

SAULT COLLEGE
of Applied Arts and Technology
Sault Ste. Marie

COURSE OUTLINE

SECRETARIAL (COMMON)

MACHINE TRANSCRIPTION

SPR127-2

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MARG SIMPSON

JANUARY 1981

MACHINE TRANSCRIPTION
SPR-127
(Prerequisite SPR-126)

OBJECTIVES: Student will develop skill in operating the Philips equipment.

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

Student will develop proofreading and editing skills.

PROCEDURES: Student will transcribe correspondence, reports, etc. in "mailable" form. This transcription is to be done during regularly-scheduled class time. Transcription is not to be done on student's own time unless there has been a pre-arrangement (for valid reasons) made with the instructor.

Student will be responsible for completing all tapes indicated on the attached sheet.

All work is to be transcribed on a "good copy, first time basis", i.e., mailable copy directly from the tape—no retyping.

GRADING: A, B, C, I. An undetected proofreading error on any work submitted will result in an "I".

A - 85 - 100

B - 70 - 84

C - 60 - 69

I - under 60

MATERIALS: Typing paper (not corrassable bond)
Carbon Paper
Correcting materials
Dictionary (a must)

NOTE: UNLESS SPECIFIED AS A "TEST TAPE" STUDENT MUST CHECK HER WORK AGAINST THE TEACHER'S KEY, MARKING ERRORS, ETC. THIS WORK IS TO BE SUBMITTED TO THE INSTRUCTOR FOLLOWING THE SELF-CHECK SO THAT IT CAN BE RECORDED AS BEING COMPLETED.

First-Year Machine Transcription
Semester Two

	<u>GROUP #1</u>	<u>GROUP #2</u>
Week 1	Tape #1	Tape #3
Week 2	Tape #2	Tape #4
Week 3	TEST TAPE	TEST TAPE
Week 4	Tape #3	Tape #5
Week 5	Tape #4	Tape #6
Week 6	TEST TAPE	TEST TAPE
Week 7	Tape #5	Tape #7
Week 8	Tape #6	Tape #8
Week 9	TEST TAPE	TEST TAPE
Week 10	Tape #7	Tape #9
Week 11	Test #8	Tape #10
Week 12	TEST TAPE	TEST TAPE
Week 13	Tape #9	Tape #11
Week 14	TEST TAPE	TEST TAPE