

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OA1300 DOCUMENT EDITING

TEXT

- Machine Transcription, Language Skills for Information Processing, 2nd Edition, Etinger & Perfetto
- OA1300 Student Lab Kit

PREREQUISITE

- OA1010 Introductory Keyboarding or equivalent
- OA1030 Business Communications I or equivalent
- A minimum of 30 nwpm keyboarding rate

COURSE DESCRIPTION

- Develops proficiency in editing, proofreading, and correcting copy that originates from pre-recorded cassette tape, computer screen drafts, and keyed or handwritten hard copy.
- Blends and applies skills in grammar, keyboarding, and document formatting.
- Emphasizes the ability to follow instructions, listening and visual acuity in producing mailable copy in a timely, cost-efficient manner.

COURSE OBJECTIVES

Students will be able to:

- use proofreading and editing symbols to correctly edit keyed or handwritten hard copy drafts
- interpret proofreading symbols and author notes to key final copy that is correct and mailable
- operate transcription equipment and transcribe mailable hard copy from dictation given on pre-recorded cassette tape
- proofread and edit drafts on a computer screen to produce "first-time mailable" printouts
- produce mailable hard copy (within acceptable time limits) from computer screen input.

GRADING

- Students are responsible for completing some assignments outside of regular class time.
- Due dates are strictly enforced and penalties are assessed for past-due work.

- LATE assignments will not be accepted after assignments are marked and returned.
- Computer screen edits and timed production will only be accepted during class time.

The final course grade is determined from the following:

Hard-copy Assignments	5%
Tape Assignments	15%
Screen Edit Assignments	10%
Timed Production	5%
Quizzes	20%
Final Production Test	45%

SUPPLIES

3½" disk
headphones
60-minute cassette tape