

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION
COURSE OUTLINE

OAI300 DOCUMENT EDITING

TEXT: Machine Transcription, Language Skills for Information Processing, 2nd edition by Etinger and Perfetto
OAI300 STUDENT LAB KIT

PREREQUISITE: OAI1010 Introductory Keyboarding or equivalent,
OAI1030 Business Communications 1 or equivalent and
a minimum 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: 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%

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.

SUPPLIES: 3 1/2 " disk; headphones; 60-minute cassette tape