

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

COURSE OUTLINE

Course Outline EXECUTIVE MACHINE TRANSCRIPTION

Code No MTE 300

Program: OFFICE ADMINISTRATION - EXECUTIVE

Semester: THREE

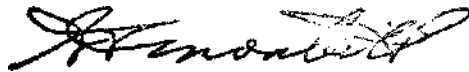
Date: SEPTEMBER, 1987

Author ELSIE LALONDE

New:

Revision: X

APPROVED



Chairperson

Date

EXECUTIVE MACHINE TRANSCRIPTION

Course Name

MTE 300
Code No.

PREREQUISITES:

MTC 200 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 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 envelope, appropriate attachments, file copies, etc.

(fourth 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, 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*

If a student is not able to transcribe a tape because of illness, or a legitimate emergency, that student must contact the instructor prior to the class and provide an explanation which is acceptable to the instructor (medical certificates or other appropriate proof may be required). In cases where the reason is not classified as an emergency, i.e. slept in, forgot, etc., the student may make the tape up at the end of the course at the instructor's discretion. In cases where the student has not contacted the instructor, the student will receive a mark of "0" on that tape.

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

GRADING;

- proofreading errors = -5
- spelling errors (including word division) = -5
- punctuation = -1/2 to -5
- all other errors (poor corrections, no enclosure notation, uncorrected carbon copy errors, etc.) = -2

TEXT;

Comprehensive Word Processing - McLean and Froiland (Western Tape) - third semester
 - To be supplied to student

Sault College Executive Level Series - fourth 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
- disk for IBM PC
- letterhead in Bookstore (**fourth semester only**)
- The Gregg Reference Manual (Sabin, O'Neill)

SAULT COLLEGE EXECUTIVE MACHINE TRANSCRIPTION SERIES
dTaped by College Executives)

NOTE; All correspondence must be completed ready for presentation envelopes, reprographic sheets, file folders, etc.

TAPBf	AUTHOR	TYPE	ITEM*	ITEM VALUE
	Hemingway	Memo	1	10
		Memo	2	10
		Memo	3	5
		Memo	4	20
		Min.	5	40
		Ltr.	6	10
	Hemingway	Ltr.	1	10
		Ltr.	2	10
		Ltr.	3	10
		Ltr.	4	20
	LaGuardia	Ltr.	1	15
		Memo	2	15
		Ltr.	3	25
		Ltr.	4	10
		Memo	5	10
		Ltr.	6	20
		Ltr.	7	5
		Ltr.	8	15
	McGuire	Memo	1	20
		Ltr.	2	10
		Ltr.	3	20
		Ltr.	4	15
		Memo	5	20
		Memo	6	10
		Memo	7	30

TAPE#	AUTHOR	TYPE	ITEM*	ITEM VALUE
	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
		Ltr.	4	10
		Ltr.	5	15
	RODS	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