


SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

Course Title; MACHINE TRANSCRIPTION
Course No.: MTC200
Program: OFFICE ADMINISTRATION
Semester: FOUR
Author: JOAN MOORE / SHEREE WRIGHT
Date: JANUARY 1998
Previous Outline
Dated: JANUARY 1997

Approved: Dean, School of Business & Hospitality
and Computer Studies

 r, hf
Date

Total Credits: 3
Prerequisite(s) ENG138
Length of Course: 14 WEEKS
Total Credit Hours: 45

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I. COURSE DESCRIPTION: This course provides the student with a broad overview of business vocabulary and a review of language skills (punctuation, capitalization, number usage, and abbreviations). As well, it provides a broad overview of equipment, procedures and format used in the manipulation of transcription equipment and transcription of dictated material at a gradually increased level of difficulty. After becoming familiar with the concepts, the student will transcribe unfamiliar material adhering to department format requirements at a minimum rate of 10 w.p.m. for a 90-minute duration with a minimum of 60 percent accuracy.

n. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

A. Learning Outcomes

1. Set up and operate transcription equipment.
2. Demonstrate the ability to transcribe dictated material incorporating the use of dictionary skills, keyboarding formats, postal code designations, proofreading and editing skills, and word processing skills.
3. Transcribe unfamiliar material at a minimum rate of 10 w.p.m. (words per minute); 10 w.p.m. equates to 450 words in a 45-minute time frame or 900 words in a 90-minute time frame.

B. Learning Outcomes with Elements of Performance:

Upon successful completion of this course the student will demonstrate the ability to:

1. Operate transcription equipment.

Elements of the Performance:

- discuss the use of portable units, desk-top machines, and centralized dictation systems
- discuss new trends in technology - voice messaging, voice generated digital technology
- operate the volume, speed, tone controls, foot pedal, tape insertion

A course grade will not be assigned to this module.

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2. Transcribe dictated material.

Elements of the Performance for Dictated Material:

- apply dictation guidelines to the dictation-transcription process
- apply machine-transcription terms
- apply the correct use of language skills
 1. Punctuation
 2. Capitalization
 3. Numbers
 4. Abbreviations
 5. Agreement Rules (subject/verb, pronoun/antecedent, verb tense)
- use correct style for letters, memoranda, special formats, department setup formats
- apply correct technique for special typing problems (dash, underscore, ellipsis)
identify correction procedures
proofread for errors
- apply proper business vocabulary in the areas of: travel, realty, electronics, insurance, heavy equipment, electricity & natural gas, advertising, and convenience store

This module will constitute 100% of the course grade.

3. Transcribe at a minimum speed.

Elements of the Performance for Transcription Speed:

transcribe unfamiliar material at a minimum rate of 10 w.p.m. with 60% accuracy

This module is combined with the previous module since the transcription must be completed within a given timeframe.

m. TOPICS:

Note; These topics sometimes overlap several areas of skill development and are not necessarily intended to be explored in isolated learning units or in the order below.

1. Categories of Dictation Equipment: portable, desk-top, centralized

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2. New Trends in Technology - voice messaging, voice-generated digital
3. The Dictation-Transcription Process - dictation guidelines
4. Machine-Transcription Terms
5. Language Skills
6. Formatting Styles (letters, memoranda)
7. Proofreading and Correction Procedures
8. Business Vocabulary

rV. REQUIRED RESOURCES/TEXT/MATERIALS:

Transcription Skills for Business. Fourth Ed. - Meyer-Moyer-Mallinson

Manilla file folder - lettersize

Dictionary - current (recommend student does not use a compact size as not enough alternate meanings, spellings, etc. included)

The Gregg Reference Manual (Sabin, O'Neill), 4* Cdn. Edition

3 *Vi* high density disk

V. EVALUATION PROCESS/GRADING SYSTEM:

Evaluation:

The final grade will be established on the basis of two transcribed test tapes weighted as follows: Test Tape #1 - 50% (completion of LS and Tapes 1-5)

Test Tape #2 - 50% (completion of Tapes 6-10)

If a student is not able to transcribe a test because of illness or a legitimate emergency, the student must contact the instructor prior to the test and provide an explanation which is acceptable to the instructor (medical certificate or other appropriate proof may be

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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 highest achievable grade is a "C". In cases where the student has not contacted the instructor, the student will receive a mark of "0" on that test. THERE WILL BE NO REWRITES.

All transcription tapes done in regular class time will be self-checked by the student and submitted to the instructor for review. The student must assume much of the responsibility for ensuring that transcribed work as assigned is completed, self-checked and discussed with the faculty member. Regular attendance is encouraged.

Other:

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

Grade/Numerical Equivalencies:

A+	Consistently outstanding	(90% -100%)
A	Outstanding achievement	(80% - 89%)
B	Consistently above average achievement	(70% - 79%)
C	Satisfactory or acceptable achievement	(60% - 69%)
R	Repeat	(Less than 60%)

U Unsatisfactory given at midterm only

S Satisfactory given at midterm only

X A temporary grade, limited to situations with extenuating circumstances, giving a student additional time to complete course requirements.

VI. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advance credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of the following:

1. Register with PLA Office for testing and pay fee.
2. Complete (2) Tapes - test duration - two 90 minute sessions. Allowed references: dictionary, word division, department handouts and Gregg Reference or substitute manual may be used.

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3. Attain a transcription speed of 10 w.p.m. with a minimum of 60 percent accuracy.

Vn. SPECIAL NOTES:

Students with special needs (e.g. 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 he/she deems necessary to meet the needs of students.