11/28/2022 DATE
☑ REQUIRED COURSE
☐ ELECTIVE COURSE

BUS DIVISION
☐ NEW COURSE
☑ REVISION

Lake Land College

Course Information Form

COURSE NUMBER:	BUS-082	TITLE: *(30 Characters Max)*	Medical Transcriptionist Internship						
SEM CR HRS:	3	Lecture:	0	Lab:	0	ICCB Lab:	17.5	ECH:	0
Course Level:	☐ Gen Ed/IAI ☐ Baccalaureate/Non-IAI ☑ Career/Technical ☐ Dev Ed/Not in Degree Audit			Clinical Practicum:	0	Work-based Learning:	3	WBL ECH:	3
Course PCS & CIP:	12 - 51.0708	IAI Code:	N/A			Contact Hours (Minutes/Week)			
Repeatable (Y/N):	N	Pass/Fail (Y/N):	N	Variable Credit (Y/N):	N	Min:		Max:		16 Wks	0	8 Wks	0
Prerequisites:	Minimum typing speed of 50 wpm and BUS-079, BUS-114 and BIO-050								
Corequisites:	BUS-080								
Catalog Description: (40 Word Limit)	Designed to provide employment experience in a position that will utilize the specialized skills of the student. Placements will include positions in doctors' offices, hospitals, medical clinics, etc.								

	List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning:
1	Supervised Occupational Experience: Relates to student's training and environment (275 actual work hours)				275
	TOTAL	0	0	0	275

EVALUATION							
QUIZZES	☐	EXAMS	☐	ORAL PRES	☐	PAPERS	☐
LAB WORK	☐	PROJECTS	☐	COMP FINAL	☐	OTHER	☑ Instructor and Supervisor Evaluation

COURSE MATERIALS		
TITLE:	Instructor handouts	
AUTHOR:		
PUBLISHER:		
VOLUME/EDITION/URL:		
COPYRIGHT DATE:		

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		The student will be able to:
Supervised Occupational Experience	275	1. Apply the skills learned in the classroom to a medical office environment. 2. Document work experience and responsibilities in timesheets and weekly journals. 3. Enhance the vocabulary, procedures, and job activities related to the medical office professional. 4. Use good human relations skills. 5. Complete the activities required in the position successfully. 6. Increase speed and accuracy in medical report preparation. 7. Update resume to incorporate knowledge and skills acquired during the internship.
	275	

Outcomes*	At the successful completion of this course, students will be able to:
Course Outcome 1	Apply medical transcription skills to a medical office work environment.
Course Outcome 2	Demonstrate professionalism in a medical work environment.
Course Outcome 3	Prepare weekly journals, complete timesheets, and prepare a final report regarding the internship.
Primary Laker Learning Competency	Professional Skills & Ethics: Students demonstrate professional skills and ethical accountability.
Secondary Laker Learning Competency	Communication: Students communicate through the exchange of information.

**Course and program outcomes will be used in the software for outcomes assessment and should include at least 1 primary and 1 secondary Laker Learning Competency. Limit to 3-5.*