

Sault College of-Applied Arts and Technology sault ste. marie

Course -Outline

MACHINE TRANSCRIPTION

SPR-126

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Instructor

revised January 1979

MACHINE TRANSCRIPTION

SEMESTER II

OBJECTIVE: Student will develop skill in transcribing from dictating equipment

Student will develop proofreading and editing skills

Student will develop communication skills, (grammar, spelling, vocabulary, punctuation, comprehension, and the ability to follow instructions).

GRADING: A = 85 - 100
B .- 70 - 84
C = 60 - 69
I = Below 60

LACK OF PROOFREADING WILL RESULT IN AN GRADE

OBJECTIVES -	SPECIFIC	Group 1 - Experienced	Group 2 - Beginners
Week 1	<u>Group 1</u>		<u>Group 2</u>
2	Review		Introduction
3	Tape #6		Tape #1
4	#7		#2
5	#8		#4
	#9		#5
6	#11		#6
7	#13		#9
8	#14		#11
9	#15		#13
10	#16		#15
11	#17		#17
12	#18		#18
13	#19		#19
14	#20		#20

NOTE: REGULAR CLASS TIME ONLY TO BE USED FOR TRANSCRIBING. NO "AFTER HOURS" TRANSCRIPTION WORK TO BE DONE UNLESS SPECIAL CONSIDERATION HAS BEEN GIVEN (i.e. in case of prolonged illness, etc.)