

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

SEP I * ® &

SAUL

-.ARV

»Arii=

Course Outline: LEGAL MACHINE TRANSCRIPTION

Code No.: MTL 300

Program: OFFICE ADMINISTRATION - LEGAL

• Semester: THREE

Date: SEPTEMBER 1991

Previous Outline Dated: SEPTEMBER, 1990

Author: JOAN MOORE

New:

Revision:

APPROVED:

-.sl.

Dean, Business & Hospitality-

Date

PREREQUISITE;

MTC 200 is a prerequisite for MTL 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 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, and exercises from Developing 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 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.

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

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 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
- k- formatting errors (minor - "mailable" but has not met formatting criteria) = -2
- formatting errors (major - "unmailable") = -5

The first six weeks of the MTL300 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%

TEXT:

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

Developing Proofreading Skill, Second Edition, Camp

NOTE: Students will not be allowed into class without a dictionary.

TIME:

2 periods per week for each semesters 3 and 4.

SUPPLIES REQUIRED:

- carbon paper (good quality)
- 2 manilla file folders - 8 1/2 x 11
- 5 1/4 disk for IBM PC
- C** - The Gregg Reference Manual (Sabin, O'Neill;
- Dictaphone Brand Headset
- 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.