

MARTIN COMMUNITY COLLEGE
COURSE SYLLABUS
Semester/Year: Spring 2011

COURSE NUMBER: OST 224

INSTRUCTOR: Brenda Cox

COURSE TITLE: Machine Transcription II

OFFICE NO.: None

CREDIT HOURS: 2

OFFICE/VIRTUAL HOURS: None

CONTACT HRS/WK: 3

PHONE NO: (252) 792-1521 Ext 286

PREREQUISITES: OST 223

FAX: 252-792-0826

CO REQUISITES: None

E-MAIL: bcox@mcc.martincc.edu

COURSE DESCRIPTION:

This course provides advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion students should be able to transcribe complex business documents into mail able copy with minimal assistance. The goal of the course is to assist the students in their efforts to develop a marketable transcription skill.

COURSE LEARNING OUTCOMES:

After completing the course, the students will be able to:

1. Demonstrate the correct procedures for placing the recording in the transcribing machine and for removing it.
2. Demonstrate the ability to manipulate the machine controls properly.
3. Demonstrate ear-finger-foot coordination in transcribing material from the transcription equipment.
4. Demonstrate ability to key continuously while transcribing material from the transcription equipment.

REQUIRED TEXTBOOKS:

Carol A. Mitchell, *Machine Transcription* (4th Edition), A Comprehensive Approach for Today's Office Professional: Carterville, IL. ISBN: 978000078228315.

SUPPLEMENTAL RESOURCES:

Hosler. *Quick Speller* (11th Edition). Boston: Glencoe-McGraw-Hill, ISBN: 0078219833 OR *Webster's Pocket Dictionary*.

Sabin, William (2005) *The Gregg reference manual* (10th Edition). Boston: Glencoe/McGraw-Hill. ISBN: 0028040465.

Headphones to plug into the computer—Suggestion: HP200 MAXELL, Light-Weight stereo Headphone; extension for head phone, if needed.

Foot pedal (if used) USB:

Mouse

HOW TO USE THE FUNCTION KEYS:

F4 STOP

F9 START

F7 REWIND

F8 FAST FORWARD

LEARNING/TEACHING METHODS:

State of the Art Transcribing Equipment, Transcription Tests, Lectures/Discussions, Workbook Assignments, Videos, and Written Tests

ASSESSMENTS/METHODS OF EVALUATION:

EVALUATION:

Transcription Production Tests	40%
Final Exam (Transcription)	20%
Daily Transcription	20%
Written Tests	20%

GRADING POLICY:

ERROR POLICY

A=0-1

B=2-3

C=4-6

D=7-8

GRADING SCALE FOR SPELLING TESTS:

A=19-20

B=18

C=16-17

D=15

WRITTEN TEST

A=92-100

B=85-91

C=75-84

D=70-74

Request for Excused absences for Religious Observances*

Students who wish to be excused for a Religious Observance required by their faith must complete and submit this request form to the instructor(s) prior to the census date of each class. Students shall be given the opportunity to make up any test or other work missed for the approved religious observance. 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.

First	Last	Student Identification	
Address	City	State	Phone Number
Zip Code:		Term: <input type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Summer	
Program of Study:		Year: 20__	
Date of Proposed Absence::		Religious Observance:	

Course Prefix	Course Number	Section Number	Course Title	Instructor Signature

Student Signature _____ Date _____

After the form has been completed and signed by the student, instructor(s) should sign the form, make a copy for his/her records, and forward the form to the registrar.

*In compliance with G.S. 1150-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum 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.

