

OST 224
MACHINE TRANSCRIPTION II

COURSE DESCRIPTION:

Prerequisites: OST 223

Corequisites: None

This course provides advanced transcription skills. Emphasis is on specialized transcription features. Upon completion, students should be able to transcribe complex business documents into mailable copy with minimal assistance. 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. Prepare computer for use
- b. Use correct spelling, punctuation, grammar, and reference materials
- c. Use word processing packages
- d. Use proofreading symbols
- e. Determine appropriate format
- f. Demonstrate proper care of equipment, disks, and CDs
- g. Apply mailability standards to document production
- h. Transcribe memorandums, personal business letters, and letters in block style, modified-block style, and simplified style with attention lines, subject lines, company name and postscripts with efficiency
- i. Apply critical thinking
- j. Proofread and correct copy
- k. Keyboard drafts from copy and handwritten materials
- l. Demonstrate a professional attitude
- m. Learn to listen and to translate what is heard into correct written form
- n. Use new hardware and software features
- o. Maintain productivity standards

OUTLINE OF INSTRUCTION:

- I. Review Machine Transcription Skills
 - A. Skills of the transcription specialist
 - B. Various types of transcribing equipment
 - C. Evaluate methods used to originate documents
 - D. Types of internal and external documents as part of communication process.

- II. Style and Formatting Decisions
 - A. Choosing the correct supplies
 - B. Tables and graphs
 - C. Traditional and creative formatting
 - D. Final preparations for correspondence mailed or faxed

- III. Continued Improvement of English Skills
 - A. Punctuation Review
 - B. Capitalization, and number expression Review
 - C. Access a spell-checker and/or a grammar-checker

- IV. Transcription of Documents
 - A. Office environment
 - B. Office system and training manual
 - 1) Organizational charts
 - 2) Employee performance appraisal forms
 - 3) Job Completion
 - 4) Complete daily forms
 - 5) Line count procedures
 - 6) Time Management Schedule

REQUIRED TEXTBOOKS AND MATERIALS:

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

Supplementary:

Silverthorn, J.E. and Perry, D.J. Word Division Manual. Cincinnati: Southwestern*Thompson Learning

Sabin, William. The Gregg Reference Manual. 8th. ed. The McGraw Hill Companies.

Transcription Tapes

Dictionary

SUGGESTED REFERENCES, PERIODICALS AND VISUAL AIDS:

Ettinger, Blanche and Perfetto, Edda. Machine Transcription and Dictation. 4th ed. South-Western*Thomson Learning

STATEMENT OF STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from the Disability Services Coordinator within the first two weeks of the semester. Likewise, students who may require emergency medical attention due to a chronic health condition are encouraged to disclose this information to a disabilities services counselor within the first two weeks of the semester. 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.