



---

Course Name

---

Code No.**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.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

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

1. Operate transcription equipment.

Potential 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.*

2. Transcribe dictated material.

Potential Elements of the Performance:

- Apply dictation guidelines to the dictation-transcription process.
- Apply machine-transcription terms.
- Apply the correct use of language skills.
  - Punctuation
  - Capitalization
  - Numbers
  - Abbreviations
  - Agreement Rules (subject/verb, pronoun/antecedent, verb tense)

---

Course Name

---

Code No.

- Use correct style for letters, memoranda, special formats, department setup formats.
- Apply correct technique for special typing problems (dash, underscore, and ellipsis).
- Identify correction procedures.
- Proofread for errors
- Apply proper business vocabulary in the areas of travel, realty, catering, landscaping, insurance, advertising, PC management, research, banking, publishing, and education.

*This module will constitute 100% of the course grade.*

3. Transcribe at a minimum speed.

Potential Elements of the Performance:

- 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 time frame.*

### III. TOPICS:

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.
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.

---

Course Name

---

Code No.**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

Transcription Skills for Business, Fifth Ed. – Linda Mallinson, Lois Meyer, Ruth Moyer, Prentice Hall.

The Office Guide - Linda Mallinson, Prentice Hall.

OR

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

Manila file folder – lettersize.

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

3 ½" high density disk.

**V. EVALUATION PROCESS/GRADING SYSTEM:**

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

Test Tape #1 – (Tapes 1-4) – 50%

Test Tape #2 – (Tapes 5-8) – 50%

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 to enable the professor to observe each student's work and provide guidance as necessary.

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

---

 Course Name

---

 Code No.

The following semester grades will be assigned to students in post secondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies &amp; Procedures Manual – Deferred Grades and Make-up</i> ).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

## VI. SPECIAL NOTES:

### 1. Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

### 2. Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post secondary institutions.

---

Course Name

---

Code No.

3. Course Outline Amendments:  
The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.
4. Substitute course information is available in the Registrar's office.
5. Plagiarism:  
Students should refer to the definition of “academic dishonesty” in the “Statement of Student Rights and Responsibilities”. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.
6. Students are expected to be present to write all tests during regularly scheduled classes. In the event of a failed course grade, a supplementary test will be administered at the end of the semester to replace EITHER the lowest failed OR one missed test.
7. 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 needs to relay to the students.
8. It is expected that 100 percent of classroom work be completed and submitted on time. All transcription tapes done in regular class time will be self-checked by the student and submitted to the professor for review.
9. All work must be labeled with the student’s name and the project information on each page. All work must be submitted in a labeled folder complete with a plastic disk pocket.
10. Regular attendance is expected so the professor can observe work and provide guidance as necessary.
11. Producing accurate work is fundamental to this course. Marks will be deducted for inaccuracies.

---

Course Name

---

Code No.**VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

1. Register with PLA Office for testing and pay fee.
2. Complete (2) Tapes – test duration – two 90 minute sessions. Allowed references: dictionary, 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.

**VIII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.