

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

COURSE OUTLINE

Course Outline           MACHINE TRANSCRIPTION  
Code No                    MTC 20C1  
Program:                  OFFICE ADMINISTRATION  
Semester:                 TWO  
Date                        1987 01 01  
Author:                    ELSIE LALONDE

New

Revision:

APPROVED:                Chairperson

Date

CALENDAR DESCRIPTION

MACHINE TRANSCRIPTION

MTC 200

Course Name

Course Number

PREREQUISITE;

Typing 110 and English 118 (Developmental English)

PHILOSOPHY/GOAL:

Students will demonstrate through actual transcription of unfamiliar type 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 16 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 5 out of the 6 unannounced instructor-preselected tapes completed during the regular class sessions.

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

DEDUCTION BREAKDOWN

~~WHITE PAPER (use of plain paper over and above instructor)~~ : 'buted  
 1 point deduction.  
 Enough work will be given credit for each tape.

- PROOFREADING ERROR - 1/2 point deduction.
- PUNCTUATION ERROR - 1/2 point deducted per error
- SPELLING-- "2 point deduction"
- SETUP/FORMAT ERROR - 2 point deduction.

**-Z**

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[DING 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 corrugated bond

Erasing/Correction materials

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

