

LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

SPECIAL NOTE:

This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):

Please check with the LCC bookstore <http://www.labette.edu/bookstore> for the required texts for this class.

COURSE NUMBER

Otec 127

COURSE TITLE

TRANSCRIPTION SKILLS

SEMESTER CREDIT HOURS:

1

DEPARTMENT:

Business Administrative Technology

DIVISION:

Career Technical Education

PREREQUISITE:

English Placement Test or English Comp I

REVISION DATE:

8/2013 Fall Semester, 2013

Supplies Needed:

Textbook. CD or flash drive for storing computer files, unless using your own personal computer. Headphones and foot pedal (Optional, but recommended). Downloaded copy of Express Scribe, installed on your home computer. (See Power Point Tutorials in online class.) Express Scribe may already be installed on computers in the computer lab.

COURSE DESCRIPTION:

The purpose of this course is to prepare the student for transcribing documents. Students will need to have satisfactorily completed English Comp I, or take the English placement test available in the Student Success Center, before enrolling in this course. This course will review common problems encountered when transcribing documents: grammar rules, commonly misspelled words, and correct word usage. In addition, students will gain practice in transcribing sentences, proofreading documents, and meeting mailability standards. The students will be introduced to the mechanics of digital transcription. After this course, the student will be ready to enroll in Legal Transcription or Medical Transcription.

COURSE OUTCOMES AND COMPETENCIES:

Students who successfully complete this course will be able to:

1. Revise existing documents.

- Use proofreader's marks to identify grammar errors.

- Proofread a document for formatting errors.

2. Correct grammar, spelling, and punctuation of a document.

- Review fundamentals of English.
- Review rules for punctuation.
- Recognize common errors made in word choice or confusing words.

3. Key document from edited rough draft.

Use Word to key edited memos, letters, and reports.

Use Word features such as Spell Check and Grammar Check.

4. Key documents using digital transcription.

- Transcribe commonly misspelled words at the computer.
- Transcribe sentences that emphasize difficult word choices.
- Transcribe sentences and properly capitalize and punctuate them.
- Transcribe a letter, formatting it correctly.

5. Perform workplace competencies

I. LISTENING SKILLS

1. Follow oral instructions:

- a. Listen for and identify key words
- b. Listen for words that identify a procedure
- c. Listen for steps or actions to be performed
- d. Listen for clues regarding the order or sequence in which a task is performed.

7. Reduce barriers (or interference) that may impede effective listening.

IV. WRITING: Check, edit, and revise for correct information, appropriate emphasis, grammar, spelling, and punctuation

XII CAREER PLANNING: Access and use information to develop education and career options