SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

SEP 28 1992

<u>COURSE OUTLINE</u>

Course Outline: LEGAL MACHINE TRANSCRIPTION
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Code No.:   MTL 300   MTL 400
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• rograra: OFFICE ADMINISTRATION   -   LEGAL
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Semester: THREE AND FOUR
_____

Date: SEPTEMBER, 1987
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Author: ROSE CAICCO
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New: Revision:

LEGAL MACHINE TRANSCRIPTION   MTL 300   MTL 40 0

    Course Name   Code No.

REREQUISITE:

[TC- 200 is a prerequisite for MTL 300
[TL 300 is a prerequisite for MTL 400

IENERAL OBJECTIVES:

'o develop listening skills and the ability to understand dictated material
ccurately.

'o develop ear-finger-toe co-ordination.

'o develop skill in operating various types of dictating equipment.

'o develop skill in transcribing material from prepared tapes quickly and
ccurately, without sacrificing quality.

'o improve the student's grammar, English usage and legal vocabulary.   ^

PECIFIC OBJECTIVES:

'he student will produce "Mailable" copy without preparation of a rough draft
eforehand.

'he student will develop proofreading and editing skills.

'he student will transcribe work which will be encountered frequently in a law
office, ie. correspondence, accounts, reports, documents, etc.

'o provide the student with an understanding of various legal documents and to
evelop the ability to transcribe the contents from machine dictation, organize
he work, and set priorities.

o develop the student's ability to supply punctuation, correct grammatical
rrors, properly paragraph letters and documents, etc.

o develop the student's ability to transcribe material dictated by various
eople and to learn to adapt to their particular method or style of dictation.

'he student will hand all work in neatly, in the order dictated, in a file   ^
older   which   will   be   labelled   accordingly.   fl

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<u>iTUDENT EVALUATION</u>:

Students must check work against the teacher's key, marking all errors. This /ork is to be submitted to the instructor who will record it as being :ompleted.

throughout the semester, six tapes will be assigned a mark. These tapes will)e selected randomly from tapes transcribed throughout the semester. All work «/ill be done in class time. The term mark will be based on the BEST FOUR of :he marked tapes.

Ef a student is not able to transcribe a tape because of illness, or a Legitimate emergency, that student <u>must</u> contact the instructor <u>prior</u> to the class and provide an explanation wh<u>ich</u> is acceptable to the instructor (medica certificates or other appropriate proof may be required). In cases where the student has contacted the instructor, and where the reason is not classified a 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.

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

<u>GRADING</u>:

- 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

<u>TEXT</u>:

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

Semester IV: <u>Legal Machine Transcription Course</u> - 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)

NEW GRADING POLICY

Effective September 1, 1987

The following will be the new grading policy for MTE 300 and
MTL 300:

                        95 - 100% • A+
                        85 - 94% • A
                        70 - 84% = B
                        60 - 69% = C
                        Be].ow 60% = R

GRADING;

- proofreading errors = -5
- spelling errors (including word division) = -5
- punctuation = -1/2 for each occurrence
                -5 for a major error (e.g. end of a sentence
                   or a common proper noun)
- all other errors (poor corrections, no enclosure notation,
  spacing, formatting, etc. = -2