

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: EXECUTIVE MACHINE TRANSCRIPTION

Code No. SPR 235-2

Program: SECRETARIAL

Semester: THREE .

Date: SEPTEMBER, 1984

Author: ROSE CAICCO

New:

Revision:

APPROVED:



Chairperson

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Date

EXECUTIVE MACHINE TRANSCRIPTION
course Name

SF^ 235-2
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PREREQUISITE;

SPR 126-2 is a prerequisite for SPR 235-2
SPR 235-2 is a prerequisite for SPR 238-2

GENERAL OBJECTIVES:

To develop listening skills and the ability to understand dictated material accurately.

To develop ear-finger-toe coordination.

To develop skill in operating various types of dictating equipment.

To develop skill in transcribing material from prepared tapes quickly and accurately, without sacrificing quality.

To improve the student's grammar, English usage and business vocabulary.

SPECIFIC OBJECTIVES:

The student will produce "Mailable" copy without preparation of a rough draft beforehand.

The student will develop proofreading and editing skills.

The student will transcribe work which will be encountered frequently in an office, i.e. correspondence, reports, documents, etc.

To provide the student with an understanding of various documents and to develop the ability to transcribe the contents from machine dictation, organize the work, and set priorities.

To develop the student's ability to supply punctuation, correct grammatical errors, properly paragraph letters and documents, etc.

To develop the student's ability to transcribe material dictated by various people and to learn to adapt to their particular method or style of dictation.

The student will hand all work in neatly, in the order dictated, in a file folder which will be labelled accordingly.

STUDENT EVALUATION;

Students must check work against the teacher's key, marking all errors. This work is to be submitted to the instructor who will record it as being completed. Should the work be unsatisfactory, the instructor may assign an "I" grade. Any such tape will be redone outside of class time in the Secretarial Centre under the supervision of the Manager of the Centre. This work will be done directly from the tape and not from the corrected work. The work which was graded as "I" must be handed into the Centre's Manager prior to starting work on the tape. The instructor will give the student written authorization to redo any work in the Centre.

Throughout the semester, seven tapes will be assigned a mark. These tapes will be selected randomly from tapes transcribed throughout the semester. The term mark will be based on the BEST FIVE of the marked tapes.

85 - 100%	-	A
70 - 84%	-	B
60 - 69%	-	C
Under 60%	-	I

GRADING:

- proofreading errors = 0 per page
- spelling errors, poor erasures, no enclosure notation, uncorrected carbon copy errors, etc. = -2
- major errors, ie. set-up etc. = -3
- undetected errors = -3
- required punctuation = *-H*

Unacceptable work may include:

- misspelled words
- punctuation errors
- use of incorrect word
- unacceptable erasures or corrections

AN AUTOMATIC "I" WILL BE GIVEN TO ALL MATERIAL WITH PROOFREADING ERRORS.

TEXT:

Comprehensive Word Processing - McLean and Froiland (Western Tape)

Webster Dictionary or equivalent

NOTE: Students will not be allowed into class without a Dictionary.

TIME:

2 periods per week for each of semesters 3 and 4.

SUPPLIES REQUIRED:

- 3 manilla file folders - 84 X 11
- typing paper
- newsprint for carbon copies
- carbon paper