SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: EXECUTIVE MACHINE TRANSCRIPTION

Code No.:   SPR 235-2

Program: EXECUTIVE SECRETARIAL

Semester: THREE

Date: SEPTEMBER. 1979

Author:

                        New: Revision:_)(_

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APPROVED:
        Chairperson   Date

MACHINE TRANSCRIPTION

OBJECTIVE;   - Student will develop skill in operating various
                dictating equipment

              - student will develop proofreading and editing
                skills

              - student will develop communication skills (grammar,
                spelling, vocabulary, punctuation, comprehension,
                and the ability to follow verbal and printed
                instructions).

PROCEDURE: - student will transcribe correspondence, reports,
                etc. in "mailable" form

              - student will be responsible for completing all
                tapes in the time allotted (see semester breakdown)

              - since this is a continuation of the Machine
                Transcription, semesters I & II, student will
                be' expected to transcribe on a first-time basis, •
                i.e. mailable copy direct from dictating
                equipment without retyping.

NOTE: - the class will be divided into two groups:-

              Group A - those who have completed the Dictaphone
                        Corporation course

              Group B - those who have not completed the
                        Dictaphone Corporation Course

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SEMESTER III

Group A - student will begin at IBM belt number 5A and will
have completed to end of tape IIB before proceeding
to Semester IV program

Group B - student will transcribe tapes dictated by the
following:

- Dean of Continuing Education, tape 1

- Registrar, Sault College, tape 1 and tape 2

- Chairman of Engineering & Motive Power, tape 1
and tape 2

- Chairman of Extension Programs, tape 1

- Student Residence Manager

- student will complete IBM belts number 5A to 6C.