

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

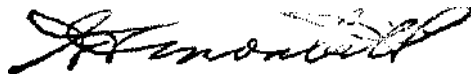
COURSE OUTLINE

Course Outline: EXECUTIVE MACHINE TRANSCRIPTION
Code No,: MTE 400
Program: OFFICE ADMINISTRATION - EXECUTIVE
Semester: FOUR
Date: JANUARY, 1987
Author: ELSIE LALONDE

New

Revision:

APPROVED



Chairperson

Date

EXECUTIVE MACHINE TRANSCRIPTION

Course Name

HTE 400
Code No.

PREREQUISITES;

SPR 126 is a prerequisite for MTE 300
MTE 300 is a prerequisite for MTE 400

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 dra beforehand-

The student will develop proofreading and editing skills.

The student will transcribe work which will be encountered frequently in a 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, orga 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 dictati

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 - reprograpJ requests, mailing envelop, 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.

Throughout the semester, six tapes will be assigned a mark. These tapes will be selected randomly from tapes transcribed throughout the semester. All work will be done in class time. The term mark will be based on the BEST FOUR 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 each occurrence
- major errors, ie. set-up etc. = -3 each occurrence
- undetected errors = -3 each occurrence
- required punctuation = -1/2
- missing components (envelopes, reprographic sheets, insufficient distribution copies) = -2
- word division = -1/2
- distribution indicator missing = -1/2

TEXT;

Comprehensive Word Processing - McLean and Froiland (Western Tape)
(first semester) **(2iid semester^optional)**
- To be supplied to student

Sault College Executive Level Series - second semester

Webster Dictionary or equivalent

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 ^{^^^//^^^^^^^^^^}
envelopes, reprographic sheets, file folders, etc.
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
3 points	30 point item	on total value of package
3-1/2 points	35 point item	
4 points	40 point item	

TAPK#	AUTHOR	TYPE	ITBlif	ITEM VALUE	DEDUCTION FOR PROOF-READING
	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	
	McGuire	Ltr.	3	15	
		Memo	1	20	
		Ltr.	2	10	
		Ltr.	3	20	-10
		Ltr.	4	15	
		Memo	5	20	
		Memo	6	10	
	Memo	7	30		

TAPET	<u>AUTHOR</u>	TYPE	ITEMi	ITEM VALUE	DEDOCTION FOR PROOL REAPIHG
	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	
		Memo	5	10	
		Ltr-	6	5	
		Memo	7	15	
		Memo	8	15	
		Memo	9	5	