

**DE ANZA COLLEGE  
BIOLOGICAL, HEALTH, AND ENVIRONMENTAL SCIENCES  
HTEC 101H**

**HTEC 101H  
SKILLS LAB  
FALL QUARTER 2022  
OFFICE HOURS**

**INSTRUCTOR:** Roy Shurtliff  
**PHONE:** 408-410-1991  
**E-MAIL:** [shurtliffroy@fhda.edu](mailto:shurtliffroy@fhda.edu)  
**BY ZOOM:** Wednesday 8:20 – 9:20 PM

**COURSE DESCRIPTION:**

HTEC 101H is the lab that will support the introduction of the student to medical transcription and editing skills. Student will be transcribing medical documents from dictation audio files.

**CO-REQUISITE:** HTEC 074A must be taken concurrently with HTEC 101H.

**DAY/HOURS:** HTEC 101H is an **ASYNCHRONOUS ONLINE COURSE**. Students will attend periodic Zoom meetings as scheduled.

**COURSE  
OBJECTIVES:**

1. Define terms relevant to medical transcription.
2. Identify the medical references available for medical transcription.
3. Demonstrate skills in designated word processing, dictation, and beginning medical transcription.
4. Recognize medical transcription alternative perspectives of the delivery of health care with regard to gender, persons of different cultural backgrounds and those person with disabilities.

**STUDENT LEARNING OUTCOME STATEMENT (SLO)**

- Demonstration of knowledge of medical documentation, transcription, and editing skills.
- Illustrate the anatomy, physiology, and diseases of the various body systems and utilize them in medical transcription.

**REQUIRED  
SUPPLIES:**

You will need a PC or laptop that has the capability of opening and working in a Word document and head phones or earbuds. The audio files will be supplied via email.

**Textbook:** Medical Transcribing, Techniques & Procedures, 7<sup>th</sup> Edition, Marcy O. Diehl, ISBN: 987-1-4377-0439.

**CATALOG  
DESCRIPTION:**

Development of transcription skills necessary for a medical facility using actual dictation from various medical specialties; advanced medical terminology (student must enroll in HTEC 101H Skills Lab).

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**ATTENDANCE:**     **HTEC 101H** is an asynchronous course so there will be no required class attendance. Periodic zoom meetings will be held, but not required. Expectation will be to turn in assignments as scheduled.

**COURSE EXPECTATIONS:**

**STUDENT BEHAVIOR:** Students are expected to know and adhere to the Student Behavior Standards as they appear in the Student Handbook. The commission of or attempt to commit any cheating and/or plagiarism are in violation of the Standards of Conduct stated in the Class Catalog and may be disciplined accordingly.

**ASSIGNMENTS:**     There will be weekly audio transcription assignments to be completed and returned via email or uploaded into Canvas on or before the due date listed on the Assignment Schedule. There will be a draft that will be created first and then an edit copy will be provided. A Final Copy will be created and submitted. The Final Copy will be submitted for HTEC 101H and will be graded based on completeness, accuracy, and use of proper format. One point will be deducted from the total score for each error.

Grades from HTEC 101H will be included for grades for both HTEC 074 and HTEC 101H classes. HTEC 101H assignments must be completed and submitted in order to receive total points.

If weekly assignments are not turned in on time for 2 consecutive weeks, and the student has not contacted the instructor as to the reason for late assignments, the student could be dropped from the class.

**EVALUATION:**     All work assigned will count toward your final grade. Each will be given a point value. Each transcription assignment and the final exam will be graded for accuracy of the dictation, spelling, punctuation, use of correct abbreviations, and correct terminology. To pass class a total score of 70 or above is required.

<b>GRADING:</b>	90 – 100%	=	A
	80 – 89%	=	B
	70 – 79%	=	C
	60 – 69%	=	D
	59% & below	=	F

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Breakdown: Homework = 380 points (19 assignments at 20 points each)  
Final Exam = 50 points

**Total Points Possible = 480 Points**

### **Student Success Center**

Need help? De Anza's Student Success Center offers free online and on-campus tutoring and workshops!

Visit <http://www.deanza.edu/studentsuccess> for our hours and information. Or just stop by to chat or sign up!

- Academic Skills Center for workshops in ATC 302
- General Subject tutoring in ATC 304
  
- Listening & Speaking and World Language support in ATC 313
  
- Math, Science and Technology tutoring in S43
- Writing and Reading tutoring in ATC 309

Student Success Center Resources are available online to all De Anza students on Canvas: <https://deanza.instructure.com/enroll/MAF7Y8>

### **INSTRUCTOR INFORMATION:**

**Roy Shurtliff, RHIT** is your instructor. He is the Health Information Management Director and Facility Privacy Official Regional Medical Center of San Jose. Roy has had over 30 years of diversified Health Information Management experience at various types of healthcare facilities.

I look forward in working with you this **FALL QUARTER** and wish you much success in your career as a **Healthcare Professional**.