

OST 223
MACHINE TRANSCRIPTION I

COURSE DESCRIPTION:

Prerequisites: OST 134 and OST 136 and OST 164

Corequisites: None

This course covers the use of transcribing machines to produce mailable documents. Emphasis is on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy. Course Hours Per Week: Class, 1. Lab, 2. Semester Hours Credit, 2.

LEARNING OUTCOMES:

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

- a. Demonstrate the correct procedures for placing a recording in transcriber and for removing it.
- b. Manipulate the machine controls properly.
- c. Demonstrate ear-finger-foot coordination in transcribing material from the transcription equipment.
- d. Develop effective listening skills.
- e. Develop good record keeping skills
- f. Keep the word processor in constant motion while transcribing material from the transcription equipment.
- g. Transcribe a mailable copy on the first draft from the transcription equipment.
- h. Demonstrate knowledge of proofreaders' marks.
- i. Apply accurate English skills while transcribing.
- j. Become knowledgeable of various hardware and software features.

OUTLINE OF INSTRUCTION:

- I. Orientation to Machine Transcription
 - A. Goal setting
 - B. Machine transcription on the job
 - 1.) Recording the message
 - 2.) Voice-recognition software
 - 3.) Remote transcription
 - 4.) Software and hardware usage
 - 5.) Local Area Networks
 - 6.) Record keeping
 - C. Transcribing Techniques
 - 1.) Introduction to transcribing and listening

- 2.) Applying the rules
 - 3.) Proofreading skills
 - 4.) Producing mailable transcriptions
 - 5.) Time management
 - 6.) Building your reference library
- D. Effective Listening
- 1.) Factors that influence listening
 - 2.) Ways to improve listening
 - 3.) Listening and transcribing

II. English skills

- A. Grammar
- B. Punctuation
- C. Spelling
- D. Word Usage
- E. Proofreading dictation
- F. Word division

III. Guidelines for Dictation

- A. Dictation equipment
- B. Organizational format
- C. Creation of documents
 - 1.) Letters
 - 2.) Memoranda
 - 3.) Reports and manuscripts
 - 4.) Outlines
- D. Text-editing on the computer
 - 1.) Insertions and deletions

IV. Professionalism and transcribing efficiency

- A. Transcriptionist's professional attitude
- B. Team responsibilities
- C. Proofreading skills
- D. Letter styles
- E. Letter placement
- F. Qualities of mailability

V. Securing Employment

- A. Selecting your sources for job openings
- B. Preparing your application package
- C. Preparing for the interview

VI. Transcription of documents

- A. The office setting
 - 1.) Job simulations

REQUIRED TEXTBOOKS AND MATERIALS:

Textbook:

Mitchell, Carol A. Machine Transcription: A Comprehensive Approach for Today's Office Professional. 4th edition. The McGraw-Hill Companies, 2003.

Supplementary:

Silverthorn, J.E. and Perry, D.J. Word Division Manual. Cincinnati: South-Western*Thomson Learning.

Sabin, William. The Gregg Reference Manual. 8th edition. The McGraw Hill Companies.
Transcription Tapes

Dictionary

SUGGESTED REFERENCES, PERIODICALS AND VISUAL AIDS:

Ettinger, Blanche and Perfetto, Edda. Machine Transcription: Applied Language Skills. EMC Paradigm

Pasewark, William and Ballentine, Mitsy. Machine Transcription and Dictation. 4th edition. South-Western*Thomson Learning

STATEMENT FOR STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 686-3652 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.