SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline
EXECUTIVE MACHINE TRANSCRIPTION

Code No.:
MTE 300

Program:
OFFICE ADMINISTRATION - EXECUTIVE

Semester:
THREE

Date:
SEPTEMBER, 1992

Previous Outline
Dated:
SEPTEMBER, 1991

Author:
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New: Revision:

APPROVED _____   V   OG-l<
          Dean, Business & Hospitality   Date

EXECUTIVE MACHINE TRANSCRIPTION   **MTE300**

PREREQUISITES:

MTC 200 is a prerequisite for MTE 300

PHILOSOPHY/GOALS:

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.

STUDENT PERFORMANCE 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**

LEARNING ACTIVITIES   (in the order to be covered)

1.   PROOFREADING SKILL COMPONENT (text - <u>Developing Proofreading Skill</u>

The first five weeks of the MTE300 course will concentrate on <u>Developing Proofreading Skill Software</u> - Student Manual, with an introduction to WordStar. This will provide the student with an opportunity to practice his/her proofreading skills in preparation for the machine transcription tapes.

     WEEK 1 - Course Outline
                  Introduction to WordStar (handout)

     WEEK 2 - Chapter 1, p. 142 (Typographical Errors)

     WEEK 3 - Chapter 2, p. 142 (More Typographical Errors)
                  Chapter 3, p. 142 (Proofreaders' Marks)
                  Chapter 4, p. 142 (Number Alertness)

     WEEK 4 - Chapter 5, p. 142 (Letters and Memos)
                  Chapter 6, p. 14 3 (Capitalization Alertness)
                  Chapter 7, p. 143 (Comma Usage)

     WEEK 5 - Chapter 8, p. 143 (Spelling and Word Division)
                  Chapter 9, p. 143 (Grammar Alertness)
                  Chapter 10, p. 14 3 (Punctuation Alertness)

     MACHINE TRANSCRIPTION TAPE COMPONENT   (text - <u>Comprehensive Word</u>
                                                       <u>Processing</u>)

     WEEK 6 - Chapter 1 p. 9, Tape #1

     WEEK 7 - Chapter 2 p. 14, Tape #2

     WEEK 8 - Chapter 3 p. 17, Tape #3

     WEEK 9 - Chapter 4 p. 20, Tape #4

     WEEK 10 - Chapter 5 p. 22, Tape #5

     WEEK 11 - Chapter 6 p. 25, Tape #6

     WEEK 12 - Chapter 7 p. 27, Tape #7

     WEEK 13 - Chapter 8 p. 29, Tape #8

     WEEK 14 - Chapter 9 p. 32, Tape #9

     WEEK 15 - Chapter 11, p. 38, Tape #11

EXECUTIVE MACHINE TRANSCRIPTION   **MTE300**

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 <u>Developing Proofreadincj
Skill Software</u>.

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, e t c, 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

FINAL EVALUATION;   Developing Proofreading Skill - 5%
                             Machine Transcription Tapes   - 95%

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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

SUPPLIES REQUIRED:

- 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.