



**DEPARTMENT OF DISTANCE & CONTINUING EDUCATION,
SCHOOL OF OPEN LEARNING,
CAMPUS OF OPEN LEARNING, UNIVERSITY OF DELHI**

Certificate Course in Medical Transcription

Structure of Lesson Plan

Topics covered	Learning Objectives	Practical
1. Suffixes and prefixes	It covers the basic medical terminologies to under the medical language. It helps to understand and comprehend the medical reports well.	One gets familiar only through practice. The suffixes and prefixes are typed on word as well as practiced number of times
2. Gastroenterology	It covers suffixes, prefixes, disease conditions, abbreviations, clinical procedures and tests related to gastroenterology.	The students have to type reports related to gastroenterology. They are exposed to all types of reports from hospitals as well as documented
3. Urology	It covers suffixes, prefixes, disease conditions, abbreviations, clinical procedures and tests related kidney, ureter, urinary bladder. One can understand the concept of filtration of urine	the students have to type reports related to Urology. They are exposed to all types of reports from hospitals as well as documented one
4. Cardiology	it covers common suffixes, prefixes, disease conditions, abbreviations, clinical procedures and tests related to heart. One understands the concept of conduction of heart and function of heart	The students have to type reports related to Cardiology. They are exposed to all types of reports from hospitals as well as documented one
5. Pulmonology	It covers common suffixes, prefixes, disease conditions, abbreviations, clinical procedures and tests related to lungs. One understands the flow of inhalation and exhalation.	The students have to type reports related to lungs. They are exposed to all types of reports from hospitals as well as documented one
6. Musculoskeletal system	It covers common suffixes, prefixes, disease conditions, abbreviations, clinical procedures and tests related to bones, joints and muscles.	the students have to type reports related to bones. They are exposed to all types of reports from hospitals as well as documented one
7. Neurology	it covers the basic medical terminologies, disease condition and covers the basic abbreviations related to nervous system. One can understand how human brain works	The students have to type reports related to nervous system. They are exposed to all types of reports from hospitals as well as documented one

8. Gynecology	it covers common suffixes, prefixes, disease conditions, abbreviations, clinical procedures and tests related to women reproductive organs.	The students have to type reports related to women reproductive system. They are exposed to all types of reports from hospitals as well as documented one
9.Ophthalmology, Otology and Dermatology	It covers very basic medical terminologies related to eyes, ears and skin. Here one learn only the basic terminologies	The students have to type reports related to multiple common reports. They are exposed to all types of reports from hospitals as well as documented one
10. Administration of drugs	It refers to the process of delivering medications to a patient, typically through the various routes such as oral ingestion, injections, inhalation, or topical application with the aim of achieving therapeutic effects.	

COURSE DURATION: Four months training at campus and two month mandatory OJT with hospitals/diagnostics/MT company