3

Prerequisite: ~~Business English~~, Medical Terminology, ~~Basic Pharmacology, Anatomy and Physiology, and Pathophysiology.~~

Division/Discipline: Workforce Training and Career Education/Medical, Healthcare Documentation and Transcription Specialist.

Course Description: This course will apply the rules of proper grammar, punctuation, and medical style to use correct spelling and logical sentence structure and an integral course for Healthcare Documentation and Transcription Specialist. Healthcare documentation training falls into five distinct content areas: English language, medical knowledge, technology, medicolegal aspects of the healthcare record, and healthcare documentation practice.

# **INSTRUCTOR INFORMATION**

Kristin Geniuk. geniukk@bartonccc.edu

# **CLASSROOM POLICY**

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

The College reserves the right to suspend a student for conduct that is detrimental to the College's educational endeavors as outlined in the College catalog.

Plagiarism on any academic endeavors at Barton County Community College will not be tolerated. Learn the rules of, and avoid instances of, intentional or unintentional plagiarism.

Anyone seeking an accommodation under provisions of the Americans with Disabilities Act should notify Student Support Services.

Additional information about academic integrity can be found at the following link:

http://academicintegrity.bartonccc.edu.

# **COURSE AS VIEWED IN THE TOTAL CURRICULUM**

This class is a pre-requisite for Healthcare Documentation and Transcription 1 and 2. This course is intended to introduce the student to Medical Style and Grammar to help prepare them for entry-level employment as a healthcare documentation and transcription specialist. Upon completion, the student will be able to apply Arabic and Roman numerals, units of measure, abbreviations, acronyms, and brief forms in accordance to industry standards.

# **ASSESSMENT OF STUDENT LEARNING**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

1. Demonstrates correct English usage and the rules of proper grammar, punctuation, and style; will use correct spelling and logical sentence structure
   1. Define, spell and use English words commonly used in healthcare documentation.
   2. Recognize, correctly spell, and use commonly misspelled English words.
   3. Recognize, correctly spell, and use commonly misused English words.
   4. Recognize, correctly spell, and use common English homophones (sound-alikes).
   5. Use rules of correct grammar, including verb tense, subject-verb agreement, and pronoun-antecedent agreement.
   6. Apply the rules of punctuation to ensure clarity and accuracy of communication.
2. Evaluates the reliability of English and medical grammar and style references, as well as references for research and practice.
   1. Apply the rules of spelling, including forming plurals and adjectives, of English words.
   2. Correctly assign the parts of speech (nouns, verbs, prepositions, etc.) to words in context.
   3. Correct syntax errors, avoiding dangling modifiers and awkward, unclear, or humorous wording.
   4. Recognize and appropriately transcribe, edit, or flag jargon, slang, street talk, regionalisms, profanities (derogatory or inflammatory remarks), obscenities, and vulgarities, in accordance with AHDI’s **The Book of Style**.
   5. Appropriately transcribe or translate foreign abbreviations and phrases, in accordance with **The Book of Style.**
3. Applies information from selected references
   1. Identify and use appropriate references and other resources.
   2. Evaluate and choose appropriate Internet references.
4. Applies correct medical style as defined by authorities such as AHDI’s Book of Style and/or the AMA Manual of Style, especially the rules that specifically apply to healthcare documentation and editing.
   1. Correctly use Arabic numerals, Roman numerals, and units of measure as designated in the most recent edition of **The Book of Style.**
   2. Transcribe abbreviations, acronyms, and brief forms in accordance with the most recent edition of AHDI’s **The Book of Style.**
5. **INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS**

Barton County Community College distance-learning classes are designed in weekly blocks. This concept allows the student to complete the assignments any time during the seven-day block period.

Students are expected to complete all required reading, submit completed projects, post module essay entries, and participate in required threaded discussions on a weekly basis. Work that is submitted late (after midnight CST on the last day of the weekly block) will not be graded.

In the event of technical problems or natural disaster, contact the instructor via email at [geniukk@bartonccc.edu](mailto:geniukk@bartonccc.edu). Courteous participation in class-threaded discussions is the standard. Disruptive and/or offensive behavior in the electronic medium will not be tolerated.

# **TEXTBOOKS AND OTHER REQUIRED MATERIALS**

The Book of Style for Medical Transcription. Association for Healthcare Documentation Integrity, 3rd Edition. (ISBN: 978-0-935229-58-5)

The Book of Style for Medical Transcription Workbook. Association for Healthcare Documentation Integrity, 3rd Edition. (ISBN: 978-0-935229-61-5)

You may order your book from our online bookstore by clicking the following link: <http://bartonccc.textbookx.com/institutional/index.php>.

You will need to know the course number: MDAS 1670.

# **REFERENCES**

None required.

# **METHODS OF INSTRUCTION AND EVALUATION**

Graded items in this class will mainly include participation in discussion threads, quizzes, transcribing exercises, and a final exam. Extra-credit assignments may be offered throughout the course to add additional points to your grade.

All late assignments will not be accepted, unless you email me directly and let me know if you have an extenuating circumstance or an unavoidable situation. I will work with you if communication has occurred between us. Please email me directly at [geniukk@bartonccc.edu](mailto:geniukk@bartonccc.edu). Virtual Office postings will be seen by everyone, so it is best that you contact me via email separately.

All Discussion Thread posts will be worth 10points (80 points total).

All Quizzes/Tests will be worth 10 points (320 points total).

Transcribing Exercises (3) will be worth 10 points each (30 points total).

The Final Exam will be worth 100 points, and will count towards a large portion of your grade.

**Total Possible Points = 530**

**All assignments and quizzes will be due the following Monday by 11:59 p.m. for the prior week.**

**See Grading Scale below:**

|  |  |
| --- | --- |
| **PERCENTAGE** | **GRADE** |
| **100-90** | **A** |
| **89-80** | **B** |
| **79-70** | **C** |
| **69-60** | **D** |
| **Below 60** | **F** |

# **ATTENDANCE REQUIREMENTS**

Class attendance in Barton distance-learning classes is measured primarily by student participation in Threaded Discussion. Submission of weekly assignments and module essay entries are additional methods to evaluate class attendance. Timely submission of assignments and participation in discussions will be a major factor in your final course grade. Weekly participation in threaded discussion and module essay entries is expected. Post entries often and early. Work that is submitted late (after midnight CST on the last day of the weekly block) will not be evaluated. In the event of technical problems or natural disaster, contact the instructor via email at [geniukk@bartonccc.edu](mailto:geniukk@bartonccc.edu).

If you plan on dropping the class, you must use the drop/add link that is located on the left side of your BARTonline home page. Please review the drop/add dates and refund policy that is contained in the academic calendar portion of the BARTonline.org website.

1. **COURSE OUTLINE**

**\*\*Course Schedule is subject to change. Please check Announcements for any pertinent changes!**

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| --- | --- | --- | --- |
| **Dates** | **Reading/Activities** | **Assignments/Quizzes** | **Points** |
| Week One – October 13-20 | Read all sections under Course Home and familiarize yourself with course.  Introduce yourself and make sure all questions specific to the course are answered. | Orientation Lecture Quiz, Academic Integrity Quiz, and Pre-Test all due in Week One.  Post minimum of two sentences about yourself in Introduction Thread. | OL Quiz: 10  AI Quiz: 10  Pre-test: 10  Intro Post: 10 |
| Week Two – October 21-27 | Read Chapters 1, 2, and 3.  Study Exam Prep Assessments in Workbook for corresponding chapters (these will not be graded). | Chapter 1 Quiz.  Chapter 2 Quiz.  Chapter 3 Quiz.  Post to Discussion Thread question and respond to at least one person. | Ch. 1 Quiz: 10  Ch. 2 Quiz: 10  Ch. 3 Quiz: 10  Discussion: 10 |
| Week Three – October 28-November 3 | Read Chapters 4, 5, and 6.  Study Exam Prep Assessments in Workbook for corresponding chapters (these will not be graded). | Chapter 4 Quiz.  Chapter 5 Quiz.  Chapter 6 Quiz.  Post to Discussion Thread question and respond to at least one person.  Complete Transcribing Exercise. | Ch. 4 Quiz: 10  Ch. 5 Quiz: 10  Ch. 6 Quiz: 10  Discussion: 10  Transcribing Exercise: 10 |
| Week Four – November 4-10 | Read Chapters 7, 8, and 9.  Study Exam Prep Assessments in Workbook for corresponding chapters (these will not be graded). | Chapter 7 Quiz.  Chapter 8 Quiz.  Chapter 9 Quiz.  Post to Discussion Thread question and respond to at least one person.  Complete Transcribing Exercise. | Ch. 7 Quiz: 10  Ch. 8 Quiz: 10  Ch. 9 Quiz: 10  Discussion: 10  Transcribing Exercise: 10 |
| Week Five – November 11-17 | Read Chapters 10, 11, and 12.  Study Exam Prep Assessments in Workbook for corresponding chapters (these will not be graded). | Chapter 10 Quiz.  Chapter 11 Quiz.  Chapter 12 Quiz.  Post to Discussion Thread question and respond to at least one person.  Complete Transcribing Exercise. | Ch. 10 Quiz: 10  Ch. 11 Quiz: 10  Ch. 12 Quiz: 10  Discussion: 10  Transcribing Exercise: 10 |
| Week Six – November 18-24 | Read Chapters 13, 14, 15, 16, 17, and 18.  Study Exam Prep Assessments in Workbook for corresponding chapters (these will not be graded). | Chapter 13 Quiz.  Chapter 14 Quiz.  Chapter 15 Quiz.  Chapter 16 Quiz.  Chapter 17 Quiz.  Chapter 18 Quiz.  Post to Discussion Thread question and respond to at least one person | Ch. 13 Quiz: 10  Ch. 14 Quiz: 10  Ch. 15 Quiz: 10  Ch. 16 Quiz: 10  Ch. 17 Quiz: 10  Ch. 18 Quiz: 10  Discussion: 10 |
| Week Seven – November 25-December 1 | Read Chapters 19, 20, 21, 22, 23, and 24.  Study Exam Prep Assessments in Workbook for corresponding chapters (these will not be graded). | Chapter 19 Quiz.  Chapter 20 Quiz.  Chapter 21 Quiz.  Chapter 22 Quiz.  Chapter 23 Quiz.  Chapter 24 Quiz.  Post to Discussion Thread question and respond to at least one person. | Ch. 19 Quiz: 10  Ch. 20 Quiz: 10  Ch. 21 Quiz: 10  Ch. 22 Quiz: 10  Ch. 23 Quiz: 10  Ch. 24 Quiz: 10  Discussion: 10 |
| Week Eight – December 2-8 | Read Chapters 25, 26, 27, and 28.  Study Exam Prep Assessments in Workbook for corresponding chapters (these will not be graded). | Chapter 25 Quiz.  Chapter 26 Quiz.  Chapter 27 Quiz.  Chapter 28 Quiz.  Post to Discussion Thread question and respond to at least one person.  Student Summary | Ch. 25 Quiz: 10  Ch. 26 Quiz: 10  Ch. 27 Quiz: 10  Ch. 28 Quiz: 10  Discussion: 10  Student Summary due |
| Week Nine – December 9-14 | Study for Final Exam | Post-Test  Final Exam | Post-Test: 10  Final Exam: 100 |

**\*\*All assignments and quizzes will be due the following Monday by 11:59 p.m. for the prior week.**