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**
Date:	**JANUARY 1999**
Previous Outline Dated:	**JANUARY 1998**

Approved:

QedifTSchool of Business & Hospitali
and Natural Resources

Date *r?*

Total Credits:	3
Prerequisite(s)	ENG13S
Length of Course:	2 HOURSAVEEK FOR 14 WEEKS
Total Credit Hours:	45

MACHINE TRANSCRIPTION   MIC20Q
COURSE NAME   COURSE CODE

I,   **COURSE DESCRIPTION:** This course provides the student with a broad overview of business vocabulaiy 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. Af^er becoming familiar with the concepts, the student will transcribe unfamiliar material adhering to department format requirements at a minimum rate of 10 wp.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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COURSE NAME   **COURSE CODE**

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. *mth* 60% accuracy

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

in.   **TOPICS:**

     Note: These topics sometimes overiap 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

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

IV.   REQUIRED RESOURCES/TEXT/MATERIALSr

<u>Transcription Skills for Business. Fifth Ed.</u> - Linda Mallinson, Lois Meyer, Ruth Moyer, Prentice-Hall.

Manilla file folder - lettersize

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

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

3 *W* high density disk

V.   EVALUATION PROCESS/GRADING SYSTEM:

<u>Evaluation;</u>

The final grade will be established on the basis of three transcribed test tapes weighted as follows:

                 Test Tape # I - (Tapes I -4) - 30%
                 Test Tape #2 - (Tapes 5-8) - 35%
                 Test Tape #3 - (Tapes 9-10) - 35%

All three tapes must be completed in order to achieve a final grade.

If a student is not able to write a test because of illness, or a legitimate emergency, that student must contact the professor prior to the end of the test and provide an explanation which is acceptable to the professor (medical certificates or other appropriate proof may be required). The student will then be able to write the test and receive the grade fie/she achieves. In cases where the student has contacted the professor, and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., a penalty of 15% will be deducted from the test grade. In cases where the student has not contacted the professor, 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 professor 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.

Additional LANGUAGE ARTS TAPES will be assigned on a need basis for those students requiring extra remedial work. The LANGUAGE ARTS TAPES are available in order to assist students in reinforcing acquisition of language arts skills.

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

VIL **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.