

COURSE OUTLINE**Computer Applications and Business Office Technologies 155  
Machine Transcription – General****I. Catalog Statement**

Computer Applications and Business Office Technologies 155 provides instruction on transcribing dictation from transcription machines. It emphasizes excellence in keyboarding and proficiency in the use of English writing skills, such as spelling, grammar, punctuation, and sentence structure.

Units – 1.0

Lecture/Demonstration Hours –1.0

Prerequisites: (1) Computer Applications and Business Office Technologies 205 or equivalent, (2) Computer Applications and Business Office Technologies 103, and (3) Computer Applications and Business Office Technologies 265. Computer Applications and Business Office Technologies 265 may be taken concurrently.

Recommended preparation: Computer Applications and Business Office Technologies 105

Skill Level Ranges: Reading 5; Writing 5; Listening-Speaking 5; Math 1.

**II. Course Entry Expectations**

Prior to enrolling in the course, the student should be able to:

1. format tables, letters, various reports, memorandums, envelopes and labels;
2. apply rules associated with production typewriting which will include margins, tabs, vertical spacing, footnotes, word division, enumerations, grammar, punctuation, and characteristics of the different letter styles;
3. keyboard a minimum of 25 wpm;
4. use reference materials that cover appropriate standards of spelling and pronunciation.

**III. Course Exit Standards**

Upon successful completion of the required coursework, the students will be able to:

1. operate transcription equipment (e.g. Dictaphone or other recorder, footpedals, and headphones);
2. transcribe business documents using word processing software;
3. apply business English and proofreading skills effectively to produce mailable business documents.

**IV. Course Content****Total Contact Hours = 16**

A. Dictation Equipment Operation	1 hour
B. Typical business communication documents and related tasks	10 hours
1. Memorandums	
2. Letters	
3. Reports	
4. Proofreading rules and symbols	
C. Problem Solving	5 hours
1. Searching for and handling special instructions on tape, such	

as prioritizing tasks, research of information for inclusion in document, distribution of copies, filing, and mailing.

2. Typical grammar, punctuation, formatting, and other problems and errors
3. Rough drafts and final copies
4. Correspondence folder as a reference manual for procedural and other information

**V. Methods of Presentation**

The following instructional methodologies may be used in the course:

1. lecture;
2. discussion;
3. demonstration;
4. individual lab instruction/assistance.

**VI. Assignments and Method of Evaluation**

1. Transcription projects (e.g. business documents).
2. Quizzes (e.g. written quizzes on document formatting and transcription rules/procedures).
3. Midterm examination (written exam and hands-on transcription exam).
4. Final examination (written exam and hands-on transcription exam).

**VII. Textbook**

Mitchell, C. Machine Transcription: A Comprehensive Approach for Today's Office Professional Short Course Text-Workbook with CD-ROM, 4<sup>th</sup> edition.

New York: McGraw-Hill Higher Education, 2003.

10<sup>th</sup> Grade Textbook Reading Level. ISBN 0-077-2904-8

**VIII. Student Learning Outcome**

Upon successful completion, the student will be able to:

1. transcribe dictated correspondence with speed and accuracy using proper grammar, spelling, and punctuation;
2. produce acceptable mailable format of business correspondence in area of specialization (i.e., legal, medical insurance, or real estate);
3. format characters, paragraphs, and sections in a document.