San Bernardino Valley College
Curriculum Approved: November 17, 2003
Last Updated: October 2003

I. CATALOG DESCRIPTION:
A. Department Information:
Department: Computer Information Technology
Division: Business & Information Technology
Course ID: CIT 032
Course Title: Machine Transcription
Units: 3
Lecture: 2 hours
Laboratory: 3 hours
Prerequisite: CIT 020
Departmental Advisory: CIT 031

B. Catalog and Schedule Descriptions:
The course provides instruction and practice in document formatting, editing, proofreading, and listening as well as the preparation of industry-specific documents for transcription. (Formerly OIS 109)

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: One

III. EXPECTED OUTCOMES FOR STUDENTS:
Upon successful completion of the course, the student should be able to:
A. identify grammatical and contextual errors by developing proper proofreading techniques
B. demonstrate proper utilization of transcription equipment
C. distinguish and use proper techniques of transcription to produce accurate correspondence
D. apply principles to new, unfamiliar recorded dictation
E. construct and format business documents that are errorless and reflect accurately the originator's ideas

IV. CONTENT:
A. Development of skills
1. equipment operation
2. rough draft format
3. word division
4. proofreading procedures
B. Language arts principles
1. punctuation
2. number usage
3. capitalization
4. abbreviations word usage
5. spelling
C. Formatting review
1. Letters
2. Memos
3. Two-page letters
4. Business forms and documents
D. Transcription of realistic business documents employing the principles taught in the current lessons and also applying those rules presented in previous lessons

V.   METHODS OF INSTRUCTION:
   A.   Lecture
   B.   Demonstration
   C.   Directed discussion
   D.   One-on-one instruction
   E.   Skill Building exercises

VI.   TYPICAL ASSIGNMENTS:
   Reading, writing, problem solving or performance:
   A.   Retrieve this year's academic calendar from your template. Update the calendar for next year's catalog by making changes dictated on the tape. Apply specific rules related to number expression. Proofread your transcription carefully.
   B.   Transcribe an interoffice communication and correspondence to a foreign country. Make sure dates, times, flight numbers, and other specific information is accurate. Transcribe accurately, proofread thoroughly, and correct mistakes appropriately. Correctly use business words from the supplied list. Apply rules related to apostrophe usage.
   C.   Key a final draft of a maintenance agreement by referring to a rough-draft copy. Correctly spell and use the list of business words. Apply specific rules related to the exclamation point usage, quotation mark usage, and syllabication.

VII.   EVALUATION:
   A.   Methods of Evaluation
      1.   Production projects to reinforce language and formatting concepts required for transcription of acceptable documents.
            Typical project:
            Transcribe from a tape, letters and memos that illustrate the principles in the unit.
      2.   Unit production measurement exams to test linguistic competency in the transcription of business documents.
            Typical measurement exam:
            Timed transcription of letters and memos that reflect the principles contained in the current unit as well as those in all previous units. For each document, format, transcription, punctuation, spelling, capitalization, hyphenation, number-usage, typographical, and word-usage errors will be tested.
      3.   Objective quizzes on language arts, spelling, proofreading, and word division.
            Typical language arts quiz:
            Complete the following exercise by deleting or inserting the appropriate punctuation marks. (Example question)
            (1) Please order the following items stationery, felt-tipped pens, and legal-stationery. (Insert colon after items)
      4.   Class participation
      5.   Operational final exam
            Timed comprehensive exam that requires students to apply the principles introduced in all units.
            Typical Final:
            Transcribe Documents 1, 2, and 3 using the correct format. Correct all errors. Your grade will be based on a combination of speed and accuracy
   B.   Frequency of Evaluation
      1.   Weekly production projects
      2.   Minimum of five (5) production exams
      3.   Minimum of ten (10) quizzes on language arts
      4.   One (1) operational final exam

VIII. **TYPICAL TEXTS:**

Ettinger, Blanche and Perfetto Edda. <u>Machine Transcription—Language Skills for Information Processing</u>, 3rd ed. St. Paul, MN: Paradigm, 2000.

Mitchell, Carol A. <u>Machine Transcription: A Comprehensive Approach for Today's Office Specialist</u>, Columbus, OH: Glencoe/McGraw-Hill, 2001.

Pasewark, William R. <u>Machine Transcription for Document Processing,</u> Cincinnati, OH: South-Western Publishing, 2001.

IX. **OTHER SUPPLIES REQUIRED OF STUDENTS:**

One zip disk