

Sault College of Applied Arts and Technology sault ste. marie

Course Outline

MACHINE TRANSCRIPTION
SPR-238

Mrs. Margaret Simpson
Instructor

revised January 1979

*Revised
January
1981*

MACHINE TRANSCRIPTION
EXECUTIVE SECRETARIAL - SEMESTER IV

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

OBJECTIVES - SPECIFIC	<u>DUE DATES</u>
I.B.M. Belt #12A	January 12
#12B	19
#13A	26
#13B	February 2
#14	
#15A	16
#15B	23
#16	March 16
#17A	23
#17B	30
#18A	April 6
#18B	13

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.)