

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

SEP 1992

S^ii,,

Course Outline           MACHINE TRANSCRIPTION

Code No.:                 MTC 200

Program:                 OFFICE ADMINISTRATION

Semester:                TWO

Date:                     JANUARY, 1993

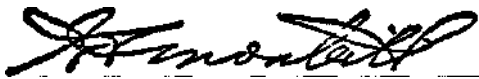
Previous Outline  
Dated:                    JANUARY, 1992

Author:                  JOAN MOORE / ELSIE LALONDE

New:

Revision

APPROVED

  
Dean, Business & Hospitality

Date

CALENDAR DESCRIPTION

PREREQUISITE;

Typing 110 and English 132 (English Grammar)

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.

**TAPES TO BE COVERED**

- 1. Language Skills Tape 1
- 2. Language Skills Tape 2
- 3. Language Skills Tape 3
- 4. Language Skills Tape 4
- 5. Language Skills Tape 5
- 6. Dixieland Convenience Stores, Inc.
- 7. Apache Petroleum Company (APCO)
- 8. Social Security Administration
- 9. Barton and Barton
- 10. Rocky Mountain High Country Realty
- 11. Potomac National Bank
- 12. Multi-Media Advertising Agency
- 13. World-Wide Heavy Equipment Company, Inc
- 14. One World Airlines
- 15. Zenith Life Insurance Company
- 16. Flash Electronics, Incorporated
- 17. Evergreen Products^ Inc.
- 18. Midas Savings and Loan Association
- 19. Heritage Inns, Inc.
- 20. Missouri Valley Public Service Company

**REQUIRED RESOURCES**

**LEARNING ACTIVITIES**  
**Language Skills**

The student will learn how to apply punctuation rules, (period, question mark, and comma)

**TEXT:** Transcription Skills for Business, Section 1

**ACTIVITIES:** Study pp. 2-19 and complete the Self-Checks. Complete in class LS Tape 1.

**Language Skills**

The student will learn how to apply the semicolon, colon and quotation marks.

**TEXT:** Transcription Skills for Business, Section 1

**ACTIVITIES:** Study pp. 19-30 and complete the Self-Checks Complete in class LS Tape 2.

**Language Skills**

The student will learn how to apply the hyphen, apostrophe, and parentheses

**TEXT:** Transcription Skills for Business, Section 1

**ACTIVITIES:** Study pp. 30-40  
and complete the Self-Checks  
Complete in class LS Tape 3.

### Language Skills

The student will learn how to apply capitalization to persons, places, things, compass points, identifying elements. General rules for numbers will be learned.

**TEXT:** Transcription Skills for Business, Section 1

**ACTIVITIES:** Study pp. 40-53 and complete the Self-Checks.  
Complete in class LS Tape 4.

### 5. Language Skills

The student will learn how to express numbers (money, percentages, decimals, fractions, time, identification) and abbreviations.

**TEXT:** Transcription Skills for Business, Section 1

**ACTIVITIES:** Study pp. 54-69 and complete the Self-Checks.  
Complete in class LS Tape 5.

### Transcription Tape

Dixieland Convenience Stores, Inc., p. 131.

**TEXT:** Transcription Skills for Business, Section 2

**ACTIVITIES:** Study pp. 131-134 and complete Ex. P. 133, 134,  
Complete in class Test Tape 1

### 7. Transcription Tape

Apache Petroleum Company (APCO), p.76

**TEXT:** Transcription Skills for Business, Section 2

**ACTIVITIES:** Study pp. 76-81 and complete the Ex. p. 77, 78.  
Complete in class Test Tape 2.

8. Transcription Tape

Social Security  
Administration, p. 92

**TEXT:** Transcription Skills for  
Business, Section 2

**ACTIVITIES:** Study pp. 92-96 and  
complete the Ex. p. 94,95.  
Complete in class Test Tape 3.

9. Transcription Tape

Barton & Barton, p. 143

**TEXT:** Transcription Skills for  
Business, Section 2

**ACTIVITIES:** Study pp. 143-146  
and complete the Ex. p. 145.  
Complete in class Test Tape 4

10 Transcription Tape

Rocky Mountain High  
Country Realty, p. 82

**TEXT:** Transcription Skills for  
Business, Section 2

**ACTIVITIES:** Study pp. 82-87  
and complete the Exercise  
p. 84. Complete in class  
Test Tape 5.

11 Transcription Tape

Potomac National Bank,  
p. 151.

**TEXT:** Transcription Skills for  
Business, Section 2

**ACTIVITIES:** Study pp. 151-154  
and complete the Ex. pp. 153,  
154. Complete in class Test  
Tape 6.

12. Transcription Tape

Multi-Media Advertising  
Agency, p. 123

**TEXT:** Transcription Skills for  
Business, Section 2

**ACTIVITIES:** Study pp. 123-126  
and complete the Ex. pp. 124,  
125. Complete in class Test  
Tape 7.

13. Transcription Tape

World-wide Heavey Equipment  
Company, Inc., p. 9 7

**TEXT:** Transcription Skills for  
Business, Section 2

**ACTIVITIES:** Study pp. 97-101  
and complete the Exercise  
pp. 99, 100. Complete in  
class Test Tape 8.

14. Transcription Tape

One World Airlines,  
p. 107

**TEXT:** Transcription Skills for  
Business, Section 2

**ACTIVITIES:** Study pp. 107-110  
and complete the Ex. pp. 108,  
109. Complete in class Test  
Tape 9.

15. Transcription Tape

Zenith Life Insurance  
Company, p. 139

**TEXT:** Transcription Skills for  
Business, Section 2

**ACTIVITIES:** Study pp. 139-142  
and complete the Ex, pp. 141,  
142. Complete in class Test  
Tape 10.

16. Transcription Tape

Flash Electronics,  
Incorporated, p. 88

**TEXT:** Transcription Skills for  
Business, Section 2

**ACTIVITIES:** Study pp. 88-91 and  
complete the Exercise p. 90.  
Complete in class Test Tape 11

17. Transcription Tape

Evergreen Products, Inc  
p. 111

**TEXT:** Transcription Skills for  
Business, Section 2

**ACTIVITIES:** Study pp. 111-113  
and complete the Ex. pp. 112  
113. Complete in class Test  
Tape 12.

18. Transcription Tape

Midas Savings and Loan  
Association, p. 114

**TEXT:** Transcription Skills for  
Business, Section 2

**ACTIVITIES:** Study pp. 114-118  
and complete the Ex. pp. 116,  
117. Complete in class Test  
Tape 13.

19. Transcription Tape

Heritage Inns, Inc  
p. 135

**TEXT:** Transcription Skills for  
Business, Section 2

**ACTIVITIES:** Study pp. 135-138  
and complete the Ex. pp. 136,  
137. Complete in class Test  
Tape 14.

20. Transcription Tape

Missouri Valley Public  
Service Company, p. 119

**TEXT:** Transcription Skills for  
Business, Section 2

**ACTIVITIES:** Study pp. 119-122  
and complete the Ex. pp. 120,  
121. Complete in class Test  
Tape 15.

**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 5 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.

Any non-returnable tests which have been returned to the student for review only, must be returned at the end of the class or the student will be penalized 5 marks on the test grade received.

Each student will be required to keep a file in a designated classroom. This will facilitate the return of assignments, grades, and any messages the Office Administration faculty need to relay to the student.

**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;**

90 - 100% = A+  
80 - 89% = A  
70 - 79% = B  
60 - 59% = C  
Below 50% = 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.**

**SPECIAL NOTES;**

Students with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as she deems necessary to meet the needs of students.

