

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

COURSE OUTLINE

Course Outline: LEGAL MACHINE TRANSCRIPTION
Code No.: MTL 400
Program: OFFICE ADMINISTRATION - LEGAL
Semester: FOUR .
Date: JANUARY, 1988
Author: ROSF CAT HO)

New:

Revision: **X**

APPROVED:



Chairperson

Date

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.

If a student is not able to transcribe a tape because of illness, or a legitimate emergency, that student must contact the instructor prior to the class and provide an explanation which is acceptable to the instructor (medical certificates or other appropriate proof may be required). In cases where the student has contacted the instructor, and where the reason is not classified an emergency, i.e. slept in, forgot, etc., the student may make the tape up to the end of the course at the instructor's discretion. In cases where the student has not contacted the instructor, the student will receive a mark of "0" on that tape.

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

GRADING:

- proofreading errors = -5
- spelling errors (including word division) = -5
- punctuation = -1/2 to -5
- all other errors (poor corrections, no enclosure notation, uncorrected carbon copy errors, etc.) = -2

TEXT:

Semester III: Comprehensive Word Processing - McLean and Froiland (Western Tape) - to be supplied to student

Semester IV: Legal Machine Transcription Course - Caicco

Webster Dictionary or equivalent

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