

## **COURSE INFORMATION**

Course Prefix/Number:	<b>AOT 121</b>
Course Title:	<b>Machine Transcription</b>
Lec Hours/Week:	<b>3.0</b>
Lab Hours/Week:	<b>0.0</b>
Credit Hours:	<b>3.0</b>

## **DL ATTENDANCE/VA STATEMENT TEXTBOOK INFORMATION**

## **COURSE DESCRIPTION**

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

## **MODULES**

Modules must be completed in order.

### **Module #1**

- Insert commas in sentences containing a series of elements independent words, and direct address when transcribing.
- Insert hyphens in compound expressions.
- Format two-page letters and postscripts.
- Format symbols, company name in the closing lines, numbers, enclosure notations, time, and copy notations.
- Select appropriate words and correct spelling according to the context of the dictation.
- Complete the Word Study test with at least 70 percent accuracy.

### **Module #2**

- Insert commas in sentences containing introductory clauses and prepositional phrases, appositives, and dates.
- Format delivery notations, attention lines, department and division names, street and house numbers, subject lines, money, and book titles when transcribing.
- Apply word division rules when necessary.
- Select appropriate words and correct spelling according to the context of the dictation.
- Complete the Word Study test with at least 70 percent accuracy.

### **Module #3**

- Insert commas in compound sentences.
- Select appropriate words and correct spelling according to the context of the dictation.
- Complete the Word Study test with at least 70 percent accuracy.
- Complete Transcription Test with 70 percent accuracy.

### **Module #4**

- Insert semicolons and commas in sentences.
- Select appropriate words and correct spelling according to the context of the dictation.
- Complete the Word Study test with at least 70 percent accuracy.
- Complete Transcription Test with 70 percent accuracy.

### **Module #5**

- Format correctly foreign addresses when transcribing.
- Select appropriate words and correct spelling according to the context of the dictation.
- Complete two Word Study tests with at least 70 percent accuracy.
- Complete two Transcription Tests with 70 percent accuracy.
- Insert commas and colons where appropriate in sentences containing quotations and enumerated items.
- Select appropriate words and correct spelling according to the context of the dictation.

## **COURSE REQUIREMENTS**

All students are responsible for attaining competencies through completion of the following course requirements:

- Complete spelling and punctuation exercises
- Correctly spell, pronounce, and defining word study terms
- Transcribe dictation in correct format
- Become familiar with voice recognition software

### **Academic Integrity**

The policies stated in the *York Technical College Catalog and Handbook* will be enforced. “The College reserves the right to decline admission, to suspend, or to require the withdrawal of anyone whose conduct is disruptive to the educational process. Any student caught cheating or involved in any other academic dishonesty will be given a grade of zero and will be subject o further disciplinary action.”

**Attendance**

The attendance policy as stated in the *York Technical College Handbook* will be enforced. Attendance is required on test days unless the student has a doctor's excuse, death notice, etc., indicating an unusual circumstance for absence. If a student must be absent on a test day, the student should make arrangements with the instructor to take the test before the absence.

## **EVALUATION STRATEGIES/GRADING**

Students may exempt any of the modules by completing the written and hands-on tests with a score of at least 70 percent on each exam. Below is a list of the modules.

<b>Module</b>	<b>Title</b>	<b>Percentage of Grade</b>
Module #1	Sections 1 and 2	11 percent
Module #2	Sections 3, 4, and 5	15 percent
Module #3	Sections 6, 7, and 8	25 percent
Module #4	Sections 9, 10, and 11	23 percent
Module #5	Section 12 and 13	26 percent

- Students are to complete the various documents for each module. Each document counts one point for a total of 48 percent of the final grade.
- Students will take four word study tests for a total of 12 percent of the final grade.
- Students will take four production tests for a total of 40 percent of the final grade.
- Students must earn a minimum of 70 percent to pass the course.

## **PREREQUISITES**

AOT 110 and AOT 134—Minimum grade of C