

ESL Dictation – AH 236

Credits: 2 credits

Course Description: This course will introduce the medical transcription student to several ESL (English as Second Language) providers from Asia, the Middle East, and Latin America. The course will teach them speech patterns and guidelines for ESL dictation and how it pertains to AHDI rules of style and English usage.

Pre-/Co-requisites: AH 222, AH 223

Course Objectives:

- The student will learn speech patterns of ESL (English as Second Language) dictators.
- The student will learn guidelines for ESL (English as Second Language) provider dictations.
- The student will learn tips for easier understanding of ESL provider dictations.
- The student will apply proper English usage including proper grammar, punctuation, and style, and the use of correct spelling, and sentence structure to ESL dictations.
- The student will apply correct medical transcription rules of style according to the AHDI Book of Style, 3rd Edition.
- The student will accurately transcribe a total of 120 minutes of actual ESL (physician dictation applying knowledge in English, medical knowledge, technology, healthcare documentation, and professional practice.
- The student will demonstrate the ability to proofread and correct a transcribed healthcare document.

Instructor: Melissa Coleman, CMT, AHDI-F

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Lecture/Lab Schedule: Online

Textbook/Materials: CD-Rom – Interpreting ESL Dictation by Health Professions Institute

Course Requirements:

- The student will participate in online course discussions.
- The student is expected to complete all weekly quizzes and assignments.
- A final exam will be completed in the 8th week of the course.
- A letter grade will be awarded upon completion of the course.
- The student will need to interview an MT currently working in the profession and write an overview of questions provided by the instructor as well as questions by the student.

Tentative Course Outline:

100% – 94% – A

88% – 93% - B

82% – 87% - C

76% – 81% D

75% and below is failing.

Week 1: Intro to ESL dictation; Decoding International Accents; Pronunciation Differences; Quiz 1

Week 2: Interpreting Foreign accents; transcription assignments 1 – 5; Quiz 2

Week 3: Transcription assignments 6 – 11; Quiz 3

Week 4: Transcription assignments 12 – 18; Quiz 4

Week 5: Transcription assignments 19 – 25 Quiz 5

Week 6: Transcription assignments 26 – 29, 34 Quiz 6

Week 7: Transcription assignments 30 – 33, 38; Quiz 7

Week 8: Transcription assignments 35 – 37; Interview with professional MT due; Final exam

General Education Goals/Objectives:

- Critical thinking in the completion of transcription assignments (Gen Ed #2)
- Knowledge and application of transcription technology (Gen Ed #3)
- ESL (English as Second Language) dictation experience (Gen Ed #8)

Relationship to Campus Theme: The student will use up-to-date technology as it applies to medical transcription of ESL providers. These assignments will require problem solving, application of previous course materials, and interaction with other students.

Classroom Policies: Attendance in the online course, completion of assignments and quizzes, and respect for the instructor and other students.

Academic Integrity: All students are expected to adhere to the highest standards of academic integrity and honesty. Dishonesty in the online classroom assignments, quizzes, and exams is a serious offense and is subject to disciplinary action by the instructor and college administration. For more information, refer to the Student Handbook.

Disabilities and Special Needs: If you have a disability for which you need accommodations, you are encouraged to contact your instructor and the Learning Center (228-5479 or 1-888-918-5623) to request disability support services as early as possible during the beginning of the semester.