

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, 1980

Author: M. SIMPSON

New;

Revision:

APPROVED;

 " ^ 5 ? = ? ^    ^ ^ ^ < ^

Chairperson

Date

EXECUTIVE SECRETARIAL  
MACHINE TRANSCRIPTION

SEMESTER III  
SPR 235-2

OBJECTIVE: Student will develop skill in operating various dictating equipment.

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

Student will develop proofreading and editing skills

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

Student will be responsible for completing all tapes in the time allotted (see breakdown on att'd.)

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.

GRADING: Transcription will be graded A, B, C, I. Work that has been assigned an "I" grade, must be redone prior to continuing with course outline.

Lack of proofreading will result in an "I".

Pre-requisite: Machine Transcription, semesters I and II.

Student must have own materials with her at all times:

typing paper  
carbon paper  
erasing material  
dictionary

Borrowing is discouraged

SPR 235-2  
Executive Machine Trans.

During the 14 weeks in semester III, students will complete the following:

<u>Tape</u>	<u>Approximate Time</u>
Dean of Continuing Education	2 classes
Registrar, Sault College	2 "
Chairman, Engineering & Motive Power	3 "
Chairman, Extension Programs	2 "
Student Residence Manager	1 "
* Two I.B.M. Belts	2
** Two Dictaphone Corporation Tapes	2 "

These to be done at student's discretion, but must be done during class time and during the semester September - December, (because of limited number of IBM transcribing units, time will have to be staggered—student choosing the IBM on a particular day will merely transcribe one of the others the next week.)

\*\* Again, to be done at student's discretion but during the prescribed time.