SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

EXECUTIVE MACHINE TRANSCRIPTION

Course Outline

MTE 300   AND   MTE 400

Code No.:

OFFICE: ADMINISTRATION → EXECUTIVE

Program:

THREE AND FOUR

Semester

JUNE, 1986

Date:

ELSIE LALONDE

Author:

New: Revision

APPROVED: _____
          Chairperson   Date

EXECUTIVE **MACHINE TRANSCRIPTION**   MTE 300 & MTE 400

    Course Name   Code No.

PREREQUISITES;

.S^itrn~26 *is* a prerequisite for MTE 300
MTE 300 is a prerequisite for MTE 400

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 draf beforehand.

The student will develop proofreading and editing skills.

The student will transcribe work which will be encountered frequently in a 1 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, organ 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 dictatio

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 - reprograa||i requests, mailing envelop, appropriate attachments, file copies, etc.   ^^
 (second semester)

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 carb<
  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 f Dictionary

<u>TIME</u>;

2 periods per week for each of semesters 3 and 4

<u>SUPPLIES REQUIRED</u>;

- 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 Sxecutlvea)

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

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    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
-  3     points     30 point item     on total va lue of package
-  3-1/2 points     35 point item
-  4     points     40 point item
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TAPEt	AUTHOR	TYPE	ITEMt	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	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	

TAPEf	AUTHOR	TYPE	ITEMi	ITEM VALUE	DEDDCTIOH FOR READING 1
	Powell	Ltr.	1	5	
		Ltr.	2	10	
		Ltr.	3	15	
		Ltr.	4	10	
		Memo	5	5	
		Ltr.	6	5	
	Powell	Ltr.	1	5	
		Ltr.	2	10	
		Ltr.	3	5	– 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	