

COURSE OUTLINE/CALENDAR

OAD 200 Machine Transcription Spring Semester 2018

WEEK	DUE DATE	Lesson		TRANSCRIPTION/WORKBOOK ASSIGNMENT
	Jan 10		Semester Begins	
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	Part 1	
		Chapter 1		
		Chapter 2		
4	Feb 5	Chapter 3		
		Chapter 4		
5	Feb 12	Chapter 5		
		Chapter 6		
6	Feb 19	Chapter 7	Part 2	
	Feb 26	Chapter 8		
7	March 5	Midterm Examination		
8	March 12	Chapter 9		Instructions will be given on assignment sheet.
9		Chapter 10		
10	Spring Break – March 19 - 23			
11	March 26	Chapter 11		
		Chapter 12		
12	April 02	Chapter 13	Part 3	
		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	May 03 -04, 07	Final Examination		
18	May 10			End of Semester

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

- A. Word Mastery Preview (transcribe the words)
- B. Word Usage
- C. Spelling
- D. Language Skills and Language Skills
Self-Check

- E. Composition Reinforcement
- F. Collaborative Research
- G. Transcription Exercises