F

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. lyiARIE, ONTARIO

COURSE OUTLINE

Course Outline:	EXECUTIVE MACHINE TRANSCRIPTION
Code No.:	MTE 300
^pcogram:	OFFICE ADMINISTRATION -- EXECUTIVE
Semester:	THREE
Date:	SEPTEMBER, 1991
Previous Outline Dated:	SEPTEMBER, 1990
Author:	JOAN MOORE

New: Revision: X

PPROVED: ^ʌ"   _____ 'J—
      Dean, Business & Hospitality   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.

EXECUTIVE MACHINE TRANSCRIPTION MTE300

STUDENT EVALUATION;

Students must check work against the teacher's key, marking ail 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, and exercises from Developi?iq Proofreading Skill Software.

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

The first six weeks of the MTE300 course will concentrate on Developing Proofreading Skill Software - Student Manual, with an introduction to WordStar.

Developing Proofreading Skill Software provides the student with an opportunity to practice his/her proofreading and word processing skills in preparation for the machine transcription tapes.

Content

Introduction
Directions for Part 1 - Chapter Applications

Chapter 1   Typographical Errors

Chapter.2   More Typographical Errors

Chapter 3   Proofreaders' Marks

Chapter 4   Number Alertness

Chapter 5   Letters and Memos

Chapter 6   Capitalization Alertness

Chapter 7   Comma Usage

Chapter 8   Spelling and Word Division

Chapter 9   Grammar Alertness .

Chapter 10   Punctuation Alertness

Chapter 11   Statistical and Technical Documents

Chapter 12   Correcting Inconsistencies

A mark will be assigned to the proofreading assignments.

Final evaluation: Machine Transcription Tapes   - 95%
                    Developing Proofreading Skill -   5%

EXECUTIVE MACHINE TRANSCRIPTION   **MTE300**

TEXTS:

Third Semester

Comprehensive Word Processing - McLean and Froiland
                                    (Western Tape) to be supplied to
                                              the students

Developing Proofreading Skill, Second Edition, Camp

NOTE;   Students will not be allowed into class without a Dictionary

TIME:

2 periods per week

 iUPPLIES REQUIRED;

- carbon paper (good quality)
- 2 manila file folders - 8 1/2 x 11
- disk for IBM PC
- Dictaphone Brand headset
- paper clips
- The Gregg Reference Manual (Sabin, O'Neill) *
- Webster Dictionary or equivalent *

SPECIAL NOTES

Students with special needs (eg. physical limitations, visual
impairments, hearing impairments, learning disabilities) are
encouraged to discuss required accommodations confidentially with the
instructor.

Your instructor reserves the right to modify the course as she deems
necessary to meet the needs of students.