

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO     ^ ^ ~

^ ' SEP 2 R 1992 ^

SAu..

vt=Y

COUHgp ouT^Mg

Course Outline

EXECUTIVE MACHINE TRANSCRIPTION

Code No.

MTE4gg

Program:

OFFICE ADMINISTRATION - EXECUTIVE

Semester:

I5L

Date:

3,99g 82 n

Author:

Elsie Lalonde

Previous Outline Date

1988 09 g1

New:

Rev

APPROVED:



Chairperson

≡

Date

## EXECUTIVE MACHINE TRANSCRIPTION - MTE400

Total Credit Hours = 32

Successful completion of challenge exam. (minimum) or NG132 and WPC200

### 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 vph (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, collating, etc.

\* Official Reference - The Greao 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.

**EXECUTIVE MACHINE TRANSCRIPTION - MTE4i0****II. STUDENT PERFORMANCE OBJECTIVES continued**

3. Adapt to a variety of speech accents international.  
regional, colloquial-

Adapt to generational differences in business jargon

Edit initial rough word processing screen draft  
covering such areas as:

proofreading (spelling, comprehension of intent)  
format

grammar - usage, style, punctuation, word division

Recognize, locate and insert missing, incomplete and/or  
inaccurate information.

Prepare final copy and appropriate distribution copies  
and/or attachments complete with envelope  
(internal/external), reprographics requests, etc.

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.

Maintain electronic file copy of transcription complete  
with directory, disk identification label, and paper  
printout of directory labelling.

**III. TOPICS TO BE COVERED**

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

**EXECUTIVE HACHIME TRANSCRIPTION - HTE400**

**IV. LEARNING ACTIVITIES**

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

- Feb. 9 - Review Objectives  
- Review Reference Manual  
- Speaker (if available) -  
Mrs. Debbie Dulisse  
Director, Health Records  
The Plummer Memorial Hospital  
969 Queen St. E.  
Sault Ste. Marie, ON  
P6A 204  
and/or Proofreading Disk Project, if available
- Feb. 16 Hemingway, Tape No. 2  
  
(This tape will be marked and will count in the  
mid term 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.)
- Feb. 23 Hemingway, Tape No. 1
- Mar. 2 Hemingway, Tape No. 2 continued - printed and  
submitted.
- Mar. 9 W I N T E R B R E A K
- Mar. 16 Powell, Tape No. 1 - printed and submitted
- Mar. 23 Powell, Tape No. 2 - printed and submitted
- Mar. 30 LaGuardia

MID-TERM

GRADING - Hemingway 1, Powell 1 & 2

## EXECUTIVE MACHINE TRANSCRIPTION - MIC4f10

Apr. 6 LaGuardia - printed and submitted  
Apr. 13 GOOD FRIDAY  
Apr. 20 McQuire  
Apr. 27 McQuire - printed and submitted  
May 4 Roos  
May 11 Roos - printed and submitted  
May 18 Make-up of any missed tape due to absence or  
equipment breakdown.  
May 25 Make-up (as above).

### EVALUATION METHODS

#### GRADE/NUMERICAL EQUIVALENCIES:

A+ 90% - 100% - CONSISTENTLY OUTSTANDING  
A 80% - 89% - OUTSTANDING ACHIEVEMENT  
B 70% - 79% - CONSISTENTLY ABOVE AVERAGE ACHIEVEMENT  
C 60% - 69% - gATI^FACrrORY OR »CCBPTA91,g ACHIEVEMENT  
R BELOW 60% REPEAT - OBJECTIVES OP THE COURSE HAVE NOT  
BEEN ACHIEVED AND THE COURSE MUST BE REPEATED.

#### MID-TERM REPORTING

S - Satisfactory Progress  
U - Unsatisfactory Progress  
R - Repeat (objectives have not been met)  
NR - Grade not reported to Registrar's Office. This grade  
issued to facilitate transcript product 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. Theses 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 (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  
insl:xuctor pxiox iro~ the ' class and" provide - *an* explanatiotr which is

acceptable to the instructor (medical certificates or other appropriate proof may be required). In cases where the reason is not classified as a emergency by the instructor, i.e. slept in, forgot, etc., the student may make up one tape section on the last veek 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**

**MINUS**

- proofreading and spelling errors 5
- word division 1/2 - 2
- punctuation - minor 2
- punctuation - major 5  
(proper noun or sentence ending)
- all others (poor corrections, 2  
no enclosure, uncorrected ccs) 2
- formatting error (minor) 2
- formatting error (major) 5

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

- 1/2 point - 5 point item
- 1 point - 10 point item
- 1-1/2 points - 15 point item
- 2 points - 20 point item
- 2-1/2 points - 25 point item
- 3 points - 30 point item
- 3-1/2 points - 35 point item
- 4 points - 40 point item

See Page 6 for individual item weighting breakdown,

|   |   |           |      |   |    |
|---|---|-----------|------|---|----|
| 1 | 2 | Hemingway | Ltr, | 1 | 10 |
|   |   |           | Ltr. | 2 | 10 |
|   |   |           | Ltr. | 3 | 10 |
|   |   |           | Ltr. | 4 | 20 |

(Intro only - will not count towards mark)

|  |  |           |      |             |    |
|--|--|-----------|------|-------------|----|
|  |  | Hemingway | Memo | 1           | 20 |
|  |  |           | Memo | 2           | 15 |
|  |  |           | Memo | 3           | 10 |
|  |  |           | Memo | 4 (200 wds) | 20 |

65

|  |  |           |      |             |    |
|--|--|-----------|------|-------------|----|
|  |  | Hemingway | Memo | 4 (100 wds) | 10 |
|  |  |           | Min. | 5           | 40 |
|  |  |           | Ltr. | 6           | 10 |

60 "

|  |  |        |      |   |    |
|--|--|--------|------|---|----|
|  |  | Powell | Ltr. | 1 | 10 |
|  |  |        | Ltr. | 2 | 15 |
|  |  |        | Ltr. | 3 | 20 |
|  |  |        | Ltr. | 4 | 10 |
|  |  |        | Ltr. | 5 | 10 |
|  |  |        | Ltr. | 6 | 10 |

75

|  |  |        |      |   |    |
|--|--|--------|------|---|----|
|  |  | Powell | Ltr. | 1 | 10 |
|  |  |        | Ltr. | 2 | 15 |
|  |  |        | Ltr. | 3 | 10 |
|  |  |        | Ltr. | 4 | 10 |
|  |  |        | Memo | 5 | 20 |

65

|  |  |           |      |  |    |
|--|--|-----------|------|--|----|
|  |  | LaGuardia | Ltr. |  | 15 |
|  |  |           | Memo |  | 15 |
|  |  |           | Ltr. |  | 25 |
|  |  |           | Ltr. |  | 10 |

65"

|  |  |           |      |   |    |
|--|--|-----------|------|---|----|
|  |  | LaGuardia | Memo | 5 | 15 |
|  |  |           | Ltr. | 6 | 20 |
|  |  |           | Ltr. | 7 | 10 |
|  |  |           | Ltr. | 8 | 15 |

60

|  |  |         |      |             |    |
|--|--|---------|------|-------------|----|
|  |  | McGuire | Memo | 1           | 35 |
|  |  |         | Ltr. | 2           | 15 |
|  |  |         | Ltr. | 3 (100 wds) | 10 |

| TAPE NO> | TAPE I.D. | AUTHOR  | TYPE | ITEM NO*    | ITEM VALUE |
|----------|-----------|---------|------|-------------|------------|
| 9        | 1         | McGuire | Ltr. | 3 (100 wds) | 10         |
|          |           |         | Ltr. | 4           | 20         |
|          |           |         | Memo | 5           | 20         |
|          |           |         | Memo | 6           | 15         |
|          |           |         |      |             | 65         |
| 10       |           | McGuire | Memo |             | 30         |
| 11       |           | Roos    | Ltr. |             | 20         |
|          |           |         | Memo |             | 25         |
|          |           |         | Memo |             | 15         |
|          |           |         | Ltr. |             | 15         |
|          |           |         |      |             | 75"        |
| 12       |           | Roos    | Memo | 5           | 10         |
|          |           |         | Ltr. | 6           | 10         |
|          |           |         | Memo | 7           | 15         |
|          |           |         | Memo | 8           | 20         |
|          |           |         | Memo | 9           | 10         |
|          |           |         |      |             | 65"        |

\* will only be used if some problem occurs with equipment, etc



## EXECUTIVE MACHINE TRANSCRIPTION - MTE400

### VI. REQUIRED STUDENT RESOURCES

Letterhead and envelope - Sault College - purchase Campus Shop

Reprographic Forms - provided by college

Internal Envelopes - provided by college

Paperclips

(3) letter-size.file folders

Typing Paper - no corrassable bond

(3) IBM PC Double-Density Disks:

- one usually in transit during instructor marking period

- one in use in classroom

- one spare in case classroom disk is or becomes defective

Note - these are to be "dedicated" disks - **NOTHING ELSE IS TO BE ON THESE DISKS AS INSTRUCTOR WILL BE USING A DOS COMMAND WHICH WILL DELETE THE TOTAL CONTENTS OF THE DISK ONCE A TAPE HAS BEEN MARKED**

Dictaphone Brand Headset

The Gregg Reference Manual^ 3rd Canadian Ed., Sabin & O'Neill

Reference Manual - MTC4g0 - provided by college

Dictionary - unabridged version best.

Vord Division Book or set of rules (recommended but not required)

\* **STUDENTS WILL NOT BE ALLOWED INTO CLASS WITHOUT A DICTIONARY\***

\* **STUDENTS WILL NOT BE ALLOWED TO BORROW MATERIALS AFTER CLASS HAS STARTED**

### VII. ADDITIONAL RESOURCE MATERIALS AVAILABLE IN THE COLLEGE LIBRARY BOOK SECTION - none.

VIII. **SPECIAL NOTES** - None other than noted under applicable headings.

