SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO
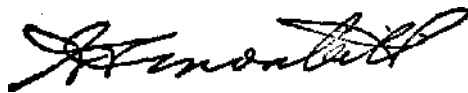
COURSE OUTLINE

Course Outline:     EXECUTIVE MACHINE TRANSCRIPTION

Code No.:           MTE 300

Program             OFFICE ADMINISTRATION - EXECUTIVE

Semester:           THREE

Date                SEPTEMBER, 1986

Author              ELSIE LALONDE

New:                          Revision: X

APPROVED    _____
            Chairperson                      Date

EXECUTIVE MACHINE TRANSCRIPTION                          ,,^^ ^^^
                                                          MTE 300
        Course Name                                       Code No•

PREREQUISITES:

SPR 126 is a prerequisite for MTE 300
MTE 30 0 is a prerequisite for MTE 400

GENERAL OBJECTIVES:

To develop listening skills and the ability to understand dictated materia!
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 dr.
beforehand.

The student will develop pr'oofreading and editing skills.

The student will transcribe work which will be encountered frequently in a
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, orgi
the work, and set priorities.

To develop the student*s ability to supply punctuation, correct grammatica:
errors, properly paragraph letters and documents, etc.

To develop the student's ability to transcribe material dictated by variou:
people and to learn to adapt to their particular method or style of dictat;

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 - reprograp'
requests, mailing envelop, appropriate attachments, file copies, etc-
( second semest:er)

**STUDENT  EVALUATION**;

**Students** must check work against the teacher's key, marking all errors.  T
work is to be submitted to the instructor who will record it as being
completed.

Throughout the semester, six tapes will be assigned a mark.  These tapes w
be selected randomly from tapes transcribed throughout the semester.  All
will be done in class time.  The term mark will be based on the BEST FOUR
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 carbo
  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)**
                                - To be supplied to student

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 |
| - | 3 points | 30 point item |
| - | 3-1/2 points | 35 point item |
| - | 4 points | 40 point item |

presents a 10% reduction based
on total value of package

| TAPEf | AUTHOR | TYPE | ITEN# | ITEM VALOE | DEDnCTXON 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 | 1 5 | |
| | | Ltr. | 3 | 25 | |
| | | Ltr. | 4 | 10 | -10 |
| | | Memo | 5 | 1 0 | |
| | | Ltr. | 6 | - '20 | |
| | | Ltr. | 7 | 5 | |
| | | Ltr. | 8 | 15 | |
| 1 | McGuire | Memo | 1 | 20 | |
| | | Ltr. | 2 | 1 0 | |
| | | Ltr. | 3 | 20 | -10 |
| | | Ltr. | 4 | 15 | |
| | | Memo | 5 | 20 | |
| | | Memo | 5 | 1 0 | |
| | | Memo | 7 | 30 | |

| TAPK* | AOTHOR | TYPE | ITEMf | ITEM VALUE | DBDOCTIOM FOR PRC READING |
|-------|--------|------|-------|------------|---------------------------|
| | Powell | Ltr , | 1 | 5 | |
| | | Ltr. | 2 | 10 | |
| | | Ltr. | 3 | IS | – 5 |
| | | Ltr. | 4 | 10 | |
| | | Memo | 5 | 5 | |
| | | Ltr. | 6 | 5 | |
| | Powell | Ltr. | 1 | 5 | |
| | | Ltr. | 2 | 10 | |
| | | Ltr. | 3 | 5 | |
| | | Ltr. | 4 | 10 | |
| | | Ltr. | 5 | 15 | |
| | Roos | Ltr. | 1 | 15 | |
| | | Memo | 2 | 20 | |
| | | Memo | 3 | 10 | |
| | | Ltr. | 4 | 10 | |
| | | Memo | 5 | 10 | |
| | | Ltr. | 6 | 5 | |
| | | Memo | 7 | 15 | |
| | | Memo | 8 | 15 | |
| | | Memo | 9 | 5 | |