INSTRUCTOR: Joanne Deja Strebeck  
1.269.782.1219  
jstrebeck01@swmich.edu

OFFICE HOURS: MWF 9-10; TR 1-2 Lyons Room 139

PREREQUISITE: none

COURSE DESCRIPTION: Machine Transcription is designed to teach students to prepare finished copy from transcription equipment. Emphasis is placed on developing skills in spelling, punctuation, grammar, proofreading, letter styles, and preferred business formatting procedures.


ADDITIONAL RESOURCES: (If applies)

METHOD OF INSTRUCTION: A computer, transcriber, tapes, textbook, worksheets, lecture, discussion, reference materials, and overhead projector.

EVALUATION METHOD:  
3 Progress Checks  25%  
3 Transcription Tape Tests  30%  
20 Transcription Units  35%  
1 Final Exam  10%
## Grading Scale for Semester

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>90-100%</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>86.8-89.9</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>83.4-86.7</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>80-83.3</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>76-79.9</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>73.4-76.7</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>70-73.3</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>66.8-69.9</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>63.4-66.7</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>60-63.3</td>
</tr>
<tr>
<td>D-</td>
<td>.67</td>
<td>56.8-59.9</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>0-56.7</td>
</tr>
</tbody>
</table>

Daily assignments

- Proofread carefully. Errors per unit.
  - \(-5 = A; -10 = B; -15 = C; -20 = D\)
- Major errors -5 points each; i.e. spelling, format, inaccurate information, wrong word, incorrect sentence structure.
- Minor errors -2 each; i.e. punctuation, word division, capitalization, number usage, etc.

**Attendance Policy**

- Attendance is expected at every class. Arrive on time. Three absences may lower your semester grade one letter grade. To emphasize the importance of promptness in business, a deadline is set for each assignment. This deadline is always the BEGINNING of the class hour.

**Testing Policy:**

- Students are expected to take all examinations as scheduled. Students who are ill and contact me may take the test during office hours at the time arranged by instructor. Any test taken late will receive a late grade.
- I reserve the option to determine whether a make-up test will be given and the format of the testing method. Tests may be taken in advance of a known future absence.

**Other Course Expectations:**

- Prior to coming to class, you are expected to read the assigned pages and be prepared to discuss the lesson/features covered.

  - **No open food or drink** is allowed in the classroom.
  - **Turn off cell phone** prior to entering classroom.
  - **Children not allowed in classrooms**
  - **Computer settings** are to be left as is. Do not make changes in the default settings.
HONESTY POLICY

Cheating or plagiarizing will absolutely not be tolerated at Southwestern Michigan College. Any student found cheating or plagiarizing material in any manner may be assigned a failing semester/session grade in this course. A second such incident while at SMC could result in suspension or expulsion from the institution. A student found in violation of this section of the syllabus will not be allowed to drop this course. Additional detail regarding cheating and/or plagiarism may be found elsewhere in this syllabus.

NOTICE: Information in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. The instructor, however, reserves the right, acting within the policies and procedures of Southwestern Michigan College, to make changes in course content or instructional techniques.

COURSE OBJECTIVES

The learner will

1. Operate the transcription and word processing equipment

2. Follow the dictator's instructions and make indicated corrections

3. Recognize and type dictated words accurately

4. Type documents using correct spelling, grammar, punctuation, and number expression

5. Transcribe documents at a minimum rate of fifty percent of your straight-copy typing speed

6. Transcribe documents in acceptable format

7. Proofread and edit transcribed copy

8. Use good work habits, demonstrating efficiency and productivity

9. Type machine dictated: letters, memos, tables, news releases, telegrams, forms, and reports

As a transcriptionist, you will be required to transcribe correspondence that includes letters, memoranda, reports, minutes of meetings, and proposals. Your responsibility is to produce error-free transcripts; therefore, you must proofread carefully for correct English usage, spelling, typographical errors, typing format, and accuracy of information. Correspondence that meets these criteria is considered mailable in business offices.

In the chapters that follow, you will be introduced to correspondence using modern office styles that are employed in word processing environments. Note: If your instructor finds an error that can be corrected, you will be expected to make the correction before final submission; otherwise, the letter will be considered UNMAILABLE.** (All errors will be corrected and resubmitted for a grade.) USE THE DICTIONARY WHILE COMPLETING ASSIGNMENTS.
**COURSE OUTLINE**

*the letters get longer as the semester continues; be sure to keep up with weekly assignments.

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Chapter 1 - The Transcription Process</th>
</tr>
</thead>
</table>
| Week 2 | Chapter 2 - Transcription Agreement Principles  
          Chapter 3 - Transcription Agreement Problems |
| Week 3 | Chapter 4 - Hotel Services and Recreation  
          Chapter 5 - Media and Entertainment |
| Week 4 | Test over Chapters 1-5; Begin Chapter 6 |
| Week 5 | Chapter 6 - Banking  
          Chapter 7 - Insurance |
| Week 6 | Chapter 8 - Global Manufacturing  
          Chapter 9 - Travel and Tourism |
| Week 7 | Chapter 10 - Electronic Publishing |
| Week 8 | Test over Chapters 6-10; Begin Chapter 11 |
| Week 9 | Chapter 11 - Real Estate and Property Management  
          Chapter 12 - Computers |
| Week 10 | Chapter 13 - Human Resources Management  
          Chapter 14 - Electronic Communications |
| Week 11 | Chapter 15 - Advertising and Marketing |
| Week 12 | Test over Chapters 11-15; Begin Chapter 16 |
| Week 13 | Chapter 16 - Health Services  
          Chapter 17 - Retailing and Entrepreneurship |
| Week 14 | Chapter 18 - Investments  
          Chapter 19 - Government Services |
| Week 15 | Chapter 20 - Legal Services |

**FINAL EXAMINATION**
IMPORTANT FALL DATES

August 30 Classes Begin
October 8 Fall Break begins at 8:00 a.m. – College offices closed
October 12 Classes Resume at 8:00 a.m.
November 12 Last Day to Withdraw from classes
November 24 at 10 p.m. Thanksgiving recess begins
December 13 at 10 p.m. Classes end
December 14 Prep day for final exams – NO CLASSES
December 15-19 Final Exams
December 15-17 textbook buy back