

Common Course Outline
OFAD 250
Machine Transcription
3 Credits

The Community College of Baltimore County

Description

OFAD 250 – 3 Credits – Machine Transcription presents the fundamentals of transcribing business documents from digital dictation software and prepares students to produce first-time “mailable” copy. This course integrates punctuation rules, business formats, and word usage rules with listening techniques. Students are introduced to emerging dictation and transcription technologies.

3 Credits

Prerequisites: ENGL 106 and OFAD 104

Overall Course Objectives

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

1. operate transcription equipment using proper hand-foot-ear coordination;
2. apply grammar and punctuation rules while keying business documents from dictated media;
3. transcribe documents in mailable format after one edit;
4. utilize a variety of reference materials to assist with transcription; and
5. research state-of-the-art transcription techniques.

Major Topics

- I. Introduction to Machine Transcription
- II. Effective Listening Skills
- III. Transcribing Techniques
- IV. Dictation and Voice Recognition Technology
- V. Transcription Guidelines
- VI. Grammar, Word Usage, and Business Formats

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member but will include:

- At least 4 word usage quizzes
- At least 3 transcription tests
- Written research paper (at least 250 words)

- Final exam

Students are required to utilize appropriate academic resources.

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