



BT 2490

Division: Business and Technology

Department: Business Technology

Course: BT 2490

Title: Business Correspondence/Transcription

Catalog Description:

Students will perform transcription of office documents from sound media using the following skills: word processing, communication written and oral, listening, and decision making. Students will review grammar, spelling, punctuation, capitalization, document formats, and proofreading.

General Education Requirements: N/A

Semesters Offered: TBA

Credit/Time Requirement: Credit: 2; Lecture: 2; Lab: 0

Clock/Hour Requirements: 0

Offered for Non-Credit: Yes

Prerequisites: Basic English skills and BT 1420 or equivalent

Justification:

As the business professional's schedule becomes increasingly more congested, it is both time saving and economical for the professional to dictate communications by machine or by transcribing live by computer. Therefore, it is essential that students complete training in machine transcription in order to develop marketable skills.

This course provides the skills and experiences necessary to prepare students to properly use transcription equipment to produce mailable copy.

This course is required for the A.A.S. Administrative Assistant degree. The addition of this course into the Business Technology curriculum was advised and is supported by the Business Technology Advisory Committee members.

Student Learning Outcomes:

Upon successful completion of this course, students will have:

- Obtained training in the preparation of mailable transcripts by using correct spelling, grammar, punctuation, capitalization, number usage, and word meanings.
- Obtained training and practice in the efficient operation of transcription equipment so that correct principles are applied to produce mailable copy from machine dictation.

Course objectives will be accomplished through the:

- Study and practice of lesson sections on spelling, punctuation, capitalization, number usage, and word meanings as they relate to specific transcription assignments.
- Study, practice, and transcription of letters, memos, reports, etc., in the proper format as contained in the lessons.

Lab time will include student use of the transcription equipment to transcribe and produce mailable copy.

General Education Outcomes:

- 4) Retrieve, evaluate, interpret, and deliver information through a variety of traditional and electronic media. Information will be retrieved through voice dictation. Students will evaluate and make grammar corrections based on English skills which are reviewed in class. Students will then deliver the transcribed information in print and/or electronically via electronic drop box or e-mail.

Applied Education Outcomes:

- 1) Students will acquire entry-level skills specific to and appropriate for employment in their chosen field of study. Students will learn to effectively use transcription equipment to create mailable copy from voice dictation. This skill is usable in small businesses as well as large businesses.

Key Performance Indicators:

Students will complete workbook sections reinforcing spelling, grammar, punctuation, and formatting skills. Transcription sections will be evaluated for proper format and accurate content: 55 percent of the final grade. Students will study spelling words and learn the correct meaning and usage for a variety of words. Students will take spelling and word study tests will evaluate how well students have mastered the spelling lists and word study words: 20 percent of the final grade. Transcription speed and accuracy will be determined by transcription tests: 25 percent of the final grade. Percentages are approximate.

Representative Text and/or Supplies:

Mitchell, Carol, *Machine Transcription: A Comprehensive Approach for Today's Office Professional*, current edition or equivalent, Glencoe.

Optimum Class Size: 12

Maximum Class Size: 19

Signatures:

I hereby submit this course syllabus:

Lisa Anderson, MS, Associate Professor

I hereby find this course consistent with the goals and resources of the Business Technology Department:

Lisa Anderson, MS, Associate Professor, Chair

I hereby find this course consistent with the goals and resources of the Business and Technology Division:

Doug Dyreng, MS, Associate Professor, Dean

I have discussed the need for library resources related to this class with the person submitting the syllabus:

Lynn Anderson, MLIS, Technical Services Librarian (Main Campus)

Michelle Olsen, MLS, Campus Librarian (Richfield Campus)