

**DE ANZA COLLEGE
BIOLOGICAL, HEALTH, AND ENVIRONMENT SCIENCES
HTEC 101C**

**HTEC 101C
SKILLS BUILDING LAB
FALL QUARTER 2022
OFFICE HOURS**

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

COURSE INFORMATION:

HTEC 101C must be taken concurrently with HTEC 061. In order to pass HTEC 101C, a passing grade in HTEC 061 must be obtained.

LAB OBJECTIVES:

The student will practice the skills taught in HTEC61 Medical Communications class by completing a weekly skills-practice assignment.

DAY/HOURS: HTEC 101C, Wednesday, 5:30 p.m. to 8:20 p.m.

STUDENT LEARNING OUTCOME STATEMENT (SLO):

Demonstrate a level of competence in the skills learned in Medical Communications.

ESSENTIAL STUDENT MATERIALS:

HTEC 61 Textbook: Medical Transcribing, Techniques & Procedures,
7th edition, Marcy O. Diehl, ISBN: 987-1-4377-0439

ATTENDANCE: Weekly Zoom meetings attendance required. Students that have more than 2 unexcused absences from class may be dropped from the class. Attendance in HTEC 061 is also required.

COURSE REQUIREMENTS FOR PASS-NO PASS Class.

You will complete each weekly lab assignment (there are a total of 9 lab assignments for the quarter) and submit via email on or before the due date on the assignment schedule prior to the class meeting. We will review and correct each lab assignment during the weekly Zoom meeting.

If you do not return the weekly lab assignment on time for 2 consecutive weeks, and have not contacted the instructor as to the reason for late assignments, the student may be dropped from the class.

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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.

- 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>

ACADEMIC HONOR CODE:

The Academic Honor Code was adopted in 1993. It is assumed that all students will pursue their studies with integrity and honesty; however, all students should know that incidents of academic dishonesty are taken very seriously. When students are caught cheating or plagiarizing, a process is begun which may result in severe consequences.

INSTRUCTOR INFORMATION: Roy Shurtliff, RHIT

Roy has over 30 years of diversified Health Information Management experiences at various types of healthcare facilities. He currently is the Health Information Management Director and Facility Privacy Official at Regional Medical Center of San Jose.