

Sault College of Applied Arts and Technology sault ste. marie

Course Outline

MACHINE TRANSCRIPTION

SPR126

MACHINE TRANSCRIPTION
SECRETARIAL COMMON

SPR126-2

Dictaphone Corporation Secretarial Practice Course (20 tapes)
Duration: Three 50-minute periods per week

OBJECTIVE:

Student will develop skill in operating dicta equipment.

Student will develop proofreading and editing skills.

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

PROCEDURE:

Student will transcribe correspondence, reports, etc. in mailable form.

Student should be able to type 35-40 gwpm from straight copy prior to beginning Machine Transcription SPR126-2

MATERIALS REQUIRED:

Dicta headsets

Typing paper (not corrasable bond)

Erasing material

Dictionary

NOTE:

ALL WORK IS TO BE COMPLETED DURING THE REGULARLY-SCHEDULED CLASS AND NOT ON OWN TIME.

GRADING

If more than two errors per letter and/or the appearance of letters transcribed is not acceptable to instructor, student will be required to redo the entire tape and resubmit it for marking.

A - 13 wpm - 15 wpm

Required by mid-semester

B - 11 wpm - 12 wpm

C 9 wpm - 10 wpm