COURSE: AOT 121
EFFECTIVE DATE: August 2014
NEXT REVIEW DATE: May 2015

TITLE: Transcription
CREDITS: 3
CONTACTS: CLASS - LAB - TOTAL: 3 0 3

PREREQUISITES: AOT 110 with grade of “C” or better.

DESCRIPTION: This course provides experience in transcribing documents from dictation. Emphasis is placed on development of accuracy, effective listening techniques, and proper punctuation of business documents.


MATERIALS (specifying those to be purchased by student):
Students must purchase the following:
- Textbook
- USB 2.0 Flash Drive 128MB for saving files/assignments
- Headphones for listening to the transcription files on the CD

COLLATERAL READING: NONE

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):
Academic Honesty:
During a test, as well as on any written assignment, paper, or project, anyone caught exchanging information or copying someone else's work will be given a grade of "0" on that work and will face further disciplinary action. Please refer to the “Student Code Book” on "Academic Dishonesty".

Classroom Etiquette:
An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc., negatively reflect on you and your fellow students. Please be considerate.

Absences:
Students are expected to be in class on time and ready to start working. Students are to remain working until the end of the class period. No student is to leave class early without the permission of the instructor.

Day students will meet class two days a week for one hour and fifteen minutes for fifteen weeks. Night students will meet class one night each week for two hours and forty-five minutes for fifteen weeks. Day students will be allowed to miss a maximum of six
class meetings. Night students will be allowed to miss a maximum of three class meetings. Once a student misses over the maximum number of absences allowed, he/she will automatically be dropped from class rolls with a grade of “F”.

There are no excused absences except those verified by other instructors for field trips or school-related activities. A student with a doctor's excuse will be able to make up missed work, but the absence is still counted toward the maximum number of absences allowed.

Tardies:
A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies will count as one absence for day students. Time missed for night students will be accumulated until an even hour has been missed. Students should strive to get to class on time each day.

Student ID:
It is mandatory that every student wear his or her student ID at all times. The instructor will dismiss students without ID from class. The student may get his/her ID and return to class before the midpoint of the class. If the student cannot get his/her ID and return to class by the midpoint, the instructor will record the absence.

Disabilities Statement:
Students with disabilities are encouraged to contact the Dean of Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Dean of Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

RESOURCES (A-V, persons, tools/equipment):
Dictionary
Secretarial Reference Manuals
Typing Textbook for Reference

All of the above items must remain in the classroom.

COURSE TOPICAL OUTLINE: (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

PART 1 - BASIC MACHINE TRANSCRIPTION
CHAPTER 1 - Machine Transcription
CHAPTER 2 - Advertising, Journalism, and Publishing
CHAPTER 3 - Education, Government, and Public Service
CHAPTER 4 - Real Estate, Appraising, and Property Management
CHAPTER 5 - Accounting, Auditing, and Financial Planning
CHAPTER 6 - Banking, Financial Management, and Consumer Credit

PART 2 - INTERMEDIATE MACHINE TRANSCRIPTION
CHAPTER 7 - Insurance
CHAPTER 8 - Engineering, Industrial, and Manufacturing
CHAPTER 9 - Entertainment, Food, and Restaurant Services
CHAPTER 10 - Marketing, Retail Sales, and Wholesale Management
CHAPTER 11 - Travel, Tourism, and Hotel Services
CHAPTER 12 - Airline, Automotive, and Trucking

PART 3 - ADVANCED MACHINE TRANSCRIPTION - LEGAL AND MEDICAL
CHAPTER 13 - Contingency Fee Agreement, Certificate of Notary and Probate Court Form
CHAPTER 14 - Bill of Sale, Complaint on Account, and Notice of Garnishment
CHAPTER 15 - Petition for Dissolution of Marriage and Billing Statements, and Partnership Agreement
CHAPTER 16 - Estate and Tax Matters, Last Will and Testament, and Power of Attorney
CHAPTER 17 - Consultation Letter, Medical Memorandum, and Mammogram Report, and History and Physical Report
CHAPTER 18 - Radiology Report, Relocation Announcement, and Lifesaving Screening Letter
CHAPTER 19 - Medical Transcriptionist Job Description, Operative Report, Dental Report, Dental Letter and Endodontist Letter
CHAPTER 20 - Admission Letter, Pathology Report, and Discharge Summary, and Surgical Medication Renewal Letter

PART 4 - DICTATION AND CONTINUOUS SPEECH RECOGNITION

Students should do only the documents listed for grading.

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<thead>
<tr>
<th>WEEK</th>
<th>ASSIGNMENTS</th>
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<tr>
<td>1</td>
<td>Outline &amp; Handouts - Chapter 1 Exercises</td>
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| 2    | Chapter 2 Exercises - Transcribe Documents 1,2,4  
Chapter 3 Exercises - Transcribe Documents 1-3 |
| 3    | Chapter 4 Exercises - Transcribe Documents 1,3,4  
Chapter 5 Exercises - Transcribe Documents 1,3,4 |
| 4    | Chapter 6 Exercises - Transcribe Documents 1,2,4 |
| 5    | Chapter 7 Exercises - Transcribe Documents 1,2,4 |
| 6    | Chapter 8 Exercises - Transcribe Documents 1&3 |
| 7    | Chapter 9 Exercises - Transcribe Documents 1,2,3  
Chapter 10 Exercises - Transcribe Documents 1&3 |
| 8    | Chapter 11 Exercises - Transcribe Documents 1&2  
Chapter 12 Exercises - Transcribe Documents 1&3 |
<p>| 9    | Chapter 13 Exercises - Transcribe Documents 1-3 |
| 10   | Chapter 14 Exercises - Transcribe Documents 1&amp;2 |
| 11   | Chapter 15 Exercises - Transcribe Documents 1,2,5 |</p>
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<tr>
<th>WEEK</th>
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<tr>
<td>12</td>
<td>Chapter 16 Exercises - Transcribe Documents 1, 4, 5</td>
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| 13   | Chapter 17 Exercises - Transcribe Documents 1, 3, 4  
     | Chapter 18 Exercises - Transcribe Documents 1, 3, 5 |
| 14   | Chapter 19 Exercises - Transcribe Documents 1 & 2 |
| 15   | Chapter 20 Exercises - Transcribe Documents 1 & 4 |

**STUDENT LEARNING OUTCOMES:** Upon successful completion of this course, the student will be able to:

1. Define and use the word mastery terms presented in each chapter.
2. Compose paragraphs in acceptable form utilizing the word mastery terms and language skills presented in each chapter.
3. Transcribe documents in acceptable report format.
4. Transcribe letters in block style with open punctuation and modified block style letters with mixed punctuation in acceptable format.
5. Utilize their researching, writing, and communications skills correctly in a collaborative research activity.
6. Transcribe memos in acceptable form.
7. Apply grammar and punctuation rules learned throughout the textbook.
8. Transcribe letters using the simplified letter style and a financial report in acceptable form.
9. Transcribe tables in acceptable form.
10. Transcribe a variety of documents dealing used in different businesses and industry.
11. Transcribe legal documents in acceptable form.
12. Demonstrate that they can listen carefully and follow the instructions given in their dictation assignments.
13. Apply critical thinking skills in solving problems on their own without instructor supervision.

Students should strive to produce mailable documents.
Mailable Documents:
* Have no spelling errors
* Have no punctuation errors
* Have no grammatical errors
* Contain accurate and complete information
* Follow the originator’s directions
* Have no incorrect word usage
* Have no typographical errors
* Have no word division errors
* Are correctly formatted and include all essential parts of the document (Example: date, inside address, enclosure notations, reference initials)

**INSTRUCTIONAL METHODS TO COMPLETE OUTCOMES:**

Students will read over the English Skills Exercises (Word Mastery, Word Usage, Spelling, Language Skills, and Research activities) and Transcription Preview information in each chapter of their textbook before beginning to do the transcription exercises for that particular chapter.

**NOTE:** Students will format all documents on the computer using Microsoft Word 2013 software. This will enable students to get more practice using their word processing skills.

Machine transcription is an increasingly popular method of reducing the spoken word into its written form in the modern business office. Employers find that dictating is much less time consuming than writing their ideas in longhand. The advantage of the dictating machine over dictating to a secretary is one of accuracy and efficiency, for the machine is ever present for both use and double-checking the information being typed.

Students should make an extra effort to plan, proofread, and correct copy before submitting it to the instructor. Once you check it, check it one more time.

**EVALUATIVE METHODS TO APPRAISE OUTCOMES:** Daily transcripts will be graded using the attached grading scale.

**LESSON FORMAT:**
Students should read over the English Skills Exercises (Word Mastery, Word Usage, Spelling, Language Skills, and Research Activities) in each chapter of their textbook before beginning to do the transcription exercises for that particular lesson. Students should read over the Transcription Preview for each chapter and refer to the document formats in the textbook for doing all documents.

There will be 20 chapters to complete as noted on the course assignment sheet. Students are to print and turn in each chapter as they transcribe it. In order for the instructor to keep you aware of your progress, you should not hold the lessons.
GRADING CRITERIA:
All transcripts will be graded. The student will receive a numeric grade on each document, with the grades on each individual document averaged to determine the chapter grade.

NOTE: As you transcribe the documents for each chapter, you should strive for mailable documents. This means that your documents should not contain any errors.

One point will be deducted for each error made on all documents.

FINAL GRADE FOR THE SEMESTER WILL BE COMPUTED AS FOLLOWS:
Chapter Transcription Documents - 100%

GRADING SCALE:
93 - 100 = A
85 - 92 = B
77 - 84 = C
70 - 76 = D
Below 70 = F

TECHNOLOGY REQUIREMENTS:
Students will be allowed to do assignments at home or at one of the NETC community campus sites. All assignments must be completed using Microsoft Word 2013 software. All assignments must be turned in at the beginning of class the following week. No assignment will be accepted past the beginning of class.

Example: Week 1 assignments due beginning of class of Week 2; Week 2 assignments due beginning of class of Week 3, etc. There will be no exceptions. Students are aware of their course requirements from the first day of class and are responsible for turning their assignments in on time.