

**MARTIN COMMUNITY COLLEGE**  
**COURSE SYLLABUS**  
**Semester/Year: Spring/2011**

**COURSE NUMBER:** OST 223 (5H1)

**INSTRUCTOR:** Deborah Jo W. Wilson

**COURSE TITLE:** Admin Office Transcription I

**OFFICE NO:** NA

**CREDIT HOURS:** 3

**OFFICE/VIRTUAL HOURS:** E-mail Instructor

**CONTACT HRS/WK:** 4 (2 lecture, 2 lab)

**PHONE NO:** (252)789-0246 ~ Dr. Broughton

**PREREQUISITES:** OST 164,  
and OST 134 or OST 136

**FAX:** (252)792-0826

**COREQUISITES:** None

**E-MAIL:** jwilson@mcc.martincc.edu

**COURSE DESCRIPTION:**

This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents.

**PROGRAM LEARNING OUTCOMES:**

1. Demonstrate an understanding of the administrative and support process and functions and how these influence effective business practices in an office or business setting.
2. Utilize appropriate technology, techniques and practices to collect, process, and interpret information for decision making and administrative support in an office or business setting.
3. Demonstrate professional communication skills to process, manage and communicate information in an office or business setting.

**COURSE LEARNING OUTCOMES:**

1. Demonstrate proficiency in the operation of the transcribing procedures at an entry-level degree of occupational ability.
2. Transcribe office documents.
3. Apply correct grammar rules when transcribing documents.

**REQUIRED TEXTBOOKS:**

Ballentine, Mitsy (2005). *Machine transcription and dictation* (Fifth Edition). Mason, Ohio: South-Western.

Camp, Sue (2005). *Developing proofreading skill* (Fifth Edition) Boston: Glencoe/McGraw-Hill.

**SUPPLEMENTAL RESOURCES:**

Headphones, Flash drive, *The Gregg Reference Manual*

**LEARNING/TEACHING METHODS:**

There will be a combination of lecture, reading assignments, writing assignments, class discussion, transcribing assignments, group projects, and outside reading assignments.

## ASSESSMENTS/METHODS OF EVALUATION:

- |                                |     |
|--------------------------------|-----|
| 1. Proofreading Assessments    | 15% |
| 2. Transcriptions              | 50% |
| 3. Outside Reading Assignments | 5%  |
| 4. TEST1 (written/production)  | 10% |
| 5. TEST2 (written/production)  | 10% |
| 6. TEST3 (written/production)  | 10% |

## GRADING POLICY:

A = 90 - 100  
B = 80-89  
C = 70-79  
D = 60-69  
F = Below 60

## COURSE OUTLINE:

*This schedule is tentative and subject to change at the instructor's discretion.*

WEEK 1	Syllabus Review/Academic Calendar Proofreading Pretest Transcription Getting Started
WEEK 2	Review Pretest/Transcription Introduction Proofreading -Chapter 1 – Chapter 2 Transcription Chapter 1 – Chapter 2
WEEK 3	(January 17 Holiday - No Class/January 18 - No Class) (Monday classes meet on Tuesday, January 18) Proofreading Chapter 3 – Chapter 4 Transcription Chapter 3 – Chapter 4
WEEK 4	Proofreading Chapter 5 – Chapter 6 Transcription Chapter 5 - Chapter 6
WEEK 5	TEST1 – Outside Reading Assignment Due (Collaborative Research) Proofreading Chapter 7 – Chapter 8 Transcription Chapter 7 – Chapter 8
WEEK 6	Proofreading Chapter 9 – Chapter 10 – Chapter 11 – Chapter 12 Transcription Chapter 9 – Chapter 10 – Chapter 11 – Chapter 12
WEEK 7	TEST2 - Proofreading Chapter 13 – Chapter 14 – Chapter 15 Transcription Chapter 17 – Chapter 18
WEEKS 8 & 9	Transcription Chapter 19 – Chapter 20 Review – Outside Reading Assignment (Reference Manual) TEST3

## **STUDENT ATTENDANCE POLICY:**

Martin Community College recognizes that academic success is tied to regular attendance and completion of assigned work and tasks.

OST 223 is a hybrid course. Weekly assignments will be completed in class and in Blackboard. Class attendance will be taken at seated class sessions. The attendance requirement for the OST 223 course is eighty percent (80%). This means a student is only allowed to miss three seated class sessions. If a student fails to report to class within 15 minutes of the scheduled beginning time, they will be considered tardy. Three tardy arrivals equal one absence.

Leaving a class session early will result in a tardy (15 minutes early) or absence (over 15 minutes).

The census date is the date on which ten percent (10%) of the total course hours have met. Students must be present in at least one class during the first ten percent of a course in order to be considered enrolled in the class. If a student has not attended at least one class by the ten percent census date, the instructor will mark the attendance roster with an NA for Never Attended. This will affect financial aid.

Students who miss more than six contiguous contact hours or fail to attend 85% of the total class hours without verifiable contact, (In PERSON, by EMAIL or by PHONE) with the instructor will be Administratively Withdrawn from the class by the instructor and given a grade of "WF." The "WF" will be equivalent to an "F" when calculated into the student's GPA.

Keep in mind, students may remove a "WF" by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an "F" which is published in the academic calendar for each academic year.

## **REQUEST FOR EXCUSED ABSENCES FOR RELIGIOUS OBSERVANCES:**

**\*In compliance with G. S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a maximum of two excused absences per academic year for religious observances required by the student's faith. The policy limits the excused absences to a maximum of two days per academic year.**

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a form to the instructor(s) prior to the census date of each class. The **Request for Excused Absences for Religious Observances** form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

## **COURSE POLICIES:**

1. Students are expected to complete all assignments by the due date. Late work of any kind will not be accepted.
2. Students are expected to actively participate in class by asking and answering questions, sharing in class discussions and class activities, and working in groups. Working in groups requires the respect of your fellow students and all group members doing their fair share of the task.

3. Lying, cheating, and plagiarism are forms of academic dishonesty that violate the integrity of any academic process and will not be tolerated. Any violation will result in disciplinary action such as loss of grade (a zero for an assignment) or loss of credit (an “F” for the course).
4. Use of cell phones and other electronic devices is prohibited during class. These devices should be in the “off” position. If there is an emergency situation and you need your cell phone on, please notify the instructor before the start of class.

**If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)789-0246 or (252)789-0247 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.**

**To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to [www.martincc.edu](http://www.martincc.edu).**

*If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.*