

NORTHEASTERN TECHNICAL COLLEGE

COURSE OUTLINE

	Effective Date	Next Review Date
COURSE: PREFIX NO.	DATE:	
AOT 121	May 2010	May 2011
	CREDITS	CONTACTS
		CLASS - LAB - TOTAL
TITLE: Transcription	3.0	3 0 3

Prerequisites: AOT 110 with a grade of "C" or better.

Description: This course provides experience in transcribing documents from dictation. Emphasis is placed on development of accuracy, effective listening techniques, and proper punctuation of business documents.



Textbook(s) or Alternative:

Machine Transcription and Dictation, Fifth Edition, by Mitsy Ballentine. Published by Thomson/South-Western Publishing, 2005.

Materials (specifying those to be purchased by student):

Students must purchase the following:

- Textbook
- USB 2.0 Flash Drive 128MB for saving files/assignments
- Headphones for listening to the transcription files on the CD



Collateral Reading:

None

Class Management Activities (Attendance, tardies, testing, etc.):

See Class/Course Policies

Resources (A-V, persons, tools/equipment):

- Dictionary
- Secretarial Reference Manuals
- Typing Textbook for Reference

All of the above items must remain in the classroom.

**Course Topical Outline (List topics and sub-topics of course)
and Calendar of approximate length of time devoted to topic.**

Part 1 - Basic Machine Transcription

- Chapter 1 - Machine Transcription
- Chapter 2 - Advertising, Journalism, and Publishing
- Chapter 3 - Education, Government, and Public Service
- Chapter 4 - Real Estate, Appraising, and Property Management
- Chapter 5 - Accounting, Auditing, and Financial Planning
- Chapter 6 - Banking, Financial Management, and Consumer Credit

Part 2 - Intermediate Machine Transcription

- Chapter 7 - Insurance
- Chapter 8 - Engineering, Industrial, and Manufacturing
- Chapter 9 - Entertainment, Food, and Restaurant Services
- Chapter 10 - Marketing, Retail Sales, and Wholesale Management
- Chapter 11 - Travel, Tourism, and Hotel Services
- Chapter 12 - Airline, Automotive, and Trucking

Part 3 - Advanced Machine Transcription—Legal and Medical

- Chapter 13 - Contingency Fee Agreement, Certificate of Notary
and Probate Court Form
- Chapter 14 - Bill of Sale, Complaint on Account, and Notice
of Garnishment
- Chapter 15 - Petition for Dissolution of Marriage and Billing
Statements
- Chapter 16 - Estate and Tax Matters
- Chapter 17 - Consultation Letter, Medical Memorandum, and
Mammogram Report
- Chapter 18 - Report of Radiologist and Relocation Announcement
- Chapter 19 - Medical Transcriptionist Job Description, Operative
Report, and Dental Report
- Chapter 20 - Admission Letter, Pathology Report, and Discharge
Summary

Part 4 - Dictation and Continuous Speech Recognition

**On the back or as attachments, please include other helpful
information, such as syllabus, handouts, evaluation instruments
(tests, demonstration, check sheets), bibliography for
Instructional Division files.**

See attachments/handouts

Objectives of Course:

Upon successful completion of this course, the student will be able to:

1. Define and use the word mastery terms presented in each chapter.
2. Compose paragraphs in acceptable form utilizing the word mastery terms and language skills presented in each chapter.
3. Transcribe documents in acceptable report format.
4. Transcribe letters in block style with open punctuation and modified block style letters with mixed punctuation in acceptable format.
5. Utilize their researching, writing, and communications skills correctly in a collaborative research activity.
6. Transcribe memos in acceptable form.
7. Apply grammar and punctuation rules learned throughout the textbook.
8. Transcribe letters using the simplified letter style and a financial report in acceptable form.
9. Transcribe tables in acceptable form.
10. Transcribe a variety of documents dealing used in different businesses and industry.
11. Transcribe legal documents in acceptable form.
12. Listen carefully and know how to follow instructions.
13. Use critical thinking skills.
14. Transcribe medical documents in acceptable form.

Students should strive to produce mailable documents.

Mailable documents:

- ❖ Have no spelling errors
- ❖ Have no punctuation errors
- ❖ Have no grammatical errors
- ❖ Contain accurate and complete information
- ❖ Follow the originator's directions
- ❖ Have no incorrect word usage
- ❖ Have no typographical errors
- ❖ Have no word division errors
- ❖ Are correctly formatted and include all essential parts of the document (Example: date, inside address, enclosure notations, reference initials.)

Instructional Methods to Complete Objectives:

Students will complete the Word Mastery Self-Checks, Language Skills, Composition Reinforcement, Collaborative Research, and Proofreading activities in each chapter of their textbook before beginning to do the transcription exercises for that particular lesson. Answers to these exercises should be typed and turned in to the instructor for grading.

NOTE: Students will format all documents on the computer using Microsoft Word 2007 software. This will enable students to get more practice using their word processing skills.

Machine Transcription is an increasingly popular method of reducing the spoken word into its written form in the modern business office. Employers find that dictating is much less time consuming than writing their ideas in longhand. The advantage of the dictating machine over dictating to a secretary is one of accuracy and efficiency, for the machine is ever-present for both use and double-checking the information being typed.

Students should make an extra effort to plan, proofread, and correct copy before submitting it to the instructor. Once you check it, check it one more time.



Evaluative Methods to Appraise Objectives:

Daily transcripts will be graded using the attached grading scale. Daily transcriptions will count as 60% of the final grade for the semester. Chapter exercises will count as 40% of the final grade for the semester.

Lesson Format:

Students will complete the Word Mastery Self-Checks, Language Skills, Composition Reinforcement, Collaborative Research, and Proofreading activities in each chapter of their textbook before beginning to do the transcription exercises for that particular lesson. Answers to these exercises are to be typed and turned in to the instructor for grading.

There will be 20 chapters to complete as noted on the course assignment sheet. Students are to print and turn in each Chapter as they transcribe it. **In order for the instructor to keep you aware of your progress, you should not hold the lessons.**

Grading Criteria:

All transcripts will be graded. The student will receive a numeric grade on each document, with the grades on each individual document averaged to determine the chapter grade.

Note: As you transcribe the documents for each chapter, you should strive for mailable documents. This means that your documents should not contain any errors.

Two points will be deducted for each error made on all documents.

FINAL GRADE FOR THE SEMESTER WILL BE COMPUTED AS FOLLOWS:

20 Transcription Chapters	-----	60%	93 - 100 = A
Chapter Exercises	-----	40%	85 - 92 = B
			77 - 84 = C
			70 - 76 = D
			69 or below = F

Students will be allowed to do assignments at home or at one of the NETC community campus sites. All assignments must be completed using Microsoft Word 2007 software. All lessons must be turned in at the beginning of class on Monday morning of each week. No lesson will be accepted late.

Absences:

Students are expected to be in class on time and ready to start working. Students are to remain working until the end of the class period. No student should leave class early without the permission of the instructor.

Students will meet class Monday and Wednesday each week for one hour and fifty-two minutes for ten weeks. Students will be allowed to miss a maximum of **four** class meetings. Once a student misses over the maximum number of absences allowed, he/she will automatically be dropped from class rolls with a grade of "F".

There are no excused absences except those verified by other instructors for field trips or school related activities. A student with a doctor's excuse will be able to make up missed work, but the absence will still count toward the maximum number of absences allowed.

Tardies:

A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies will count as one absence for day students. Time missed for night students will be accumulated until an even hour has been missed. Students should strive to get to class on time each day.

AOT 121 Course Assignments

Students will do only the documents listed for grading. Weekly lessons will be due at the beginning of class on Monday mornings, each week.

Week 1

Outline & Handouts
Chapter 1 Exercises
Chapter 2 Exercises
Transcribe Docs. 1-4

Week 2

Chapter 3 Exercises
Transcribe Docs. 1-4
Chapter 4 Exercises
Transcribe Docs. 1-4

Week 3

Chapter 5 Exercises
Transcribe Doc. 1-4
Chapter 6 Exercises
Transcribe Docs. 1-4

Week 4

Chapter 7 Exercises
Transcribe Docs. 1-4
Chapter 8 Exercises
Transcribe Docs. 1-4

Week 5

Chapter 9 Exercises
Transcribe Docs. 1-4
Chapter 10 Exercises
Transcribe Docs. 1-4

Week 6

Chapter 11 Exercises
Transcribe Docs. 1-4
Chapter 12 Exercises
Transcribe Docs. 1-4

Week 7

Chapter 13 Exercises
Transcribe Docs. 1-3
Chapter 14 Exercises
Transcribe Docs. 1-3

Week 8

Chapter 15 Exercises
Transcribe Docs. 1-3
Chapter 16 Exercises
Transcribe Docs. 1-3

Week 9

Chapter 17 Exercises
Transcribe Docs. 1-3
Chapter 18 Exercises
Transcribe Docs. 1 & 2

Week 10

Chapter 19 Exercises
Transcribe Docs. 1-3
Chapter 20 Exercises
Transcribe Docs. 1-3