

OT 4 - MACHINE TRANSCRIPTION

Mrs. Auernheimer, Instructor
Fall, 1997

Units - 3
Monday and Wednesday
1:00-3:15 p.m.

CATALOG DESCRIPTION

Develops machine transcription skills using a microcomputer and word processing software. Stresses punctuation, spelling, English usage, proofreading, listening, and decision making.

TEXTBOOKS

MACHINE TRANSCRIPTION: A COMPREHENSIVE APPROACH FOR TODAY'S OFFICE PROFESSIONAL STUDENT TEXT by Carol A. Mitchell, Glencoe/McGraw-Hill, 1996.

THE GREGG REFERENCE MANUAL by William A. Sabin, McGraw-Hill Book Company (optional)

MATERIAL AND SUPPLIES

One diskette case
Three 3 ½" high density, double-sided diskettes
One set of earphones (available at bookstore)

GRADING AND TESTING

Spelling Tests - A 15-point multiple choice spelling test will be given after each chapter. There will be a 100-point final spelling test given at the end of the semester.

Section Test

14-15 (0-1 errors) = A
13 (2 errors) = B
12 (3 errors) = C
11 (4 errors) = D
10 (5 errors) = F

Final Test

95-100 = A
90- 94 = B
80- 89 = C
75- 79 = D
74 and below = F

Grading and Testing continued.

Word Study Tests - There will be four periodic word study tests and a cumulative final. A summary list is provided for your review before each word study test is given.

Word Study 1

A = 41-43

B = 39-40

C = 34-38

D = 32-33

Word Study 2

A = 35-37

B = 33-34

C = 30-32

D = 28-29

Word Study 3 and 4

A = 31-33

B = 29-30

C = 26-28

D = 24-25

Final

A = 71-75

B = 67-70

C = 60-66

D = 56-59

Transcription of Letters and Transcription Tests

There will be one practice test, five transcription tests, and a final examination transcription test. Dictionaries will be allowed during testing.

Transcripts will be graded according to speed and accuracy (Tests are timed).

0-1 errors = A

2-3 errors = B

4-6 errors = C

7-8 errors = D

9 + errors = F

Your final grade will be derived from your classroom production work, homework assignments/participation, tests and the final.

ATTENDANCE - taken daily

The only place where success comes before work is in the dictionary. Success in machine transcription depends on coming to class each session. Treat this class as though you were on the job. Schedule your appointments (doctor, counselor, advisor) outside of class time. If an emergency occurs where an absence is necessary, call the school, 638-3641 and leave a message for me. Any student who is absent more than 3 times is in jeopardy of being dropped from the class. YOU ARE RESPONSIBLE for all work assigned during an absence.

HOLIDAYS - Labor Day, September 1

Staff Development Day - October 10

Veteran's Day, November 11

Thanksgiving weekend - November 27 and 28

FINAL DAY TO DROP THIS COURSE - Friday, October 17, 1997

END OF FALL SEMESTER - December 19, 1997

OTHER

LAB TIME - The classroom will be open at specified times for you to come in and work on your assignments. Attending an open lab is not the same as attending class. Lab assistants will be available to help you. They are not tutors.

THIS WILL BE A GREAT SEMESTER!

REMEMBER, I DO NOT GIVE GRADES -- YOU EARN THEM!

OT 4 --MACHINE TRANSCRIPTION GRADE SHEET

STUDENT NAME: _____

Spelling Test:

Section 1	_____	Section 10	_____
Section 2	_____	Section 11	_____
Section 3	_____	Section 12	_____
Section 4	_____	Section 13	_____
Section 5	_____	Section 14	_____
Section 6	_____	Section 15	_____
Section 7	_____	Section 16	_____
Section 8	_____	Section 17	_____
Section 9	_____	Section 18	_____
Average		_____	

Word Study Tests:

Test 1	_____
Test 2	_____
Test 3	_____
Test 4	_____
Test 5	_____
Average	_____

Transcription Letters:

Section 1	_____	Section 10	_____
Section 2	_____	Section 11	_____
Section 3	_____	Section 12	_____
Section 4	_____	Section 13	_____
Section 5	_____	Section 14	_____
Section 6	_____	Section 15	_____
Section 7	_____	Section 16	_____
Section 8	_____	Section 17	_____
Section 9	_____	Section 18	_____
Average		_____	

Transcription Tests:

Test 1	_____
Test 2	_____
Test 3	_____
Test 4	_____
Test 5	_____
Test 6	_____
Test 7	_____
Test 8	_____
Average	_____

AVERAGES:

Spelling	_____
Word Study	_____
Letters	_____
Transcription	_____

FINAL EXAM:

Spelling	_____
Word Study	_____
Transcription	_____

OVERALL FINAL GRADE: _____

STUDENT PROGRESS RECORD

	STARTED	COMPLETED	GRADE
References Exercises 1-20			
Listening Exercises 1-6			
Dictation Exercises 1-3			
Pre-transcription Tape			
SECTION ONE			
Punctuation Exercises 1-25			
Word Study Exercises 1-15			
Proofreading Exercises 1 and 2			
Spelling Test One			
Tape One—1.1			
—1.2			
—1.3			
—1.4			
SECTION TWO			
Punctuation Exercises 1-30			
Word Study Exercises 1-20			
Proofreading Exercises 3 and 4			
Spelling Test Two			
Tape Two—2.1			
—2.2			
—2.3			
—2.4			
SECTION THREE			
Punctuation Exercises 1-50			
Word Study Exercises 1-20			
Proofreading Exercise 5			
Spelling Test Three			
Tape Three—3.1			
—3.2			
—3.3			
—3.4			
—3.5			
SECTION FOUR			
Word Study Exercises 1-15			
Proofreading Exercise 6			
Spelling Test Four			
Tape Four—4.1			
—4.2			
—4.3			
—4.4			
—4.5			
Word Study Test One			
SECTION FIVE			
Punctuation Exercises 1-25			
Word Study Exercises 1-25			
Word Division Exercises 1-50			
Spelling Test Five			
Tape Five—5.1			
—5.2			
—5.3			
—5.4			
—5.5			
Practice Test (optional)			

STUDENT PROGRESS RECORD

	STARTED	COMPLETED	GRADE
SECTION SIX			
Word Study Exercises 1-15			
Proofreading Exercise 7			
Spelling Test Six			
Tape Six—6.1			
—6.2			
—6.3			
—6.4			
—6.5			
SECTION SEVEN			
Punctuation Exercises 1-30			
Word Study Exercises 1-30			
Proofreading Exercise 8			
Spelling Test Seven			
Tape Seven—7.1			
—7.2			
—7.3			
—7.4			
—7.5			
Word Study Test Two			
SECTION EIGHT			
Word Study Exercises 1-20			
Proofreading Exercise 9			
Spelling Test Eight			
Tape Eight—8.1			
—8.2			
—8.3			
—8.4			
—8.5			
Transcription Test One			
SECTION NINE			
Punctuation Exercises 1-25			
Word Study Exercises 1-20			
Proofreading Exercise 10			
Spelling Test Nine			
Tape Nine—9.1			
—9.2			
—9.3			
—9.4			
SECTION TEN			
Word Study Exercises 1-20			
Proofreading Exercise 11			
Spelling Test Ten			
Tape Ten—10.1			
—10.2			
—10.3			
—10.4			
—10.5			
SECTION ELEVEN			
Punctuation Exercises 1-15			
Word Study Exercises 1-15			
Proofreading Exercise 12			

STUDENT PROGRESS RECORD

	STARTED	COMPLETED	GRADE
Spelling Test Eleven			
Tape Eleven—11.1			
—11.2			
—11.3			
—11.4			
—11.5			
Word Study Test Three			
Transcription Test Two			
SECTION TWELVE			
Word Study Exercises 1-20			
Proofreading Exercise 13			
Spelling Test Twelve			
Tape Twelve—12.1			
—12.2			
—12.3			
—12.4			
—12.5			
—12.6			
Transcription Test Three			
SECTION THIRTEEN			
Punctuation Exercises 1-15			
Word Study Exercises 1-20			
Proofreading Exercise 14			
Spelling Test Thirteen			
Tape Thirteen—13.1			
—13.2			
—13.3			
—13.4			
—13.5			
Transcription Test Four			
SECTION FOURTEEN			
Punctuation Exercises 1-10			
Word Study Exercises 1-20			
Proofreading Exercise 15			
Spelling Test Fourteen			
Tape Fourteen—14.1			
—14.2			
—14.3			
—14.4			
—14.5			
—14.6			
—14.7			
Word Study Test Four			
SECTION FIFTEEN			
Proofreading Exercise 16			
Spelling Test Fifteen			
Tape Fifteen—15.1			
—15.2			
—15.3			
—15.4			
Transcription Test Five			

STUDENT PROGRESS RECORD

	STARTED	COMPLETED	GRADE
SECTION SIXTEEN			
Proofreading Exercise 17			
Spelling Test Sixteen			
Tape Sixteen—16.1			
—16.2			
—16.3			
—16.4			
Transcription Test Six			
SECTION SEVENTEEN			
Proofreading Exercise 18			
Spelling Test Seventeen			
Tape Seventeen—17.1			
—17.2			
—17.3			
—17.4			
—17.5			
Transcription Test Seven			
SECTION EIGHTEEN			
Proofreading Exercise 19			
Spelling Test Eighteen			
Tape Eighteen—18.1			
—18.2			
—18.3			
—18.4			
—18.5			
—18.6			
SECTION NINETEEN			
Proofreading Exercise 20			
Spelling Test Nineteen			
Tape Nineteen—19.1			
—19.2			
—19.3			
—19.4			
—19.5			
—19.6			
Transcription Test Eight			
SECTION TWENTY			
Proofreading Exercise 21			
Spelling Test Twenty			
Tape Twenty—20.1			
—20.2			
—20.3			
—20.4			
—20.5			
—20.6			
Final Spelling Test			
Final Word Study Test			
Final Transcription Test			