

W 94

**GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE**

OA 1300 COMMUNICATIONS PRACTICUM

TEXT: Machine Transcription, Language Skills for Information Processing, 2d edition by Etinger and Perfetto
Pitman Office Handbook

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 available material from machine-recorded dictation.

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

Tape Assignments	20%
Quizzes	30%
Final Spelling Exam	10%
Final Transcription Exam	40%

Students are responsible for completing some assignments outside of regular class time. LATE assignments will be penalized by mark deductions and will not be accepted beyond three class days of the due date.