

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

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SEP 27 1992

COURSE OUTLINE

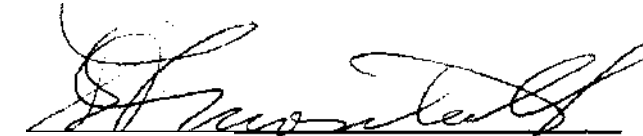
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Course Outline EXECUTIVE MACHINE TRANSCRIPTION  
Code No, MTE 300  
Program OFFICE ADMINISTRATION - EXECUTIVE  
Semester THREE  
Date: SEPTEMBER, 1989  
Author JOAN MOORE

New

Revision:

APPROVED

  
^Chairperson

f^ - ^^ - x''r  
Date



**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 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 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) = -5
- all other errors (poor corrections, no enclosure notation, uncorrected carbon copies, etc.) = -2
- formatting error (minor) = - 2
- formatting error (major) = - 5

**TEXTS:**

**Third Semester**

Comprehensive Word Processing - McLean and Froiland  
(Western Tape)

**NOTE: 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 corrugated 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.**

