



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW: 2008-2009 **NEXT REVIEW:** 2013-2014 **STATUS:** A

COURSE TITLE: Transcribing Machines

COMMON COURSE NUMBER: OST 2601

CREDIT HOURS: 3

CONTACT HOUR BREAKDOWN

CLOCK HOURS:

Lecture:

Lab: 48

Clinic:

Other:

PREREQUISITE(S): NONE

COREQUISITE(S): NONE

PRE/COREQUISITE(S): NONE

COURSE DESCRIPTION:

This course emphasizes skill development for accurate transcription of recorded dictation to office standard proficiency levels. Special material related to each student's major subject areas of administrative, legal and medical are provided.

General Education Requirements - Associate of Arts Degree, meets Area(s):

General Education Requirements - Associate in Science Degree, meets Area(s):

UNIT TITLES

1. Language Skill Development
2. Proofreading Development
3. Administrative Transcription Application

EVALUATION:

Students will be assessed by but not limited to “Quizzes, Exams, Tests, Performance in state, regional, and local competitions, Presentations, Portfolios, Discussions, Class Participation, Attendance, Projects, Co-ops, Internships, Practicums, Externships, and Research Reports.

**** Complete the following only if course is seeking general education status ****

GENERAL EDUCATION Competencies and Skills *:

Please highlight in **green** font all Competencies/Skills from the list below that apply to this course. In the box to the right of the Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

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| 1. Read with critical comprehension | |
| 2. Speak and listen effectively | |
| 3. Write clearly and coherently | |
| 4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate) | |
| 5. Demonstrate and apply literacy in its various forms: (highlight in green ALL that apply) (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental) | |
| 6. Apply problem solving techniques to real-world experiences | |
| 7. Apply methods of scientific inquiry | |
| 8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings | |
| 9. Demonstrate an understanding of and appreciation for human diversities and commonalities | |
| 10. Collaborate with others to achieve common goals. | |
| 11. Research, synthesize and produce original work | |
| 12. Practice ethical behavior | |
| 13. Demonstrate self-direction and self motivation | |
| 14. Assume responsibility for and understand the impact of personal behaviors on self and society | |
| 15. Contribute to the welfare of the community | |

** General Education Competencies and Skills endorsed by '05-'06 General Education Task Force*

UNITS

Unit 1. Basic Skill Development

General Outcome:

The students should be able to practice the basic skills involved in the development of accurate and rapid transcription of recorded materials.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 1.1 Analyze basic sentence structure as it refers to:
 - 1.1.1 Correct word choice
 - 1.1.2 Capitalization
 - 1.1.3 Punctuation
 - 1.1.4 Hyphenation
 - 1.1.5 Grammar
 - 1.1.6 Spelling for transcription purposes
- 1.2 Determine which reference materials would be the most appropriate to use in finding the answers to a particular problem or question.
- 1.3 Transcribe memos, letters, and simple reports in various acceptable styles and page placements, without benefit of designated instructions or item length.
- 1.4 Accurately proofread one's own transcripts.
- 1.5 Successfully operate transcribing equipment.
- 1.6 Develop listening skills.
- 1.7 Identify present, past, and future tenses.
- 1.8 Identify items that require capitalization.
- 1.9 Punctuate various types of sentences and words within sentences correctly.

Unit 2. Refinement of Skills

General Outcome:

The students should be able to apply the integration of the multiple skills involved in producing usable transcripts of business-type correspondence at an acceptable productivity rate.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 2.1 Apply typing, language, use of reference material, and proofreading skills to produce usable transcripts at a minimum rate of 20 words per minute or *lineAccount* equivalent during a 30 minute period.
- 2.2 Keep a log of productivity.

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- 2.3 Make acceptable decisions regarding the need for (and placement of) special letter parts/notations and for duplicated copies, envelopes, enclosures, etc.
- 2.4 Accurately transcribe documents by listening to transcribed instructions.
- 2.5 Listen for key facts and main ideas.
- 2.6 Detect language and content errors and transcribe text correctly.
- 2.7 Transcribe office-style dictation with interruptions that require problem-solving, decision- making skills.

Unit 3. Skills Applications: Administrative

General Outcome:

The students should be able to apply the skills involved in producing usable transcripts of administrative correspondence, reports, and forms at an acceptable productivity rate.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 3.1 Integrate refined transcription skills with the vocabulary and knowledge of a specialized subject area to produce simple, usable transcripts at an acceptable productivity rate based on the type and difficulty level of the material.
- 3.2 Apply transcription and specialty skills to the production of a variety of reports, forms, or correspondence items appropriate to the student's specified subject area(s) of interest or preference.