

COURSE TITLE AND NUMBER: OAS 224 Transcription/Editing

North Central Michigan College

NCMC MASTER COURSE SYLLABUS FOR YEARS 2001-2003

DIVISION/AREA: Business and Technology

DEPARTMENT:

DIVISION DIRECTOR: Robert J. Marsh, Ph.D., P.E.

ORIGINATOR:

DEAN OF INSTRUCTION: Timothy Dykstra, Ph.D.

TOTAL HOURS OF INSTRUCTION: 4 LECTURE: 4 LAB: 0 TOTAL CONTACT HOURS: 70.4

COURSE NUMBER: OAS 224

CREDIT HOURS:

COURSE TITLE: Transcription/Editing

TRANSFERABLE

YES:

NO: X

TO:

PREREQUISITE(S)/COREQUISITE(S)/ADVISORY: OAS115, OAS 122, OAS 224

CATALOG DESCRIPTION:

Instruction in the use of machine dictation and transcription equipment. Specially prepared practice tapes are used for initial learning, with the focus on developing speed and accuracy in transcription. Reinforcement of communication skills including grammar, spelling and vocabulary is emphasized. Prerequisite: Typing and knowledge of word processing.

GENERAL EDUCATION OUTCOMES:

- Think critically and analytically
 - Write and speak effectively
 - Select and use mathematical tools for problem solving and decision making
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COURSE OBJECTIVES & OUTCOMES:

- Development of ability to *efficiently* create and save information on a personal computer and operate a cassette transcription machine.
- Development of ability to apply correct punctuation, spelling, grammar, number rules, and word division during transcription of recorded materials.
- Development of first-time final drafts from machine transcription.
- Development of ability to transcribe accurately under pressure of time using computers.
- Development of perseverance, concentration, critical thinking, problem solving, communication skills and self-confidence.

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- Development of ability to apply critical thinking/problem solving to practical case situations.

METHODS OF INSTRUCTION: Lecture, hands on computer assignments, lab time, use of transcription machines

METHODS OF EVALUATION:

Test Evaluation	Accuracy		Grade Distribution	
	0-1 errors	A, A-	Homework	30%
	2-3- errors	B, B-	Editing/Proofreading	20%
	4,5-6- errors	C+, C, C-	Transcription Tests	40%
	7-8 errors	D, D-	Vocabulary	10%
	Speed			
	25+	A	17-15	C
	24	A-	14	C-
	23	B+	13	D+
	22-21	B	12-11	D
	20-19	B-	10	D-
	1. C+			

REQUIRED TEXTS:

MACHINE TRANSCRIPTION, Short Course, Carol A. Mitchell, Glencoe Publishing, 2003

Three 3 1/2" high density diskettes
 Four standard File Folders 8 1/2 x 11, 1/3 cut tab
 Dictionary, GREGG REFERENCE MANUAL 9th edition

OPTIONAL SUPPLEMENTARY MATERIALS:

Reasonable accommodations may be provided for students with documented physical, sensory, cognitive, systemic, and/or psychiatric disabilities. Please contact the Education Opportunity Program (EOP) at (231) 348-6687 to arrange services for this course.

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TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

Week	Topic
1	Introduction/Orientation
2	Keyboarding review, competency test
3	Word review- editing features, document formatting
4	Word review, continued
5	Introduction to dictation machines, review of technology, uses
6	Case 1 in class- Transcribe
7	Grammar rules for dictation and transcription
8	Transcription- speed work
9	Spell and grammar checking- manual and computerized
10	Case 2 in class; Exam 1
11	Vocabulary work Drills
12	Introduction to voice activated transcription
13	Case 3 in class
14	Intro to final project; class work, break into groups
15	Review and practice for projects Final quiz
16	Final in class project and drill Presentations

APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON _____