

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: EXECUTIVE MACHINE TRANSCRIPTION

Code No. SPR 238-2

Program; EXECUTIVE SECRETARIAL

Semester: FOUR

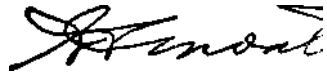
Date: JANUARY, 1980

Author:

New:

Revision: X

APPROVED:



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Chairperson

Date

MACHINE TRANSCRIPTION

- OBJECTIVE;
- Student will develop skill in operating various dictating equipment
 - student will develop proofreading and editing skills
 - student will develop communication skills (grammar, spelling, vocabulary, punctuation, comprehension, and the ability to follow verbal and printed instructions).
- PROCEDURE;
- student will transcribe correspondence, reports, etc. in "mailable" form
 - student will be responsible for completing all tapes in the time allotted (see semester breakdown)
 - since this is a continuation of the Machine Transcription, semesters I & II, student will be' expected to transcribe on a first-time basis, • i.e. mailable copy direct from dictating equipment without retyping.
- NOTE;
- the class will be divided into two groups:
 - Group A - those who have completed the Dictaphone Corporation course
 - Group B - those who have not completed the Dictaphone Corporation Course

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SEMESTER IV

Group A - student will complete IBM belts number 12A to 18B

- student will review cassette transcription

Group B - student will complete IBM belts number 12A to 18B '