

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

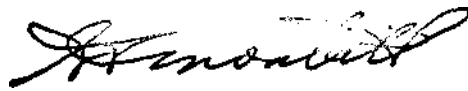
COURSE OUTLINE

Course Outline: LEGAL MACHINE TRANSCRIPTION
Code No.: MTL 300
Program: OFFICE ADMINISTRATION - LEGAL
Semester: THREE
Date: SEPTEMBER, 1986
Author: ROSE CAICCO

New:

Revision:

APPROVED:



Chairperson

Date

LEGAL MACHINE TRANSCRIPTION

MTL 300

Course Name

Code No.

PREREQUISITE;

SPR 126-2 is a prerequisite for MTL 300

MTL 300 is a prerequisite for MTL 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 draft beforehand.

The student will develop proofreading 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 legal documents and 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.

Throughout the semester, six tapes will be assigned a mark. These tapes will be selected randomly from tapes transcribed throughout the semester. All work will be done in class time. The term mark will be based on the BEST FOUR 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, missing envelopes uncorrected carbon copy errors, etc. = -2
- major errors, ie. set-up etc. = -3
- undetected errors = -3
- required punctuation = -1/2
- vocabulary error = i.e. wrong word usage -3

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)
- to be supplied to student

Legal Machine Transcription Course - Caicco

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
- legal size carbon paper