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MACHINE TRANSCRIPTION

SPR 126-2

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Septenyber 1B77

MACHINE TRANSCRIPTION

SEMESTERS I & II

OBJECTIVE: - student will develop skill in operating 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 must be able to type 40 wpm prior to beginning Machine Transcription.
- vocabulary appears prior to each exercise and students are expected to know the meaning and spelling of each word prior to proceeding with the transcription.

There are a total of 20 taped cassettes to be transcribed. Time allotment as follows:

SEMESTER I

Student must complete to end of cassette #13 (test tape)

SEMESTER II

Student must complete to end of cassette #20 (test tape)

NOTE: Student must have a dictionary with her in each Machine Transcription class.

GRADING:

Work submitted will be graded A,B,C,I

Marks will be deducted for messy erasures - 1 mark each

" " " " " spelling errors 1 mark each

" " " " " incorrect word 2 marks each

Once the basics have been accomplished, students will be expected to submit work which has been transcribed on a "first-time" basis, i.e. mailable copy direct from dictating equipment without retyping.