

Date Prepared: July 7, 2000

COURSE OUTLINE

 New x Revised

Effective Date: Fall 2000

1. **COURSE PREFIX NUMBER:** AST 240 **CREDIT HOURS:** 3
2. **COURSE TITLE:** **Machine Transcription**
3. **PREREQUISITES:** AST 102 or equivalent (corequisite)
4. **COURSE DESCRIPTION:** Develops proficiency in the use of transcribing equipment to produce business documents. Emphasizes listening techniques, business English, and proper formatting. Includes production rate and mailable copy requirements. Corequisite: AST 102 or equivalent. Lecture 3 hours per week.
5. **CONTENT:** (Major Headings)
 - a. Introduction to Desktop Transcription
 - b. Document Processing Using Recorded Dictation and Electronic Equipment
 - c. Sentence Structure
 - d. Subject-Verb Agreement Principles
 - e. Spelling, Vocabulary, and Proofreading Rules
 - f. Simple, Compound, and Complex Sentences
 - g. Punctuation, Capitalization, Numbers, and Abbreviations Rules
 - h. Reference Books for Transcriptionists
6. **GENERAL COURSE OBJECTIVES:**

Upon successful completion of the course, the student will be able to

 - a. operate a desktop transcription unit.
 - b. use basic machine transcription techniques for document processing.
 - c. transcribe documents applying the principles of subject/verb agreement.
 - d. apply proofreading skills in recognizing and correcting spelling, punctuation, and word usage errors.
 - e. transcribe according to mailability standards of at least 15 wpm.