

# Common Course Outline

OFAD 250

Machine Transcription

3 Credits

## The Community College of Baltimore County

### Description

Machine Transcription

Presents the fundamentals of transcribing business documents from tape; prepares students to produce first-time mailable copy; integrates punctuation rules, vocabulary, spelling, and document format with listening techniques.

Prerequisite: ENGL 101 and OFAD 228.

### Overall Course Objectives

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

- ☐ operate transcribing equipment using proper ear-finger-foot coordination
- ☐ transcribe mailable copy on the first draft
- ☐ effectively use a dictionary and other reference materials to produce mailable copy

### Major Topics

- A. Introduction to Machine Transcription
- B. Types of Machine Transcription in the Office
- C. Transcribing Techniques
- D. Effective Listening Skills
- E. Dictation
- F. Business English Review
- G. Transcription

### Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following: You will be responsible for all material covered in the learning activities packet. The final grade will be determined by instructor evaluation of daily transcription, test scores, and the final examination. The percentages for calculating your final grade are as follows:

Daily Work	40%	
Tests		50%
Final Examination	10%	

### Other Course Information

This is a self-paced, production-oriented course where consistent attendance is mandatory to complete it within a semester=s time frame. You are expected to attend class at the times selected during registration. If you miss a class, schedule a make-up time. If you fall behind, it may be necessary for you to schedule additional class time.