

**MIAMI-DADE COMMUNITY COLLEGE
MACHINE TRANSCRIPTION 1 – OST 1601**

COURSE DESCRIPTION

This course provides the student with the opportunity to master basic information processing skills that are needed for the transcription of data from both electronically and manually prepared source documents. Special emphasis is placed on grammar, spelling, sentence structure, formatting, and the preparation of specialized business documents using modern transcribing equipment and microcomputers with word processing software.

PREREQUISITES

Students entering this course should have a typing skill of at least 30 words per minute or have successfully completed OST 1100 and OST 1330. Students must also have knowledge of a word processing software application.

CREDITS: Three (3)

TEXTBOOK & MATERIALS:

- Machine Transcription, A Comprehensive Approach for Today's Office Professional, Complete Course, Fourth Edition, By Carol A. Mitchell
- One or Two Magnetic Disks (3.5)
- A Reference Manual/Dictionary, Optional
- Notebook for Taking Notes

COURSE OBJECTIVES:

Upon successfully completing this course, students will be able to:

1. Operate a desktop cassette dictation transcription unit.
2. Use correct grammar skills in transcription exercises.
3. Recognize and use proofreaders' marks found in rough draft copies.
4. Keyboard draft copy materials.
5. Use spelling and word division rules in transcribing final text.
6. Transcribe business letters, memos, reports, and other specialized business documents.
7. Identify and correct typical errors found with punctuation in transcribed business documents.
8. Format business letters, memos, reports, and other specialized business documents.
9. Use correct capitalization, number usage, and symbols found in business documents.

EVALUATION

- 50% Transcription skill building (tape dictation from audiotapes)
(Tape dictation scores averaged to get a final score)

- 50% Language skill building tests (number of tests determined by the instructor),
spelling (one test for each section), word study tests (2), and/or final exam
(includes transcribing (tape/rough draft copy) and spelling & word study)

NOTE: Due to the amount of transcribing included in the course, it is suggested that your Language Skill Building, Word Study, and Punctuation Exercises be done as homework to allow for more time to transcribe the dictation tapes in class.

Any persons caught duplicating diskettes or turning in identical papers will be referred to the Dean of Students for disciplinary actions.

MIAMI-DADE COMMUNITY COLLEGE
OST 1601 – Machine Transcription 1

Catalog Description: This course provides an introduction to transcription from audiocassettes using transcribing equipment. Emphasis in this first-level transcription class is placed on simultaneously operating equipment and applying grammar, formatting, proofreading, and punctuation skills. Rough draft copies are prepared and proofread before final copies are produced.

3 credits

Prerequisites and Co-requisites: Students entering this course should have a typing skill of at least 30 words per minute or have successfully completed OST 1100, Beginning Keyboarding and should have knowledge of a word processing software application. The student should also have completed OST 1330, Business English.

Course Competencies:

Competency 1: The student will demonstrate knowledge of office equipment by

- a. Operating a desktop, cassette tape dictation/transcription unit.
- b. Operating a computer with word processing software to create a soft copy of all documents.
- c. Operating a printer to create a hard copy of all documents.

Competency 2: The student will perform proper keyboarding techniques and formatting procedures by

- a. Recognizing and using proofreader's marks found in rough draft copies.
- b. Transcribing business letters, memos, reports and other specialized business documents.
- c. Formatting business letters, memos, reports, and other specialized business documents.

Competency 3: The student will create a mailable document by

- a. Using spelling and word division rules in transcribing final text.
- b. Identifying and correcting typical errors found with punctuation in transcribed business documents.
- c. Using correct capitalization, number usage, and symbols found in business documents.

The mission of Miami-Dade Community College is to provide accessible, affordable, high quality education
by keeping the learner's needs at the center of decision making and working in partnership
with its dynamic, multi-cultural community.