

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

COURSE OUTLINE

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EXECUTIVE MACHINE TRANSCRIPTION

Course Outline

Code No. SPR 235-2 SPR 238-2


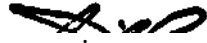
Program: SECRETARIAL

Semester: THREE AND FOUR

Date: JUNE, 1985

Author: ROSE CAICCO

New: Revision: X

APPROVED:    
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Chairperson Date

EXECUTIVE MACHINE TRANSCRIPTION

SPR 235-2 SPR 238-2

Course Name

Code No.

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 co-ordination.

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 legal 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 a law office, ie. correspondence, accounts, 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.

The student's work must be prepared for signature presentation - reprographic requests, mailing envelop, appropriate attachments, file copies, etc.

**(second semester)**

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.

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 • see attached scale
- spelling errors, poor erasures, no enclosure notation, uncorrected carbon copy errors, etc. = -2 each occurrence
- major errors, ie. set-up etc. = -3 each occurrence
- undetected errors = -3 each occurrence
- required punctuation = -1/2
- missing components (envelopes, reprographic sheets, insufficient distribution copies) = -2
- word division = -1/2
- distribution indicator missing = -1/2

TEXT;

Comprehensive Word Processing - McLean and Froiland (Western Tape)  
(first semester) (2nd semester-optional)

Sault College Executive Level Series - second semester

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 - 8 1/2 x 11
- typing paper
- newsprint for carbon copies
- letter size carbon paper

SAULT COLLEGE EXECUTIVE MACHINE TRANSCRIPTION SERIES  
(Taped by College Executives)

NOTE; All correspondence must be completed ready for presentation: envelopes, reprographic sheets, file folders, etc. Deduction for non-adherence to the foregoing:

- 1/2 point	-	5 point item			
- 1 point		10 point item			
- 1-1/2 points		15 point item			
- 2 points		20 point item			
- 2-1/2 points	-	25 point item			presents a 10% reduction based on total value of package
- 3 points		30 point item			
- 3-1/2 points		35 point item			
- 4 points	-	40 point item			

TAPE#	AUTHOR	TYPE	ITEM*	ITEM VALUE	DEDUCTION FOR PROOF-READING
1	Hemingway	Memo	1	10	
		Memo	2	10	
		Memo	3	5	- 5
		Memo	4	20	
		Min.	5	40	
		Ltr.	6	10	
2	Hemingway	Ltr.	1	10	
		Ltr.	2	10	-10
		Ltr.	3	10	
		Ltr.	4	20	
1	LaGuardia	Ltr.	1	15	
		Memo	2	15	
		Ltr.	3	25	
		Ltr.	4	10	-10
		Memo	5	10	
		Ltr.	6	20	
		Ltr.	7	5	
		Ltr.	8	15	
1	McGuire	Memo	1	20	
		Ltr.	2	10	
		Ltr.	3	20	-10
		Ltr.	4	15	
		Memo	5	20	
		Memo	6	10	
		Memo	7	30	

<u>TAPE#</u>	<u>AUTHOR</u>	<u>TYPE</u>	<u>ITEM#</u>	<u>ITEM</u>	<u>VALUE</u>	<u>DEDUCTIOH FOR PROOF?</u> <u>READING</u>
1	Powell	Ltr.	1		5	
		Ltr.	2		10	
		Ltr.	3		15	- 5
		Ltr.	4		10	
		Memo	5		5	
		Ltr.	6		5	
2	Powell	Ltr.	1		5	
		Ltr.	2		10	
		Ltr.	3		5	- 5
		Ltr.	4		10	
		Ltr.	5		15	
1	Roos	Ltr.	1		15	
		Memo	2		20	
		Memo	3		10	
		Ltr.	4		10	- 5
		Memo	5		10	
		Ltr.	6		5	
		Memo	7		15	
		Memo	8		15	
		Memo	9		5	