

GRANDE PRAIRIE REGIONAL COLLEGE
OFFICE ADMINISTRATION

OCT 22 1998

OA 2380 G2: MACHINE TRANSCRIPTION

COURSE OUTLINE

- INSTRUCTOR:** Cindy Gerritsen
Office: C-408
Office Phone Number: 539-2002
- TEXT:** Machine Transcription, 3rd Edition, Ettinger & Perfetto, EMC Paradigm.
- REFERENCES:** The Gregg Reference Manual, Fourth Canadian Edition.
A Good Dictionary.
- PREREQUISITE:** None.
- COURSE DESCRIPTION:** The students will master the skills of machine transcription through mastering the technical skills of transcribing documents, and applying language skills and document formats, to produce mailable documents. Mailable documents are error-free and in the correct format. With continued practice, the student's speed and proficiency will increase.
- COURSE OBJECTIVES:** The student will be able to:
- I. transcribe various documents, applying the language skills required, e.g., spelling, word usage, punctuation, sentence structure, parts of speech, capitalization, and numbers;

2. use editing and proofreading skills learned to produce mailable documents;
3. properly format various kinds of documents, e.g., letters, memos, business reports.
4. use special notations correctly, e.g., subject lines, mail notations, attention lines, confidential notations.
5. Complete transcribed documents within a set time frame.

GRADING:

Your final mark will be determined as follows:

1.	Spelling and Language Skills Assignments	5%
2.	Production Assignments	35%
3.	Spelling and Language Skills Exams	10%
4.	Production Exams	<u>50%</u>
		<u>100%</u>

Spelling and Language Skills Assignments are Graded as follows:

The "Assessing the Essentials" section of each Chapter, will be marked for this portion of your final mark, as follows:

1. Each question worth one mark.
2. Part III: Focus on Editing and Proofreading:
 - (a) 1 mark for each correction using the correct edit markings
 - (b) For the rekeyed documents:
 - double-spaced
 - headings to be centred
 - total marks 10, with 1 mark taken off for each error
3. Reference materials may be used.

Spelling and Language Skills Exams are Graded as follows:

1. Each exam will consist of 25 spelling words (5 words from each chapter) and 10 sentences (2 sentence from each chapter).
2. Each exam, 25 spelling words and 10 sentences, is worth 100 marks. You will be required to type out the words and sentences on the word processor, as dictated by the instructor.
3. The following deductions (from 100 marks) will be made for **each** occurrence of the following errors:

(a)	Spelling	4
(b)	Word usage/capitalization	4
(c)	Punctuation	2
(d)	Number usage	2
4. Reference materials **cannot** be used for the exams.

Production Assignments are Graded as follows:

Documents in the "Tape Dictation" of each chapter, consist of three levels, bottom line, mid-tier, and capstone, and are graded, for this portion of your final mark.

1. Each page of each document will be worth a total of 10 marks.
2. Deductions will be made only **once** for an error that occurs more than once on one page. (If a document is two pages in length, if the error is made on the second page, it will only be deducted once.)
3. Errors include errors in format, style, spelling, or those that fail to follow specific instructions. Below are some examples.

(a)	Failure to submit assignment (each page)	10
(b)	Messy correction/submission (unmailable)	10
(c)	Spelling or proofreading error	4
(d)	Omission of necessary information	4
	e.g., Attention or subject lines in letters	
	Special notations	

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| (e) | Failure to follow specific instructions
e.g., Full block letter versus modified
Location of mail notation | 4 |
| (f) | Obvious correction | 4 |
| (g) | Improper word division | 4 |
| (h) | Capitalization
e.g., Proper Nouns
First word of a sentence | 4 |
| (i) | Incorrect end-of-sentence punctuation | 2 |
| (j) | Omission or incorrect use of internal
punctuation (within sentences) | 2 |
| (k) | Incorrect spacing between paragraphs | 2 |
| (l) | Incorrect bottom page break | 2 |
| (m) | Staggered line endings (left justification) | 2 |
| (n) | Unbalanced top, bottom, side margins
e.g., Visibly off 4 or more spaces or lines | 2 |
| (o) | Centring visibly off 4 or more spaces or lines | 2 |
4. All dictation assignment must be completed during class time. **NO EXCEPTIONS.**
5. In the "Tape Dictation" sections of each chapter, Section 1- Spelling and Section 2 - Sentences, are **NOT** part of your final mark, however, their completion is recorded. If you are very close to a final grade of "9" and all of these assignments have been handed in, you will receive the "9" instead of the "8". (Besides they are a good warmup for each class.)

Production Exams are Graded as follows:

After the completion of five chapters, a Progress Check will be administered. These are exams that cover the material learned in the previous five chapters.

1. Each person will be assigned a tape for their use during the course. The list will be posted on the first day a Progress Check is given (Class 4).
2. Each page of each document will be worth 10 marks, with the entire exam worth 40 possible marks.
3. The Progress Checks are graded in the same manner as the production assignments (see above), including the same deductions.

4. Each exam must be completed within a set time frame given, prior to commencement of the exam. Once time has expired, all finished documents are to be handed in. If one page is not completed, you will receive no mark for it. (You will still be marked out of 40 total marks.)
5. Reference materials can be used during the exam.

ATTENDANCE: Daily attendance is essential for successful completion. All dictation will be completed during class time only. **NO EXCEPTIONS.** Therefore, if you miss a class, you will receive a grade of 0 for those assignments.

SUPPLIES: Two 60-minute cassette tapes.
Formatted data disk to save work.

The dictation master tapes are on reserve in the library. You will have to go down to the library **BEFORE CLASS** and dub the tapes you will need. It would be a good idea to be one tape ahead. If you finish yearly, you can start on the next class' assignments.

**OA 2380 MACHINE TRANSCRIPTION
COURSE OUTLINE ADDENDUM
LEARNING OUTCOMES**
in accordance with
CANADA COUNCIL'S CRITICAL EMPLOYABILITY SKILLS

Preamble

A review of Canada Council's Critical Employability Skills has produced a set of 22 learning outcomes. In order to enhance the probability that employability skills will be given the emphasis they deserve in this course, these learning outcomes are being included as part of the course outline.

Learning Outcome	Evidence for Employability Skill Portfolio	C=Skill learned in Content P= Skill practiced A= Skill assessed	Assessment
Compose messages, memos, letters, and short reports, correctly applying the fundamental principles of spelling, grammar, and punctuation	Samples of mailable dictation assignments	C P A	Assignments will be completed within a set time frame, and assessed for being an error-free mailable document

Learning Outcome	Evidence for Employability Skill Portfolio	C=Skill learned in Content P= Skill practiced A= Skill assessed	Assessment
Utilize active listening skills to accurately condense and record verbal information, instructions, and ideas.	Samples of mailable dictation assignments	C P A	Assignments will be completed within a set time frame, and assessed for being an error-free mailable document
Evaluate situations, make informed decisions, and initiate appropriate action.	Correctly formatted dictation document, using guidelines to accommodate short or long documents, as required	C P A	Assignments will be completed within a set time frame, and assessed for being an error-free mailable document
Keyboard & transcribe proficiently and accurately	Samples of mailable documents	P A	Based on the mailability of assignments as set out in the text and in lectures.
Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.	Printout of directories.	P	

Learning Outcome	Evidence for Employability Skill Portfolio	C=Skill learned in Content P= Skill practiced A= Skill assessed	Assessment
Manage time effectively by setting goals, organizing, planning, prioritizing, and scheduling activities, routines, and projects.	Assignment sheets.	P	
Achieve business standards for efficiency and quality of work.	Progress checks and assignments receiving a mark of 10.	C P A	Receive a mark of 10 on each page of an assignment (10/10)