

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

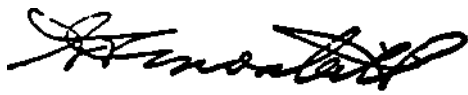
COURSE OUTLINE

Course Outline; EXECUTIVE MACHINE TRANSCRIPTION
Code No SPR 235-2 SPR 238-2
Program: SECRETARIAL
Semester; THREE AND FOUR
Date: JANUARY, 1985
Author: ROSE CAICCO

New:

Revision: (J. MOORE)

APPROVED:


Chairperson

Date

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EXECUTIVE MACHINE TRANSCRIPTION

SPR 235-2 SPR 238-2

Course Name

Code No.

PREREQUISITE;

SPR 126-2 is a prerequisite for SPR 235-2

SPR 235-2 is a prerequisite for SPR 238-2

GENERAL OBJECTIVES;

To develop listening skills and the ability to understand dictated material accurately.

To develop ear-finger-toe co-ordination.

To develop skill in operating various types of dictating equipment.

To develop skill in transcribing material from prepared tapes quickly and accurately, without sacrificing quality.

To improve the student's grammar, English usage and legal vocabulary.

SPECIFIC OBJECTIVES;

The student will produce "Mailable" copy without preparation of a rough draft beforehand.

The student will develop proofreading and editing skills.

The student will transcribe work which will be encountered frequently in a law office, ie. correspondence, accounts, reports, documents, etc.

To provide the student with an understanding of various documents and to develop the ability to transcribe the contents from machine dictation, organize the work, and set priorities.

To develop the student's ability to supply punctuation, correct grammatical errors, properly paragraph letters and documents, etc.

To develop the student's ability to transcribe material dictated by various people and to learn to adapt to their particular method or style of dictation.

The student will hand all work in neatly, in the order dictated, in a file folder which will be labelled accordingly.

The student's work must be prepared for signature presentation - reprographic requests, mailing envelope, appropriate attachments, file copies, etc.

(second semester)

STUDENT EVALUATION:

Students must check work against the teacher's key, marking all errors. This work is to be submitted to the instructor who will record it as being completed. Should the work be unsatisfactory, the instructor may assign an "I" grade. Any such tape will be redone outside of class time in the Secretarial Centre under the supervision of the Manager of the Centre. This work will be done directly from the tape and not from the corrected work. The work which was graded as "I" must be handed into the Centre's Manager prior to starting work on the tape. The instructor will give the student written authorization to redo any work in the Centre.

Throughout the semester, seven tapes will be assigned a mark. These tapes will be selected randomly from tapes transcribed throughout the semester. The term mark will be based on the BEST FIVE of the marked tapes.

85 - 100%	A
70 - 84%	B
60 - 69%	C
Under 60%	I

GRADING;

- proofreading errors = see attached scale
- spelling errors, poor erasures, no enclosure notation, uncorrected carbon copy errors, etc. = -2
- major errors, ie. set-up etc. = -3
- undetected errors = -3
- required punctuation = -1/2

Unacceptable work may include:

- misspelled words
- punctuation errors
- use of incorrect word
- unacceptable erasures or corrections

AN AUTOMATIC "I" *WLhL* BE GIVEN TO ALL MATERIAL WITH PROOFREADING ERRORS.

TEXT;

Comprehensive Word Processing - McLean and Froiland (Western Tape)
(first semester) (2nd semester-op'tional)

Sault College Executive Level Series - second semester

Webster Dictionary or equivalent

f NOTE! Students will not be allowed into class without a Dictionary.

TIME:

2 periods per week for each of semesters 3 and 4.

SUPPLIES REQUIRED;

- 3 manilla file folders - 8 1/2 x 11
- typing paper
- newsprint for carbon copies
- letter size carbon paper

SAULT COLLEGE EXECUTIVE MACHINE TRANSCRIPTION SERIES
(Taped by College Executives)

NOTE; All correspondence must be completed ready for presentation: envelopes, reprographic sheets, file folders, etc. Deduction for non-adherence to the foregoing:

1/2 point	5 point item			
1 point	10 point item			
1-1/2 points	15 point item			
2 points	20 point item			
2-1/2 points	25 point item			presents a 10% reduction based on total value of package
3 points	30 point item			
3-1/2 points	35 point item			
4 points	40 point item			

TAPE*	AUTHOR	TYPE	ITEM*	ITEM VALUE	<u>DEDUCTION FOR PROOF- READING</u>
	Hemingway	Memo	1	10	
		Memo	2	10	
		Memo	3	5	- 5
		Memo	4	20	
		Min.	5	40	
		Ltr.	6	10	
	Hemingway	Ltr.	1	10	
		Ltr.	2	10	-10
		Ltr.	3	10	
		Ltr.	4	20	
	LaGuardia	Ltr.	1	15	
		Memo	2	15	
		Ltr.	3	25	
		Ltr.	4	10	-10
		Memo	5	10	
		Ltr.	6	20	
		Ltr.	7	5	
		Ltr.	8	15	
	McGuire	Memo	1	20	
		Ltr.	2	10	
		Ltr.	3	20	-10
		Ltr.	4	15	
		Memo	5	20	
		Memo	6	10	
		Memo	7	30	

TAPE*	AOTHOR	TYPE	ITEM*	ITEM VALUE	DEDOCTKMI FOR PROOF^ READING
	Powell	Ltr.	1	5	
		Ltr.	2	10	
		Ltr.	3	15	- 5
		Ltr.	4	10	
		Memo	5	5	
		Ltr.	6	5	
	Powell	Ltr.	1	5	
		Ltr.	2	10	
		Ltr.	3	5	- 5
		Ltr.	4	10	
		Ltr.	5	15	
	Roos	Ltr.	1	15	
		Memo	2	20	
		Memo	3	10	
		Ltr.	4	10	- 5
		Memo	5	10	
		Ltr.	6	5	
		Memo	7	15	
		Memo	8	15	
		Memo	9	5	