

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

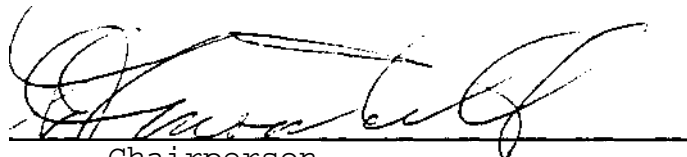
COURSE OUTLINE

Course Outline: LEGAL MACHINE TRANSCRIPTION
Code No. : MTL 400
Program: OFFICE ADMINISTRATION - LEGAL
Semester: FOUR
Date: JANUARY, 1990
Author: JOAN MOORE

New

Revision

APPROVED:


Chairperson

S<f-*L9
Date

PREREQUISITE;

MTL 300 is a prerequisite for MTL 400

GENERAL OBJECTIVES:

To develop listening skills and the ability to understand dictated material accurately.

To develop ear-finger-toe coordination.

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 draft beforehand.

The student will develop proofreading and editing skills.

The student will transcribe work which will be encountered frequently in a law office, i.e. correspondence, accounts, reports, documents, etc.

To provide the student with an understanding of various legal documents and to develop the ability to transcribe the contents from machine dictation, organize 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 dictation.

The student will hand all work in neatly, in the order dictated, in a file folder which will be labelled accordingly.

TEXT:

Semester IV: Legal Machine Transcription Course - Caicco
Webster Dictionary or equivalent

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

TIME:

2 periods per week

SUPPLIES REQUIRED:

- carbon paper (good quality)
- letterhead and envelopes in Bookstore - Mason, Caicco & Blake
- 3 manilla file folders - 8 1/2 x 11
- typing paper
- disk for IBM PC
- The Gregg Reference Manual (Sabin, O'Neill)