

*Old
Outline*

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

COURSE OUTLINE

Course Outline: MACHINE TRANSCRIPTION
Code No.: SPR 126-2
Program: SECRETARIAL ARTS - COMMON
Semester: TWO
Date: 1986 01 01
Author: ELSIE LALONDE

New:

Revision:

APPROVED: Chairperson

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Date

CALENDAR DESCRIPTION

MACHINE TRANSCRIPTION

SPR 126-2

Course Name

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PREREQUISITE;

Typing 110 and English 118 (Developmental English)

PHILOSOPHY/GOAL;

Students will demonstrate through actual transcription of unfamiliar typed copy their ability to:

- operate mechanical transcription equipment
- use proofreading and editing skills (including the areas of grammatical structure, spelling, punctuation, vocabulary suitable to context, correct setup formats)
- follow dictated instructions
- produce clean copy (professional corrections, etc.)

within a time-limited setting.

PROCEDURE:

Students will transcribe correspondence, reports, etc., with an aim to producing mailable copy from unfamiliar taped dictation.

- Step 1 - students will be assigned tape-correlated homework assignments to be completed prior to classroom presentation of tape.
- Step 2 - students will transcribe tape using text and dictionary reference materials where required.
- Step 3 - student feedback and reinforcement will be in the form of either instructor marked or self-checked completed transcription.
- Step 4 - any student experiencing difficulty (as determined by the instructor) may be assigned extra remedial work in any form deemed necessary by instructor. Example - remedial spelling program, extra machine transcription tapes, speed and accuracy typing tapes, etc. Remedial assignments are considered part of the required course material.

This course covers 17 weeks of 50-minute class sessions held three times per week.

EVALUATION:

Final grade will be established on the basis of the average of the grades attained (marking scale below) using the best *js* out of the *I* unannounced instructor-preselected tapes completed during the regular class sessions.

All test tapes done in regular class time will receive obtained grade, however, highest grade for any tape transcribed other than in regular class time will be a "C". In order to have the privilege of transcribing outside regular class time student must advise instructor prior to that class, the reason for such absence.

DEDUCTION BREAKDOWN:

WHITE PAPER (use of plain paper over and above instructor-distributed letterhead or like) - 1 point deduction.

Enough letterhead will be given student for each tape.

LACK OF NEATNESS IN COPY PRESENTATION - 1 - 3 points deducted.

PROOFREADING ERROR - entire page graded "0".

PUNCTUATION ERROR - 1/2 point deducted per error.

SPELLING - 2 point deduction.

SETUP/FORMAT ERROR - 2 point deduction.

VOCABULARY~ERRe-R- 3 point rlnrlrtrinn , ,

GRADING SYSTEM;

85 - 100% - A

70 - 84% - B

60 - 69% - C

Below 60% - R (repeat course)

TEXT/MATERIALS;

Machine Transcription in Modern Business, 2nd Ed. (Meyer-Moyer)

(1) Manilla File Folder - lettersize only

(1) DICTAPHONE brand headset

Dictionary - current

Typing paper - NOT corrasable bond

Erasing/Correction materials

NOTE: STUDENTS WILL NOT BE ALLOWED INTO CLASS WITHOUT DICTIONARY OR TEXT.