

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA1300 COMMUNICATIONS PRACTICUM

TEXT: Machine Transcription by Barrington, Liddy, and Mitchell

Canadian Secretary's Handbook

SUPPLIES: diskette, bond paper, word processing ruler, manila file folder, 60-minute cassette tape

PREREQUISITE: OA1010 Introductory Keyboarding or equivalent
OA1030 Business Communications I or equivalent

COURSE DESCRIPTION: Develops transcription proficiency from magnetic media recordings. Emphasizes proofreading, punctuation, spelling, keyboarding, and listening skills.

COURSE OBJECTIVES: The student will transcribe mailable material from machine-recorded dictation.

GRADING: The final course mark is determined from the following:

Proofreading Assignments		5%
Tape Assignments		15%
Spelling		5%
Word Study/Proofreading Quizzes		20%
Transcription Quizzes		25%
Final Exam:		30%
Transcription	10%	
Spelling	5%	
Proofreading	15%	