

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

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SEP 2 R 1992 'TM *n*

COURSE OUTLINE

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Course Outline: MACHINE TRANSCRIPTION
Code No* MTC 200
Program: OFFICE ADMINISTRATION
Semester: TWO
Date 1989 01 01
Author: ELSIE LALONDE

New

Revision:

X

APPROVED:

Chairperson

Date

CALENDAR DESCRIPTION

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 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 (partial marking scale below) using the best 5 out of the 6 unannounced instructor-preselected tapes completed during the regular class sessions.

All test tapes done in regular class time will receive obtained grade. 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 as an emergency, i.e. slept in, forgot, etc., the student may make the tape up at 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.

GRADING;

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

GRADING SYSTEM:

95 - 100%	= A+
85 - 94%	= A
70 - 84%	= B
60 - 69%	= C
Below 60%	= R (repeat course)

TEXT/MATERIALS:

Transcription Skills for Business, 3rd Edition, (Meyer-Moyer)

(1) Manilla File Folder - lettersize only

(1) DICTAPHONE brand headset

Dictionary - current

The Gregg Reference Manual (Sabin, O'Neill)

Typing paper - NOT corrasable bond

Erasing/Correction materials

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

