

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

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COURSE OUTLINE

SEP 28 1992 ^7i

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Course Outline: LEGAL MACHINE TRANSCRIPTION

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Code No.: MTL 300 AND MTL 400

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Program: OFFICE ADMINISTRATION -- LEGAL

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Semester: THREE AND FOUR

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Date: SEPTEMBER 1988

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Author: ROSE CAICCO

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New:

Revision:

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APPROVED:

'Chairperson

Date

**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 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 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, i.e. correspondence, accounts, reports, documents, etc.

To provide the student with an understanding of various legal 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.

**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 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.

95 - 100% = A+  
85 - 94% = A  
70 - 84% = B  
60 - 69% = C  
Under• 60 = R

**GRADING;**

- proofreading and spelling errors = -5
- word division errors = -1/2 - -2
- punctation (minor) = -1/2
- punctuation (major - proper noun or line ending) = -5
- all other errors (poor corrections, no enclosure notation, uncorrected carbon copy errors, etc.) = -2
- formatting errors (minor - "mailable" but has not met formatting criteria) = -2
- formatting errors (major - "unmailable") = -5

LEGAL MACHINE TRANSCRIPTION

MTL 300/400

**TEXT:**

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

**Semester IV:** 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 semesters 3 and 4.

**SUPPLIES REQUIRED:**

- letterhead and 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)