

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

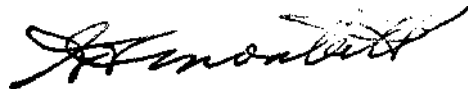
COURSE OUTLINE

Course Outline: LEGAL MACHINE TRANSCRIPTION
Code No.: MTL 300
Program: OFFICE ADMINISTRATION - LEGAL
Semester: THREE
Date: SEPTEMBER, 1987
Author: ROSE CAICCO

New:

Revision:

APPROVED:



Chairperson

Date

LEGAL MACHINE TRANSCRIPTION

MTL 300

Course Name

Code No.

PREREQUISITE;

MTC 200 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 law 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.

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 student has contacted the instructor, and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., the student may make the tape up to 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:

Semester III: Comprehensive Word Processing - McLean and Froiland (Western Tape) - to be supplied to student

Semester IVs 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;

- letterhead & envelopes in Bookstore - Mason, Caicco, & Blake
- 3 manilla file folders - 8 1/2 x 11
- typing paper
- disk for IBM PC
- The Gregg Reference Manual (Sabin, O'Neill)