

**H. COUNCILL TRENHOLM STATE COMMUNITY COLLEGE  
COURSE SYLLABUS**

**PROGRAM:** OFFICE ADMINISTRATION  
**COURSE NUMBER AND NAME:** OAD 200-MACHINE TRANSCRIPTION  
**MEETING DAYS/TIMES:** See Class Schedule  
**COURSE LOCATION:** Macon Career and Technical Education Center/Annex RM 107

<b>Instructor:</b>	William C. Turner
<b>Office Location:</b>	MCCTEC/Annex RM 107
<b>Office Hours:</b>	8:00 – 10:00a.m
<b>Phone Number:</b>	334-724-1236, ext. 12091
<b>Email Address:</b>	wturner@trenholmstate.edu

**COURSE DESCRIPTION:**

This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction and outside lab. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion, the student should be able to accurately transcribe documents from dictated recordings.

**INSTRUCTIONAL NOTE:**

This course is designed to teach document preparation skills using transcribing equipment and word processing software. Tasks include preparing letters, memorandums, tables, etc.

**CREDIT HOURS: 3 CONTACT HOURS: 3**

**PREREQUISITE: SET 104-Advanced Keyboarding or as required by program**

**REQUIRED MATERIALS: (*Student's responsibility – Students will not be allowed to participate in this course without these required materials*)**

Textbook: *Machine Transcription and Dictation*, Pasewark, William and Ballentine, South Western/Thompson Learning, 6th Ed.

Headphones, Jump Drive, pen/pencil, printer/notebook paper

**REQUIREMENTS FOR LAB/SHOP/CLINICAL PARTICIPATION:**

Computer time: Approximately two to four hours per week of computer time outside of class is recommended for successful completion of course requirements.

## HARDWARE/SOFTWARE REQUIREMENTS

You will use Microsoft Word 2013 to work through this textbook. Word 2013 needs to be installed on the computer's hard drive or a network . Use the following checklists to evaluate installation requirements.

<b>Hardware</b>
• Computer with 500MHz or higher processor and at least 256MB of RAM.
• CD-ROM drive and other external media (3.5-inch high-density floppy, ZIP, etc.).
• 1.5GB or more of hard disk space for a "Student" Office installation.
• 1024 × 768 or higher-resolution video monitor.
• Printer (laser or ink-jet recommended).
• Mouse.
• Modem or other Internet connection.
<b>Software</b>
• Word 2016 or above (from Microsoft Office System 2016).
• Windows XP with Service Pack 2 or later, or Windows Vista or later operating system.
• Browser and Internet access.

### COURSE PARTICIPATION POLICY:

Each student is expected to participate in all assigned course activities. In order to receive credit for a course, a student must attend 85% of the scheduled class meetings. Instructors must unofficially withdraw (drop) students who are absent in excess of 15% of the scheduled class meetings. Any combination of three tardy arrivals to or early departures from class will count as one missed class meeting.

The following table shows the maximum number of unexcused absences per term:

Class Meetings Per Week	Allowed Absences Fall or Spring Semester	Allowed Absences Summer Semester
1	2	1
2	5	3
3	7	4

If a student officially withdraws or is unofficially withdrawn (breaks the Attendance Policy) prior to 70% of the term, he/she will receive a "W". After 70% of the term has been completed, a student who misses class will not be allowed to make up any missed work unless he/she receives prior approval from the instructor. A student will not be issued an "I" based on absences; instead, a student will receive the grade he/she earns, with a grade of "0" being given for any homework, exam, project, or other assignment not completed. Final grades will be calculated based on all assignments required, regardless of whether or not the student has completed those assignments. Thus, a student who fails to attend class after the "W" grade can no longer be issued will earn the grade of "0" for assignments due on days when he/she does not attend.

### E-MAIL:

Students are requested to utilize the email account assigned by the college. College email can be accessed by logging on to [www.trenholmstate.edu](http://www.trenholmstate.edu) and clicking on the "Web Mail" link in the Student Information Center section.

**Username** format: First initial of first name, last name, birth month, birthday  
Example: jdoe0624

**Password** format: Birth month, birthday, birth year in two-digit format  
Example: 062481

### DISCLAIMER

The course syllabus provides a general plan for the course; changes may be necessary pending intervening circumstances that in the judgment of the instructor require the addition or deletion of material and/or assignments. Any changes shall be communicated to the students in a timely manner.

**STUDENT LEARNING OUTCOMES:****PROFESSIONAL COMPETENCIES:**

- Transcribe letters, memorandums, and other correspondence from dictated recordings.
- Apply proper rules of grammar, punctuation, spelling, and capitalization in producing mailable documents.

A student who successfully completes this course should be able to:

1. Apply the basic and intermediate skills required to transcribe from recordings using a computer.
2. Apply the proper document processing through the use of a transcribing machine.
3. Demonstrate good English usage and proofreading competencies.
4. Describe a minimum of three career opportunities available for those with transcription skills.
5. Understand and transcribe documents from originators with different accents and dialects.
6. Utilize the college library and Internet resources to gather information about a designated topic.
7. Incorporate the college ten identified work ethics traits into life-long learning experiences.

**EVALUATION:**

Students will be evaluated on their achievement of the identified Student Learning Outcomes with the following assessments.

Assessment Name(s)	Concepts Covered and/or Skills Being Tested	Related Student Learning Outcome(s) #
Part 1 homework, transcription exercises,	Basic machine transcription skills Proofreading and composition skills	1, 2, 3,
Midterm Evaluation	Basic transcription and proofreading skills	1, 2, 3
Part 2 homework, transcription exercises,	Intermediate machine transcription skills	1, 2, 3, 4
Part 3 homework, transcription exercises,	Legal and medical transcription skills	2, 3, 4, 5
Final Evaluation	Intermediate transcription skills	1, 2, 3, 5
College library & Internet research paper	Use resources to gather useful information	6
Work Ethics Traits (10)	The ten identified work ethics traits	7

**GRADING:**

The final grade for this course will be calculated according to the following criteria:

Assessment Category	Weighting Percentage
Daily Transcription Exercises	25%
Textbook/Workbook Exercises	15%
Tests	50%
Research Paper and Work Ethics	10%

Final letter grades for the course will be assigned according to the following scale:

Letter Grade	Scale	Letter Grade	Scale
A	90 – 100	F	0 - 59
B	80 – 89	W	N/A
C	70 – 79	WF	N/A
D	60 - 69	I	N/A

**MAKE UP WORK POLICY:**

Absences, whether excused or not, do not relieve students of the responsibility for assignments and/or material covered during classes missed. Instructors are not obligated to re-cover material, re-issue assignments, or give make up tests due to a student's absence.

All transcription assignments are due at the end of the class period on the day that they are assigned. Late transcription assignments will not be accepted. Make-up assignments will not be given.

## **DEPARTMENTAL/INSTRUCTOR CLASS POLICIES:**

The following policies have been adopted by the instructor of the course and/or the academic department to make the class environment as conducive to learning as possible. These policies are designed to ensure that all students are treated equitably and held to standards that will adequately prepare them for further academic study and/or professional success.

1. Students are responsible for being extremely familiar with the Student Handbook and any Addendum. The Student Handbook can be accessed on the college's website. From the main page click on the "Catalog" link located in the top right corner. Next, click on the "Handbook" link. The Student Handbook addresses items to include the Student Dress Requirements, the policy for phones and beepers, the Disability and Sexual Harassment Policies, the College Acceptable Use Policy for the Internet, and the College Attendance Policy.
2. All class assignments including transcription exercises, workbook exercises, and projects are due on the same day.
3. All homework assignments are to be turned in, in the following manner: coversheet from the textbook/workbook, assignments (in order), and stapled in the upper left corner.
4. Students are expected to take all tests on scheduled dates, during the regular class time.
5. Students are responsible for the study of all assigned topics in the class. Students are encouraged to bring to the instructor any unresolved problems.
6. Students are NOT allowed to eat, drink, chat on-line, or disturb in any way instruction/study in the classroom or computer lab. Cellular phones and pagers are NOT to be used in class, if you have them they must remain OFF or on vibrate the entire class period; also, children are NOT allowed in class.

## **INSTITUTIONAL POLICIES**

### **DISABILITY POLICY**

H. Council Trenholm State Community College complies with the provisions of the Americans with Disabilities Act (ADA) of 1990, which makes it illegal to discriminate against individuals with disabilities in employment, public accommodations, public services, transportation, and telecommunications.

It is the policy of H. Council Trenholm State Community College to provide special assistance and accommodations to those students who require assistance in testing, course and program planning, and registration. If you have any type of disability that may require accommodations to succeed in this course or this program, it is your responsibility to inform your instructor and/or the ADA Coordinator so that you and he or she can plan for such accommodations. You may inform your instructor after class, or you may contact the ADA coordinator on your campus.

### **SEXUAL HARASSMENT POLICY**

H. Council Trenholm State Community College affirms its commitment to ensuring an environment for all employees and students which is fair, humane, and respectful. Therefore, the College will not tolerate any verbal or physical conduct that constitutes sexual harassment of any employee or student. Such behaviors are prohibited by Federal regulations, which state:

"Harassment on the basis of sex is a violation of Section 703 of Title VII. Unwelcome sexual advances, requests for sexual behaviors, and other verbal or physical conduct of a sexual nature constitute sexual harassments when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

H. Council Trenholm State Community College deprecates such conduct as an abuse of authority, and thus it is an official institutional policy that sexual harassment of employees and/or students will not be tolerated. The College accepts the proposition that sexual harassment, like any civil rights violation, generates a harmful environment. The administration of the College will act positively to investigate alleged harassment and to effect remedy when an allegation is determined to be valid.

Complaints about sexual harassment should be registered in the office of the Title IX Coordinator on your campus.

### **ACADEMIC DISHONESTY POLICY**

The primary goal of H. Council Trenholm State Community College is the promotion of an atmosphere conducive to studying and learning. Those conditions and actions that encourage scholarship are applauded; those conditions and actions that deter or discourage intellectual growth and development are deplored. Therefore, 'Academic Dishonesty' is defined as follows:

1. Cheating on an exercise, test, problem, practice or examination submitted by a student to meet course requirements. Cheating includes, but is not limited to: the use of unauthorized aids (such as crib sheets, written materials, drawing, etc.); copying from another student's work; soliciting, giving and/or receiving unauthorized aid orally or in writing; or similar action contrary to the principles of academic honesty.
2. Plagiarism on an assigned paper, theme, report or other material submitted to meet course requirements. Plagiarism is the act of using, in one's own work, the work of another without indicating that source.

Use of tests or papers prepared by commercial or non-commercial agents and submitted as a student's own work. Charges of academic dishonesty made against a student by a faculty member must follow the principles of due process. Faculty members must

bring charges against a student in writing. A faculty member shall not give the grade 'F' or any punitive punishment for academic dishonesty unless guilt is established through the due process.

### SAFE ENVIRONMENT

All school personnel-administrators, maintenance staff, instructors, and students will be obligated to contribute their individual effort in order to develop, insure, and maintain a safe environment. Voluntary compliance is expected; however, the Safety Team will serve in a supervisory capacity to assure continuity of performance and the continuation of a viable program. The Safety Team will determine who inspects, when to inspect, how to inspect, and will conduct a follow-up study to evaluate progress.

### ALERT NOTIFICATION SYSTEM

<http://www.trenholmstate.edu/home.htm>

As part of Trenholm State's ongoing effort to safeguard students, faculty and staff, the College has implemented a new emergency communications system. Known as Trenholm Alert, the system allows students, faculty and staff to receive time-sensitive emergency messages in the form of e-mail, voice and text messages.

Everyone who has a Trenholm State Community College e-mail address will receive emergency alerts to their campus e-mail address. In order to also receive text and voice message alerts, members of the campus community will be asked to provide phone contact information. While participation in the text and voice messaging notification is optional, enrollment is strongly encouraged. The information you supply is considered confidential and will not be shared or used for other purposes. You will only be contacted through the system in the event of an emergency.

Once you have signed up for Trenholm Alert you will be eligible for notifications after 24 hours.

*The following buildings are connected to the system as indicated. As these alerts are made, faculty/staff and students are required to respond as indicated.*

### IMPORTANT SYSTEM NOTIFICATIONS

#### **Tornado Warning - Long Siren & Audio Statement**

**Statement:** "Warning! A tornado warning has been issued for our location. Please take shelter immediately.

**Response:** Take shelter immediately in the areas designated on signs posted in your area

#### **Severe Thunderstorm Warning – No Tone**

**Statement:** "Severe thunderstorm warning. A severe thunderstorm warning has been issued for this area.

**Response:** None, information only

#### **Building Evacuation – Fog Horn Tone**

**Statement:** "Attention! This is an emergency evacuation order. Remain calm; follow the instructions of the emergency officials. This is an emergency evacuation order. Obey the emergency officials. Remain calm."

**Response:** Evacuate the building and locate to a position at least 500 feet from the building. Faculty is responsible for ensuring students are guided away from the buildings.

#### **All Clear Warbling Tone & Audio Statement**

**Statement:** "All clear, the emergency is over. All clear, the emergency is over. All clear the emergency is over

**Response:** Return to you designated area, emergency is over

#### **Alert Notification System Tests – Single Siren and Audio Statement**

This is a test, this is a test of the emergency warning system, this is only a test.

**Response:** None

## WORK ETHICS PROGRAM

Trenholm State Community College promotes employability skills in its students through participation in the Work Ethics Program. Business and industry leaders have identified essential work ethics that should be taught and practiced in order to develop a viable and effective workforce. The ten work ethics traits identified are stated below.

1. **Attendance:** Attends class, arrives/leaves on time; notifies instructor in advance of planned absences; and makes up assignments punctually.
2. **Character:** Displays loyalty, honesty, trustworthiness, reliability, dependability, initiative, self-discipline, and self-responsibility.
3. **Teamwork:** Respects rights of others; is a team worker; is cooperative; is assertive; displays customer service attitude; seeks opportunities for continuous learning; and displays mannerly behavior.
4. **Appearance:** Displays appropriate dress, grooming, hygiene, and etiquette.
5. **Attitude:** Demonstrates a positive attitude; appears self-confident; and has realistic expectations of self.
6. **Productivity:** Follows safety practices; conserves materials; keeps work area neat and clean; and follows directions and procedures.
7. **Organizational Skills:** Manifests skill in personal management, time management, prioritizing, flexibility, stress management, and dealing with change.
8. **Communication:** Displays appropriate nonverbal and verbal skills.
9. **Cooperation:** Displays leadership skills; appropriately handles criticism and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; and follows chain of command.
10. **Respect:** Deals appropriately with cultural/racial diversity and does not engage in harassment of any kind.

## WORK ETHICS EXPECTATIONS FOR STUDENTS

As a student you are expected to:

- ❖ Attend each scheduled class period and be in class on time.
- ❖ Complete assignments on time.
- ❖ Prepare for class by reading assignments, completing homework, and bringing to class all necessary supplies and/or equipment. Evidence of this will be class presentation, instructor observations, lab assignments, and testing and evaluation.
- ❖ Demonstrate proper use of time by beginning and ending work as expected, observe policies on break and lunch periods, and use work time appropriately.
- ❖ Encourage and facilitate cooperation, pride, trust, and group identity as well as foster commitments and team spirit.
- ❖ Display a high level of effort and commitment to performing work, operate effectively within the defined structure, and demonstrate trustworthiness and responsible behavior.
- ❖ Participate in activities by contributing to class discussions, completing assignments, and being involved in lab activities.
- ❖ Observe established policies on safety and notify proper authorities of circumstances or situations that present potential safety hazards.
- ❖ Use all equipment and tools in a safe and proper manner. Do not use or knowingly permit others to use tools and equipment improperly.
- ❖ Present a neat, clean appearance, dress appropriately, practice personal hygiene, and wear clothing suitable to the job task and environment based on customers served.
- ❖ Communicate accurate information to others in a professional and courteous manner, convey a willingness to assist, work to resolve conflicts and to identify solutions in which all parties benefit, and demonstrate concerns for treating people fairly and equitably.
- ❖ Display a willingness to cooperate and accept constructive feedback. Treat your instructor and classmates with respect, courtesy and tact.

**STATEMENT OF RECEIPT BY STUDENT**

I verify that my instructor has provided me with a copy of the syllabus for this course. I verify that I have been advised of the course content and course requirements. Additionally, I verify that I have read the course participation, disability, sexual harassment, and academic dishonesty policies.

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Student's Name (please print legibly)

OAD 200

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Course Number/ Call Number

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Student ID Number

Machine Transcription

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Course Name

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Student's Email Address

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Student's Telephone Number

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Student's Signature

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Date

## COURSE OUTLINE/CALENDAR

### OAD 200 Machine Transcription Spring Semester 2018

WEEK	DUE DATE	Lesson		TRANSCRIPTION/WORKBOOK ASSIGNMENT
	<b>Jan 10</b>		<b>Semester Begins</b>	
1	Jan 15	Introduction to Course		Research Topic (A list will be distributed by the instructor or assigned from the workbook)
		Orientation		
2	Jan 22	Training Session		Transcription Practice Exercise (Read Pgs. 2-6)
3	Jan 29	Introduction/Chapter 1	<b>Part 1</b>	
		Chapter 1		
		Chapter 2		
4	Feb 5	Chapter 3		
		Chapter 4		
5	Feb 12	Chapter 5		
		Chapter 6		
6	Feb 19	Chapter 7	<b>Part 2</b>	
	Feb 26	Chapter 8		
<b>7</b>	<b>March 5</b>	<b>Midterm Examination</b>		
8	March 12	Chapter 9		Instructions will be given on assignment sheet.
9		Chapter 10		
<b>10</b>	<b>Spring Break – March 19 - 23</b>			
11	March 26	Chapter 11		
		Chapter 12		
12	April 02	Chapter 13	<b>Part 3</b>	
		Chapter 14		
13	April 09	Chapter 15		
		Chapter 16		
14	April 16	Chapter 17		
		Chapter 18		
15	April 23	Chapter 19		
		Chapter 20		
16	April 30			Make-up assignments due Evaluations
17	<b>May 03 -04, 07</b>	<b>Final Examination</b>		
18	<b>May 10</b>			End of Semester

**\*Complete the following sections for each chapter listed on the outline above.**

- |  |                              |
|--|------------------------------|
| A. Word Mastery Preview (transcribe the words)       | E. Composition Reinforcement |
| B. Word Usage  | F. Collaborative Research    |
| C. Spelling  | G. Transcription Exercises   |
| D. Language Skills and Language Skills<br>Self-Check |                              |



## MACHINE TRANSCRIPTION DOCUMENTS

DOCUMENT	CHECKED	DOCUMENT	CHECKED
PART 1-BASIC MACHINE TRANSCRIPTION		PART 3 – ADVANCED MACHINE TRANSCRIPTION – LEGAL AND MEDICAL	
CHAPTER 1 – MACHINE TRANSCRIPTION		CHAPTER 13 – CONTINGENCY FEE AGREEMENT, CERTIFICATE OF NOTARY, AND PROBATE COURT FORM	
DOC 1		DOC 1	
DOC 2		DOC 2	
DOC 3		DOC 3	
DOC 4		CHAPTER 14 – BILL OF SALE, COMPLAINT ON ACCOUNT, AND NOTICE OF GARNISHMENT	
DOC 5		DOC 1	
CHAPTER 2 – ADVERTISING, JOURNALISM, AND PUBLISHING		DOC 2	
DOC 1		DOC 3	
DOC 2		CHAPTER 15 – PETITION FOR DISSOLUTION OF MARRIAGE, BILLING STATEMENTS, AND PARTNERSHIP AGREEMENT	
CHAPTER 3 – EDUCATION, GOVERNMENT, AND PUBLIC SERVICE		DOC 1	
DOC 1		DOC 2	
DOC 2		DOC 3	
CHAPTER 4 – REAL ESTATE, APPRAISING, AND PROPERTY MANAGEMENT		CHAPTER 16 – ESTATE AND TAX MATTERS, LAST WILL AND TESTAMENT, AND POWER OF ATTORNEY	
DOC 1		DOC 1	
DOC 2		DOC 2	
CHAPTER 5 – ACCOUNTING, AUDITING, AND FINANCIAL PLANNING		DOC 3	
DOC 1		DOC 4	
DOC 4		DOC 5	
CHAPTER 6 – BANKING, FINANCIAL MANAGEMENT, AND CONSUMER CREDIT		CHAPTER 17 – CONSULTATION LETTER, MEDICAL MEMORANDUM, MAMMOGRAM REPORT, AND HISTORY AND PHYSICAL REPORT	
DOC 1		DOC 1	
DOC 2		DOC 2	
PART 2 – INTERMEDIATE MACHINE TRANSCRIPTION		DOC 3	
CHAPTER 7 – INSURANCE		DOC 4	
DOC 4		DOC 5	
DOC 5		CHAPTER 18 – RADIOLOGY REPORT, RELOCATION ANNOUNCEMENT, AND LIFESAVING SCREENING LETTER	
CHAPTER 8 – ENGINEERING, INDUSTRIAL, AND MANUFACTURING		DOC 1	
DOC 1		DOC 2	
DOC 2		DOC 3	
CHAPTER 9 – ENTERTAINMENT, FOOD, AND RESTAURANT SERVICES		DOC 4	
DOC 1		DOC 5	
DOC 2		CHAPTER 19 – MEDICAL TRANSCRIPTIONIST JOB DESCRIPTION, OPERATIVE REPORT, DENTAL REPORT, DENTAL LETTER, AND ENDODONTIST LETTER	
CHAPTER 10 – MARKETING, RETAIL, AND WHOLESALE MANAGEMENT		DOC 1	
DOC 1		DOC 2	
DOC 3		DOC 3	
CHAPTER 11 – TRAVEL, TOURISM, AND HOTEL SERVICES		CHAPTER 20 – ADMISSION LETTER, SURGICAL PATHOLOGY REPORT, DISCHARGE SUMMARY, AND MEDICATION RENEWAL LETTER	
DOC 1		DOC 1	
DOC 2		DOC 2	
CHAPTER 12 – AIRLINE, AUTOMOTIVE, AND TRUCKING INDUSTRIES		DOC 3	
DOC 1			
DOC 2			

MODULE A – TRANSCRIPTION	
MODULE DESCRIPTION – The purpose of this module is to teach the students to transcribe letters, memorandums, and other documents. Topics include formatting documents, improving concentration, and proper use of equipment.	
PROFESSIONAL COMPETENCIES	PERFORMANCE OBJECTIVES
A1.0 Transcribe letters, memorandums, and other documents.	A1.1 Accurately prepare documents according to specifications.
LEARNING OBJECTIVES	
A1.1.1 Explain formatting of documents such as letters and memorandums.	
A1.1.2 Identify techniques to improve concentration and listening skills.	
A1.1.3 Identify the proper use of various types of transcribing equipment.	
MODULE A OUTLINE:	
<ul style="list-style-type: none"> <li>• Formatting documents</li> <li>• Improve concentration</li> <li>• Proper use of equipment</li> </ul>	

MODULE B – APPLY RULES	
MODULE DESCRIPTION – The purpose of this module is to teach the students to use selected logistic and organizational skills to manage supplies and storage equipment. Topics include resources and references, confusing words, and proofreading techniques.	
PROFESSIONAL COMPETENCIES	PERFORMANCE OBJECTIVES
B1.0 Use selected logistic and organizational skills to manage supplies and storage equipment.	B1.1 Given selected office and supply requirements, organize and store all specified items.
LEARNING OBJECTIVES	
B1.1.1 Identify the various supplies and storage equipment used in filing.	
B1.1.2 Explain the purpose and proper use of color-coded filing systems.	
MODULE B OUTLINE:	
<ul style="list-style-type: none"> <li>• References/Resources</li> <li>• Frequently confused words</li> <li>• Proofreading techniques</li> </ul>	