

Fall 9-1-2005

BUS 120T.01: Transcription and Text Editing

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**THE UNIVERSITY OF MONTANA--MISSOULA
COLLEGE OF TECHNOLOGY
BUSINESS TECHNOLOGY DEPARTMENT**

COURSE SYLLABUS

COURSE NUMBER AND TITLE: BUS 120T Transcription and Text Editing

DATE REVISED: Fall 2005

SEMESTER CREDITS: 2

PREREQUISITES: CRT 108 Word Processing and COM 115 Technical Writing

FACULTY: Carol Hinricher

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Phone: 243-7817

Office: AD17

Office Hours: by appointment

COURSE DESCRIPTION: Includes development of accurate and rapid transcription from taped materials using computers as input devices. Students make formatting and printing decisions relative to various types of business correspondence. Accuracy, spelling, grammar, punctuation, and understanding of basic business writing are emphasized.

STUDENT PERFORMANCE OUTCOMES:

Upon completion of this course, student will be able to:

1. Demonstrate appropriate operation and use of transcribers.
2. Coordinate listening with keyboarding to maintain an even flow of information.
3. Produce accurate, "mailable" letters, memos, and reports.
4. Proofread for correct spelling, word usage, and format using appropriate office resources.
5. Apply proper punctuation using appropriate resources on business writing.
6. Compose grammatically correct, properly punctuated letters and memos given basic information about the content.
7. Properly edit letters based on standard rules of business writing.

STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:

- ✓ All projects submitted for grading should be fastened into transcription folder. Unfastened projects may be left in folder and will not be graded until completed.
- ✓ To make this course as realistic as possible, all production work must be corrected as it would be in an office. Points and letter grade for each project will be recorded when corrected. When all editing is complete and faculty has approved changes/corrections, points will be circled to indicate proper completion. Any uncircled points at semester end will be factored into grade average as zero. No editing/corrections will be required for exams.
- ✓ Points earned for transcription assignments and exams will be recorded on grade sheet. Final grade percentages will be determined by points earned divided by points possible.
- ✓ Transcription assignments (letters, memos, and other projects) account for 30 percent of final grade. Lessons contain documents worth 20 points each.
- ✓ Language arts/proofreading textbook assignments should be completed for each lesson to prepare students for exams.
- ✓ Deadlines for each of the four units of production work and accompanying exams are set out below.
- ✓ Five points per day will be deducted from late assignments or exams.
- ✓ To ensure quality transcription with a corresponding high grade, students should proofread and ask questions before submitting work for correction.
- ✓ Students work at their own pace to complete all production work and exams by the completion deadlines. No final will be given.

Grading Scale:

| | |
|----------|---|
| 94-100 | A |
| 87- 93 | B |
| 80- 86 | C |
| 75- 79 | D |
| Below 75 | F |

Final Grading Percent:

| | |
|----------------------------|-----|
| Transcription Assignments: | 30% |
| EXAMS: | |
| Transcription: | 40% |
| Language Arts/Proofreading | 30% |

ATTENDANCE POLICY:

All students are expected to follow the completion deadlines set out below. Regular attendance, good time management, and careful attention to detail will help students meet deadlines.

REQUIRED TEXT: Mallinson, Linda, Transcriptions Skills for Business, Sixth Edition

Mallinson, Linda, The Office Guide

SUGGESTED REFERENCE MATERIALS:

Word Division Manual

Dictionary

SUPPLIES:

Earphones

Diskettes

FINAL Schedule: Monday December 12 8:00 to 10:00

COURSE OUTLINE:

I. Unit I—Lessons 1-4

A. Lesson 1—Lightning Catering (p. 51)

1. Document 1
2. Document 2
3. Document 3

B. Lesson 2—Camberley Anderson Resort (p. 61)

1. Document 4
2. Document 5
3. Document 6

C. Lesson 3—Sweet Hollow Landscaping (p. 69)

1. Document 7
2. Document 8
3. Document 9

D. Lesson 4—Evergreen Products, Inc. (p. 77)

1. Document 10
2. Document 11
3. Document 12

E. Transcription Test 1

F. Language Arts/Proofreading Test 1

Completion deadline: September 21

II. Unit II—Lessons 5-8

A. Lesson 5—PC Answers/Multimedia, Desktop Publishing, and PC Support (p. 87)

1. Document 13
2. Document 14
3. Document 15
4. Document 16

B. Lesson 6—Rocky Mountain High Realty (p. 96)

1. Document 17

- 2. Document 18
- 3. Document 19
- 4. Document 20
- C. Lesson 7—The City of Geneva (p. 105)
 - 1. Document 21
 - 2. Document 22
 - 3. Document 23
 - 4. Document 24
- D. Lesson 8—TRL Testing and Research (p. 114)
 - 1. Document 25
 - 2. Document 26
 - 3. Document 27
 - 4. Document 28
- E. Transcription Test 2
- F. Language Arts/Proofreading Test 2

Completion Deadline: October 19, 2005

III. Unit III—Lessons 9-12.

- A. Lesson 9—Echo Family Insurance (p. 123)
 - 1. Document 29
 - 2. Document 30
 - 3. Document 31
 - 4. Document 32
- B. Lesson 10—Potomac National Bank (p. 133)
 - 1. Document 33
 - 2. Document 34
 - 3. Document 35
 - 4. Document 36
- C. Lesson 11—Aunt Dee’s Kids Kampus (p. 143)
 - 1. Document 37
 - 2. Document 38
 - 3. Document 39
 - 4. Document 40
- B. Lesson 12—Snapshots, Inc. (p. 150)
 - 1. Document 41
 - 2. Document 42
 - 3. Document 43
 - 4. Document 44
- C. Transcription Exam 3
- D. Language Arts/Proofreading Exam 3

Completion Deadline: November 16, 2005

IV. Unit IV—Lessons 13-16

- A. Lesson 13—Nova Travel (p. 158)
 - 1. Document 45
 - 2. Document 46
 - 3. Document 47
 - 4. Document 48

- B. Lesson 14—American Publishing Co. (p. 166)
 - 1. Document 49
 - 2. Document 50
 - 3. Document 51
 - 4. Document 52
- C. Lesson 16—Bed and Breakfast Around the World (p. 182)
 - 1. Document 57
 - 2. Document 58
- D. Transcription Exam 4
- E. Language Arts/Proofreading Exam 4

Completion Deadline: Wednesday, December 7