SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

SAULT COLLEGE

COURSE OUTLINE

COURSE TITLE:	TRANSCRIPTION TECHNIQUES		
CODE NO. :	OAD127	**SEMESTER:**	TWO
		MODULE:	FOUR
PROGRAM:	OFFICE ADMINISTRATION – EXECUTIVE (ACCELERATED)		
AUTHOR:	SHEREE WRIGHT		
DATE:	DEC. 2015	**PREVIOUS OUTLINE DATED:**	NOV. 2014
APPROVED:			

_____   _____
                                    DEAN   **DATE**

TOTAL CREDITS: 2

PREREQUISITE(S):   OAD105

HOURS/WEEK: 5 hours/week
for 7 weeks

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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, abbreviations, grammar, etc.). Students will use WAVpedals and Express Scribe transcription software to transcribe dictated material at a gradually increased level of difficulty, according to departmental formatting requirements. Use of a reference manual to assist with the development of proofreading, editing, and formatting skills will continue to be a key component of the 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 WAVpedal and use Express Scribe software.

Potential Elements of the Performance:

- Use the play, forward, and rewind features of the WAVpedal.
- Use the features of Express Scribe software to assist in transcribing business documentation.
- Demonstrate ear-finger-foot coordination in transcribing material using the WAVpedal.
- Keyboard continuously while transcribing electronic files.

2.   Transcribe mailable keyboarded copy on the first draft.

Potential Elements of the Performance:

- Transcribe unfamiliar material within a specified time frame.
- Proofread and edit on-screen and hard-copy documentation.
- Use correct formats for keyboarding letters, memoranda, and reports.
- Incorporate appropriate business vocabulary in various settings.

3.   Use a reference manual and Canadian dictionary to assist with the accurate transcription of office documentation.

Potential Elements of the Performance:

- Apply the correct use of language skills: punctuation, capitalization, number usage, abbreviations, sentence construction, agreement rules, word usage, etc.

- Identify and correct format and content errors in letters, memos, emails, reports, etc.
- Proofread for errors in business documents using standard proofreading symbols.
- Correct inconsistencies.
- Utilize a spell checker, Canadian dictionary, and *Gregg Reference Manual* to assist in producing mailable transcripts.

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. Machine Transcription Terms/Use of WAVpedals and Express Scribe Software
2. Language Skills/Business Vocabulary
3. Formatting Styles (letters, memoranda)
4. Use of a Reference Manual and Dictionary

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

Machine Transcription Short Course W/ Student Cd + Audio Cd Mp3 Format by Carol A. Mitchell

Gregg Reference Manual by Sabin, O'Neill, 9th Cdn. Edition, McGraw-Hill

Dictionary – *Oxford Canadian Dictionary* - recommended - current edition (students should not use a compact size as there are not enough alternate meanings, spellings, etc., included, nor should students rely solely on the word processing software's spelling checker)

Headsets/earphones/earbuds

Manila file folder – lettersize

V.   EVALUATION PROCESS/GRADING SYSTEM:

The final grade will be established on the following components:

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Transcription Homework Exercises: Students will complete weekly homework exercises based on chapters covered in the transcription textbook and *Gregg Reference Manual.* (Note: The textbook is considered a workbook/textbook; as such, completed homework exercises must be removed from the textbook and submitted to the teacher in a file folder.) – **10%**

Transcription Textbook/Reference Manual Quiz – One final proofreading/editing quiz will be given based on the material presented in the transcription textbook (Sections 1-9) and *Gregg Reference Manual.* The transcription textbook, *Gregg Reference Manual,* and dictionary may be used to complete the quiz – **15%**

Transcription Tests: Two transcription tests weighted as follows:
> **Test 1 – 35%**
> **Test 2 – 40%**

Students will transcribe dictated business correspondence during regular classes, and all transcribed work must be submitted daily. The transcribed documents will be reviewed and a completion mark assigned to serve as an indicator of weekly progress. Following completion of the first five lessons, students will complete a test covering material similar to the practice documents. A second test will be held following completion of the next four lessons. Regular attendance and completion of assigned work in class is encouraged to enable the professor to observe each student's work and provide guidance as necessary.

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.

If a faculty member determines that a student is at risk of not being successful in their academic pursuits and has exhausted all strategies available to faculty, student contact information may be confidentially provided to Student Services in an effort to offer even more assistance with options for success. Any student wishing to restrict the sharing of such information should make their wishes known to the coordinator or faculty member.

VI.   SPECIAL NOTES:

Attendance
Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

It is the student's responsibility to be familiar with the course outline and *Office Administration – Executive Student Manual*. These documents outline classroom policies that must be followed.

By considering the college environment as their workplace for the duration of the program, students will have a standard of performance to meet and will practise the day-to-day skills required to be successful in the work world.

These skills include:
- arriving and leaving class on time
- calling in/e-mailing when not in attendance
- checking college e-mail twice daily as a minimum
- following classroom rules and procedures
- demonstrating appropriate manners and etiquette
- listening attentively when the class is being addressed
- demonstrating respect for others at all times
- focusing on the work at hand
- organizing paperwork and keeping track of deadlines
- producing accurate, mailable documents
- being responsible for your own work

_____   _____

Failure to follow program policies will be dealt with through an escalating procedure as follows:

- One verbal warning from professor
- One e-mail notification from professor
- Removal from the classroom and meeting with professor
- Meeting with the dean which may result in suspension or expulsion from the course/program

The Student Code of Conduct (found on the portal) provides guidelines and disciplinary procedures for the college community. Academic dishonesty as defined in the Student Code of Conduct will result in a zero grade for all involved parties.

Keyboarding proficiency is an integral component of the Office Administration – Executive program. Students who are unable to keyboard with touch type techniques should practise their skills on a daily basis.

All the Right Type typing tutor software is located in the E-wing computer labs and in the Learning Centre. Visit http://www.ingenuityworks.com/ for more information on purchasing All the Right Type for home use.

Lectures will not be repeated in subsequent classes. A study partner/group is invaluable for notes in the event of an unavoidable absence but must not be depended upon for frequent absences.

For security reasons, WAVpedals are only available in E2150. The library has a number of WAVpedals that can be signed out for use within the college.

It is expected that 100 percent of classroom work be completed as preparation for the tests. The college network (S:/My Documents) should be used as the primary workspace. Students are responsible for maintaining back-ups of all completed files using either a memory stick (USB) or CD.

All requested assignments must be submitted in a labeled folder complete with a plastic USB/CD pocket. All work must be labeled with the student's name and the project information on each page.

A late assignment will be accepted if submitted within **72 hours** of the due date and time. Twenty-five percent will be deducted from late/incomplete assignments automatically. Failure to follow this procedure will result in a zero grade for the assignment.

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Students are expected to check college e-mail twice daily as a minimum to ensure timely communication of course information.

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

Students are expected to be present to write all tests during regularly scheduled classes. Students must ensure that they have the appropriate tools on hand to do the test. Sharing of resources (textbooks, reference manual, and dictionary) during tests is not allowed.

Test papers may be returned to the student after grading to permit review of the tests. However, the student must return all test papers to the professor who will keep them on file for two weeks after the semester finish date.

Any questions regarding the grading of individual tests must be brought to the professor's attention within two weeks of the date test papers are returned in class.

For those students who have

- attended 75 percent of classes
- completed all required course work
- failed the course or missed one test

a supplementary test will be administered at the end of the module. The mark achieved on the supplemental will replace the lowest test for the final grade calculation.

In exceptional circumstances, the department will review the application of this policy on an individual basis. Supporting documentation may be required.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.

ABBREVIATIONS	
Failure to abbreviate properly, e.g. Ontario/ON, Street/St.	-2

APPEARANCE	
Improperly assembled documentation, e.g. pages out of order, pages upside down	-2

CAPITALIZATION	
▪ Failure to capitalize less obvious words, e.g. the Great Depression	-1/2
▪ Failure to capitalize the first word in a sentence or obvious proper nouns, e.g. Wawa, Robert Kline	-5

COMPOUND WORDS (use the program-approved dictionary to verify spelling)	
▪ Incorrectly formed compound nouns/verbs that follow no regular pattern, e.g. courtyard, court order, layoff, to lay off, court-martialled, over-prescribe)	-2
▪ Incorrectly formed words that can be written as one or two words, e.g. anyone/any one, awhile/a while, already/all ready)	-2
▪ Incorrectly formed compound adjectives/adverbs, e.g. an actor who is well known/a well-known actor, part-time worker, go partway)	-1/2

ENVELOPES	
▪ Improper use of case/Forgetting to use street abbreviations/Missing author's name	-1/2
▪ Improper format/Incorrect placement of address/Missing or improperly placed postal codes	-2

FORMAT	
Inconsistency of document style, format, and punctuation/Improper set-up/Missing reference initials/Missing or incorrect notations, e.g. Enclosure, Confidential, Copy, Attention, etc.	-2

GRAMMAR	
Errors in subject and verb agreement/Run-on sentences/Incomplete sentences	-2

MAILABILITY	
Errors in mathematical calculations or missing key elements, e.g. headings, lines, sentences, or paragraphs	-5-/-10

NUMBERS	
Incorrect number usage	-2

PLURALS	
Errors in forming plurals, e.g. child/children, home/homes	-5

POSSESSIVES	
Errors in forming possessives	-2

PUNCTUATION	
▪ Errors in the use of punctuation marks: period, question mark, exclamation mark, comma, semicolon, colon, em/en dash, hyphen, parentheses, quotation marks, etc.	-1/2
▪ Errors in the use of font styles: italics, underline, bold, etc.	-1/2
▪ Missing end-of-sentence punctuation	-5

SPACING	
Errors in vertical and horizontal spacing	-2

SPELLING/VOCABULARY	
• Incorrectly spelled words, e.g. receipt/reciept • Incorrectly typed words (typographical errors), e.g. teh, buter • Errors in word usage, e.g. to/too/two, site/sight/cite	-5

Marks deducted for each occurrence unless the error is repeated consistently throughout the document. Updated: 2015-12-15