SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO
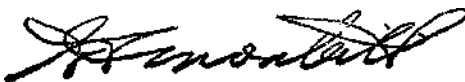

COURSE OUTLINE

Course Outline   EXECUTIVE MACHINE TRANSCRIPTION

Code No   MTE 3U0

Program   OFFICE ADMINISTRATION -- EXECUTIVE

Semester: THREE

Date   SEPTEMBER, 1989

Author: JOAN MOORE

New   Revision: X

APPROVED _Hmontrait_   _X 'Is/ r/_
          Chairperson   Date

EXECUTIVE MACHINE TRANSCRIPTION   **MTE300**

PREREQUISITES:

MTC 200 is a prerequisite for MTE 300

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.

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 <u>must</u> contact the instructor <u>prior</u> 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 of "0" on that tape.

90 - 100%	=	A+
80 - 89%	=	A
70 - 79%	=	B
60 - 69%	=	C
Under 60%	=	R (Repeat Course)

Any non-returnable tests which have been returned to the student for review only, must be returned at the end of the class or the student will be penalized 5 marks on the test grade received.

Each student will be required to keep a file in a designated classroom- This will facilitate the return of assignments, grades, and any messages the Office Administration faculty need to relay to the student.

GRADING:

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

TEXTS

Third Semester

<u>Comprehensive Word Processing</u> - McLean and Froiland
                                    (Western Tape)

MOTE;   **Students will not be allowed into class without a Dictionary**

TIME:

2 periods per week

SUPPLIES REQUIRED;

- carbon paper (good quality)
- 3 manila file folders - 8 1/2 x 11
- typing paper (not corrasable bond)
- disk for IBM PC
- Dictaphone Brand headset
- paper clips
- 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.**

EXECUTIVE MACHINE TRANSCRIPTION   **MTE300**

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
point	10 point item
1/2 points	15 point item
points	20 point item
1/2 points	2b point item
points	30 point item
1/2 points	35 point item
points	40 point item
points	

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)

		ingway	Memo	1	20
			Memo	2	15
			Memo	3	10
			Memo	4 (200 wds)	20
					65
		ingway	Memo	4 (100 wds)	10
			Min.	5	40
			Ltr-	6	10
					60

TAPE NO.	TAPE I-D-	AUTHOR	TYPE	ITEM NO.	ITEM VALUE
		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.	1	15
			Memo	2	15
			Ltr.	3	25
			Ltr.	4	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   MTE300

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

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