

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: EXECUTIVE MACHINE TRANSCRIPTION

CODE NO.: MTE400 **SEMESTER!** FOUR

PROGRAM: OFFICE ADMINISTRATION - EXECUTIVE

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DATE: January, 1994

PREVIOUS OUTLINE DATED: January, 1993

New:

Revision:

APPROVED: 
DEAN, SCHOOL OF BUSINESS &
HOSPITALITY

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EXECUTIVE MACHINE TRANSCRIPTION

MTE400

COURSE NAME

COURSE CODE

Total Credit Hours = 32

Prerequisite(s) = MTE300, ENGL32, and WPC200 (minimum) or successful completion of challenge exam.

I. **PHILOSOPHY/GOAL**

This course is intended to be the capstone of executive machine transcription. Specialized tapes have been produced by Sault College:

- * to help develop listening skills through the introduction of realistic business dictation characteristics such as:
 - accents
 - less than quality audio

- * to enhance editing and proofreading skills through exposure to:
 - inaccurate/nonspecific/incomplete formatting instructions
 - grammatical/punctuation/word division/style errors
 - incomplete information requiring reference search (postal codes, forms of salutation, etc. *)

All transcription is to be completed, using a word processor, ready for author's signature or processing.

Speed - minimum 700 wph (words per hour) - per Ministry guidelines in Provincial Competency Guideline, Executive Secretary, 1982. Equates to approximately 700 words/70 lines per hour not including printing, etc. Speed has been adjusted to 650 words per hour to accommodate printing, etc. Speed has been adjusted to 650 words per hour to accommodate printing, collating, etc.

* Official Reference - The Gregg Reference Manual

II. **STUDENT PERFORMANCE OBJECTIVES**

Upon successful completion of this course, the student will be able to:

1. Produce mailable copy on a word processor from realistic business quality tapes at a minimum adjusted rate of 650 words/60 lines per hour.

2. Adapt to various methods of dictation formats.

II. STUDENT PERFORMANCE OBJECTIVES (cont'd)

3. Adapt to a variety of speech accents - international, regional, colloquial.
4. Adapt to generational differences in business jargon.
5. Edit initial rough word processing screen draft covering such areas as:
 - proofreading (spelling, comprehension of intent)
 - format
 - grammar - usage, style, punctuation, word division
5. Recognize, locate and insert missing, incomplete and/or inaccurate information.
7. Prepare final copy and appropriate distribution copies and/or attachments complete with envelope (internal/external), reprographics requests, etc.
8. Demonstrate decision-making skills which reflect student's ability to use most economical method of processing correspondence considering turn-around time as it relates to urgency of item.

III. TOPICS TO BE COVERED:

<u>PERSON</u>	<u>ACCENT/LOCAL</u>	<u>AREA OF COLLEGE COMMUNITY</u>
Powell	English	Registrar's Office
Hemingway	English	Engineering & Motive Power
LaGuardia	Local	Residences
McGuire	Local	Extension & Community Services
Roos	Local	Continuing Education and Student Affairs

IV. LEARNING ACTIVITIES;

Transcription of the following tapes on a word processor.
Instructor will assist where appropriate.

JanuaryWeek 1

Review Objectives
Review Reference Manual

Hemingway, Tape No. 2

(This tape will be marked and will count in the mid-term grading but will not be counted in the final. It is marked to provide feedback to the students to ensure they are familiar with the marking system).

Week 2 Hemingway, Tape No. 1

Week 3 Hemingway, Tape No. 1 continued printed and submitted

FebruaryWeek 4

Powell, Tape No.1 - printed and submitted
Begin Powell No. 2

Week 5 Powell, Tape No. 2 - printed and submitted

Week 6 LaGuardia - printed and submitted

Week 7 McGuire

MarchWeek 8

McGuire - printed and submitted
Begin Roos

Week 9 Roos - printed and submitted

Week 10 March Break

Week 11 Make-up of any missed tape due to absence or equipment breakdown

V. EVALUATION METHODS:

Grade/Numerical Equivalencies:

A+	90% - 100%	- consistently outstanding
A	80% - 89%	- outstanding achievement
B	70% - 79%	- consistently above average achievement
C	69% - 70%	- satisfactory or acceptable achievement
R	Below 60%	- Repeat - objectives have not been met

Mid-Term Reporting:

- S - Satisfactory Progress
- U - Unsatisfactory Progress
- NR - Grade not reported to Registrar's Office. This grade is used to facilitate transcript production when faculty, because of extenuating circumstances, find it impossible to report grades by due dates.

GRADING GUIDELINES:

A section of five tapes will be assigned a mark. These sections will be selected randomly from the tapes transcribed throughout the semester. All work must be done in class time under instructor supervision. The final term mark will be based on the best three (3) sections of marked tapes.

If a student is not able to transcribe a tape because of illness, or a legitimate emergency, the 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 reason is not classified as an emergency by the instructor, i.e. slept in, forgot, etc., the student may make up one tape section on the last week of the course (subject to the instructor's discretion) in class time. In cases where the student has not contacted the instructor, the student will receive a mark of "0" on the missed tape.

GRADING:

Proofreading and spelling errors	-5
Word division	-1/2 to
Punctuation - minor	-2
Punctuation - major (proper noun or sentence ending)	-5

Grading; (cont'd)

- All others
 (no enclosure, etc.)
- Formatting error - minor
- Formatting error - major

WARNING: Academic dishonesty will result in a grade of zero (0) on the assignment or test for all parties.

In addition - All correspondence must be completed ready for presentation: envelopes including sender's name over return address, reprographic sheets, presentation file folder, etc. Deductions for non-adherence to the foregoing.

1/2 mark	5 mark item
mark	10 mark item
1/2 marks	15 mark item
marks	20 mark item
1/2 marks	25 mark item
marks	30 mark item
1/2 marks	35 mark item
marks	40 mark item
marks	

For item weighting, ee Reference Manual handout

VI. REQUIRED STUDENT RESOURCES:

- Letterhead and envelope - Sault College - purchase in Campus Shop
- Reprographic Forms - provided by instructor
- Internal Envelopes - provided by instructor
- Paperclips
- (2) letter-size file folders
- Typing paper
- (1) 3 1/2" high density disk
- Dictaphone Brand Headset
- The Gregg Reference Manual, 3rd Canadian Edition, Sabin & O'Neill
- Reference Manual - MTE400 - provided by instructor
- Dictionary - unabridged version best
- Word Division Book or set of rules (recommended by not required)
- Machine Transcription support package