

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

SEP 2 B 1992

M

COURSE OUTLINE

SAULT STE.. MARIE

Course Outline: EXECUTIVE MACHINE TRANSCRIPTION

Code No.: MTE 3 00 AND MTE 400

Program: OFFICE ADMINISTRATION - EXECUTIVE

Semester: THREE AND FOUR


Date: SEPTEMBER, 1988

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New

Revision

APPROVED


Chairperson

Date

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 coordination.

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 business vocabulary.

SPECIFIC OBJECTIVES;

Development of the student's ability to produce "mailable" copy without preparation of a rough draft beforehand.

Development of the student's ability to proofreading and use editing skills (supply punctuation, paragraphing, etc.).

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

Development of the ability to prepare transcription for signature presentation including reprographic requests, internal/external envelope, appropriate attachments, file copies, etc.
(fourth semester only).

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(s) up on the last week of the course at the instructor's discretion in class time. In cases where the student has not contacted the instructor, the student will receive a mark Qf "0" on that tape.

95 - 100%	A+
85 - 94%	A
70 - 84%	B
60 - 69%	C
Under 60%	R (Repeat Course)

GRADING:

- proofreading and spelling errors = -5
- word division = - 1/2 to -2
- punctuation (minor error) = -2
- punctuation (major error - proper noun or sentence ending) -5
- all other errors (poor corrections, no enclosure notation.
- uncorrected carbon copies, etc.) = -2
- formatting error (minor) = - 2
- formatting error (major) = - 5

TEXTS;

(No texts required - any requirement of this type is supplied by Sault College.)

Third Semester

Comprehensive Word Processing - McLean and Froiland
(Western Tape)

Fourth Semester

Sault College Executive Level Series

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;

- carbon paper (good quality and not wore through)
- 3 manila file folders - 8 1/2 x 11
- typing paper (not corrasable bond)
- disk for IBM PC
- 2 Dictaphone Brand headset
- erasing materials
- paper clips
- reprographic forms, internal envelopes (provided by college)
- letterhead in Bookstore (**fourth semester only**)
- The Gregg Reference Manual (Sabin, O'Neill) *
- Webster Dictionary or equivalent *

* **NOTE: Students will not be allowed into class without these texts. No borrowing of materials allowed***

SAULT COLLEGE EXECUTIVE MACHINE TRANSCRIPTION SERIES
 (Taped by College Executives)
 Fourth Semester

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

	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
3	points	-	30 point item
3	1/2 points	-	35 point item
4	points	-	40 point item

TAPE NO>	TAPE I.D.	AUTHOR	TYPE	ITEM NO.	ITEM VALUE
1	2	Hemingway	Ltr.	1	10
			Ltr.	2	10
			Ltr*	3	10
			Ltr.	4	20

(Intro only - will not count towards mark)

2	1	Hemingway	Memo	1	20
			Memo	2	15
			Memo	3	10
			Memo	4 (200 wds)	20
					65

3	1	Hemingway	Memo	4 (100 wds)	10
			Min.	5	40
			Ltr.	6	10
					60

EXECUTIVE MACHINE TRANSCRIPTION

MTE 300 AND MTE 400

TAPE NO.	TAPE I.D.	AUTHOR	TYPE	ITEM NO.	ITEM VALUE
4	1	Powell	Ltr.	1	10
			Ltr,	2	15
			Ltr,	3	20
			Ltr.	4	10
			Ltr.	5	10
			Ltr.	6	10
					75
		Powell	Ltr.	1	10
			Ltr.	2	15
			Ltr.	3	10
			Ltr.	4	10
			Memo	5	20
					65
		LaGuardia	Ltr.		15
			Memo		15
			Ltr.		25
			Ltr.		10
					65
		LaGuardia	Memo	5	15
			Ltr.	6	20
			Ltr.	7	10
			Ltr.	8	15
					60
		McGuire	Memo	1	35
			Ltr.	2	15
			Ltr.	3 (100 wds)	10
					60

EXECUTIVE MACHINE TRANSCRIPTION

MTE 300 AND MTE 400

TAPE NO.	TAPE I.D.	AUTHOR	TYPE	ITEM NO.	ITEM VALUE
9	1	McGuire	Ltr.	3 (100 wds)	10
			Ltr.	4	20
			Memo	5	20
			Memo	6	15
					65
10		McGuire	Memo		30
11		Roos	Ltr.		20
			Memo		25
			Memo		15
			Ltr.		15
					75
12		Roos	Memo	5	10
			Ltr.	6	10
			Memo	7	15
			Memo	8	20
			Memo	9	10
					65

* will only be used if some problem occurs with equipment, etc