

MEDICAL TRANSCRIPTION – CABOT Certificate Program

- The student will be able to produce cohesive, grammatically correct sentences for business documents and edit a variety of business documents.
- The student will be able to spell and pronounce words correctly.
- The student will be able to compose entry-level correspondence using appropriate business language and will be able to proofread, edit, and revise business documents.
- The student will be able to analyze medical office terminologies and to correctly spell and pronounce them, especially for each body system.
- The student should be able to use appropriate voice recognition software in speaking/dictating typical business communications; and to save, edit, and print such documents
- The student will be able to identify the standard elements on the Windows 7 desktop; to demonstrate basic mouse operations (pointing, clicking, double-clicking, dragging, and right-dragging); and to understand basic computer terminologies.
- The student will be able to type by touch at a minimum of thirty (30) words a minute and to create, edit, and format advanced features for any business document including forms, medical and legal forms, resumes, job applications, bibliographies, footnotes/endnotes, newsletters.
- The student will be able to create a Word document with or without a template; insert headers, footers, footnotes, and hyperlinks; edit and format characters, paragraphs, and sections of a document; save a document as a Word document and as a Web page.
- The student should be able to transcribe dictated materials with speed and accuracy using proper grammar, spelling, punctuation, and format; and to save, edit, and print such medical documents.

The assessment tools for this program may include any of the following options:

- Employer feedback during Internship/Externship experiences.
- Co-Ed outcomes.
- Capstone Course outcomes.
- Departmental exit interviews upon completion of the program.
- Student surveys/mailings from other relevant sources (i.e. Administration Office. Human Resources, Alumni, etc.).
- Results of entry-level employee tests (i.e. La County, LAUSD, etc.).