SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE:	**TRANSCRIPTION TECHNIQUES**		
CODE NO. :	**OAD104**	**SEMESTER:**	**TWO**
		MODULE:	**FOUR**
PROGRAM:	**OFFICE ADMINISTRATION – EXECUTIVE (ACCELERATED)**		
AUTHOR:	**SHEREE WRIGHT**		

DATE:	**FEB. 2006**	**PREVIOUS OUTLINE DATED:**	**FEB. 2005**

APPROVED:

_____   _____
DEAN   **DATE**

TOTAL CREDITS:	**3**
PREREQUISITE(S):	**OAD105**
HOURS/WEEK:	**5 hours/week for 7 weeks**

_____   _____

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, abbreviations, grammar, etc.). Students will use wav pedal technology to transcribe dictated material at a gradually increased level of difficulty, according to departmental format requirements, at a minimum rate of 15 g.w.p.m. Proofreading and keyboarding skills will continue to be developed throughout this course.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1.   Operate a wav pedal and wav pedal software.

Potential Elements of the Performance:

- Discuss new trends in technology – voice messaging, voice generated digital technology.
- Use the play, forward, and rewind features of the wav pedal.
- Use the features of the wav pedal software to assist in transcribing business documentation.

A course grade will not be assigned to this module.

2.   Transcribe dictated material.

Potential Elements of the Performance:

- Refer to reference manuals in order to apply the correct use of language skills:
  Punctuation
  Capitalization
  Numbers
  Abbreviations
  Agreement Rules (subject/verb, pronoun/antecedent, verb tense)
- Use correct formats for keyboarding letters, memoranda, and reports.
- Apply correct techniques when typing special characters, such as dashes and ellipses.
- Use proofreading techniques to locate errors.

- Note proofreading errors on hard copy using correct proofreading symbols.
- Refer to a dictionary to ensure accurate spelling.
- Incorporate appropriate business vocabulary in the areas of travel, realty, catering, landscaping, insurance, advertising, PC management, research, banking, publishing, education, and insurance.

This module will constitute 90% of the course grade.

3.   Transcribe at a minimum speed.

Potential Elements of the Performance:

- Transcribe unfamiliar material at a minimum rate of 15 w.p.m. with 50 percent accuracy.

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

4.   Apply proofreading and editing skills to detect errors in office documents, and use standard revision symbols to mark needed changes.

Potential Elements of the Performance:

- Proofread for errors in business documents using standard proofreading symbols.
- Identify format errors in letters, memos, reports, and job search documents.
- Identify errors in sentence construction.
- Identify errors in punctuation marks, including commas, periods, question marks, exclamation marks, semicolons, colons, apostrophes, underscores, italics, and quotation marks.
- Proofread and edit on-screen documentation.
- Correct inconsistencies.

This module will constitute 5% of the course grade.

5.   Keyboard at a minimum speed of 35 gross words per minute with 98 percent accuracy.

Potential Elements of the Performance:

- Keyboard five-minute timed writings with an accuracy level of 98 percent on two separate occasions under instructor's supervision.

This module will constitute 5% of the course grade.

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. The Dictation-Transcription Process--dictation techniques.

2. Machine Transcription Terms.

3. Language Skills/Business Vocabulary.

4. Formatting Styles (letters, memoranda).

5. Proofreading.

6. Keyboarding Speed and Accuracy Development.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Transcription Skills for Business, Sixth Edition--Linda Mallinson, Prentice Hall.

The Office Guide--Linda Mallinson, 2nd Edition, Prentice Hall.
AND/OR
The Gregg Reference Manual--Sabin, O'Neill, 6th Cdn. Edition, McGraw-Hill.

Proofreading & Editing Precision, 5th Edition, Larry Pagel, Thomson-South-Western.

Manila file folder – lettersize.

Dictionary – Oxford Canadian Dictionary recommended - current edition (students should not use a compact size as there are 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:

Proofreading Quiz – 5%
Timed Writings – 5%
Test Tape #1 – 45%*
Test Tape #2 – 45%*

Students will transcribe documents during regular classes. Following completion of the first four lessons, students will complete a test tape covering material similar to the practice tapes. A second test will be held following completion of the next five lessons. Regular attendance is encouraged to enable the professor to observe each student's work and provide guidance as necessary.
*Number of tapes completed will depend on the availability of language skills tapes in .mp3 format. If language skills tapes are not available, then two additional lessons will be covered.

_____   _____
Course Name   Code No.

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

Grade	Definition	Grade Point Equivalent
A+	90 - 100%	4.00
A	80 - 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field/clinical placement or non-graded subject areas.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject areas.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

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 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.   <u>Course Outline Amendments</u>:
   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.   <u>Plagiarism</u>:
   Students should refer to the definition of "academic dishonesty" in "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. Missed tests will be assigned a grade of 0. In the event of a failed course grade, a comprehensive supplementary test will be administered to replace the lowest failed test.

7.   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 submitted to the professor for review.

8.   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.

9.   Test papers will be returned to the student after grading in order to permit verification of the results and to review the tests. However, the student will be required to return all test papers to the professor who will keep them on file until the end of the next module. Any questions regarding the grading of individual tests must be brought to the professor's attention within two weeks of the paper being returned.

10   Regular attendance is expected to ensure course information is communicated to all students. In-class observation of student work and guidance by the professor aids student success. Lectures will not be repeated in subsequent classes.

_____ _____

Course Name Code No.

11. Producing accurate work is fundamental to this course. Marks will be deducted for inaccuracies. (See attached detailed grading sheet.)

12. The wav pedal software and wav pedals are only available in E2150. The equipment/software cannot be signed out.

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.

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.

OFFICE ADMINISTRATION DETAILED GRADING SHEET – 2005/2006

ABBREVIATIONS	
Failure to abbreviate properly	-2
APPEARANCE	
Smudges/Wrinkles/Improper assembly/Poor corrections	-2
CAPITALIZATION	
▪ Failure to capitalize less obvious words, i.e. the Great Depression	-1/2
▪ Failure to capitalize the first word in a sentence or obvious proper nouns, i.e. Sault Ste. Marie, Robert	-5
COMPOUND WORDS (always use a current dictionary to verify spelling)	
▪ Compound nouns (follow no regular pattern e.g. courtyard, court order, court-martial)/ Compound verbs (usually hyphenated or solid e.g. baby-sit, highlight)	-5
▪ Compound adjective (e.g. an actor who is well known /a well-known actor)/Prefixes and suffixes (do not use a hyphen to set off a prefix at the beginning of a word or a suffix at the end of a word e.g. posttest, nationwide)	-1/2
▪ Sometimes one word, sometimes two words (e.g. anyone/any one, already/all ready)	-2
ENVELOPES	
▪ Improper use of case/Street abbreviation not used/Author's name not included	-1/2
▪ Improper format/Placement of address/No postal code or improper placement thereof	-2
FORMAT	

_____   _____

Course Name   Code No.

Minor: Consistency of style, format, and punctuation/Improper setup/Missing reference initials/Missing enclosure notation	-2
Major: Incomplete/missing element	-5/-10
GRAMMAR	
Subject and verb agreement/Run-on/Incomplete sentence	-2
MAILABILITY	
Unmailable, e.g. mathematical error, key component missed, etc.	-5
MAJOR ERROR	
Missed line, sentence, or paragraph (or part thereof)	-10
NUMBERS	
Incorrect number usage	-2
POSSESSIVES	
Errors in forming possessives	-2
PROOFREADING	
All proofreading errors	-5
PUNCTUATION	
▪ Period, Question Mark, Exclamation Point, Comma, Semicolon, Colon, Dash, Hyphen, Parentheses, Quotation marks, Italics, Underline, Bold, Other Marks of Punctuation, Word Division	-1/2
▪ Punctuation left off at the end of a sentence	-5
SPACING	
Vertical and horizontal spacing	-2
SPELLING/VOCABULARY/SPELL CHECK	
Words misspelled/Errors in vocabulary (e.g. to/too/two)/Forming plurals	-5

*Marks deducted for each occurrence unless the error is repeated throughout the document.   *Updated: August 2005*