

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: LEGAL MACHINE TRANSCRIPTION

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Code No.: MTL 300

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Program: OFFICE ADMINISTRATION -- LEGAL

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Semester: THREE

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Date: SEPTEMBER, 1992

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Previous Outline Dated: SEPTEMBER, 1991

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New:

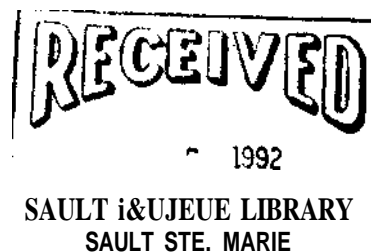
Revision: X

APPROVED:

Dean, Business & Hospitality

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Date



**PREREQUISITE;**

MTC 200 is a prerequisite for MTL 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 legal vocabulary.

**STUDENT PERFORMANCE 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.

**LEARNING ACTIVITIES** (in the order to be covered)

1. PROOFREADING SKILL COMPONENT (text - Developing Proofreading Skill)

The first five weeks of the MTL300 course will concentrate on Developing Proofreading Skill Software - 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 (Proofreader's Marks)  
Chapter 4 p. 142 (Number Alertness)
- WEEK 4 - Chapter 5 p. 142 (Letters and Memos)  
Chapter 6 p. 143 (Capitalization Alertness)  
Chapter 7 p. 143 (Comma Usage)
- WEEK 5 - Chapter 8 143 (Spelling and Word Division;  
Chapter 9 p. 143 (Grammar Alertness)  
Chapter 10, p. 143 (Punctuation Alertness)

2. MACHINE TRANSCRIPTION TAPE COMPONENT (text - Comprehensive Word Processing)

- 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 - Legal Machine Transcription Tape #1
- WEEK 14 - Legal Machine Transcription Tape #2
- WEEK 15 - Legal Machine Transcription Tape #3

**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 (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 errors = -1/2 - -2
- punctuation (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
- formatting errors (minor - "mailable" but has not met formatting criteria) = -2
- formatting errors (major - "unmailable") = -5

<b><u>FINAL EVALUATION:</u></b>	Developing Proofreading Skill	- 5%
	Machine Transcription	- 95%

**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:**

- 2 manilla file folders - 8 1/2 x 11
- disk for IBM PC
- 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.