

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

Transfer course A.A. degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: OIS 230 Secretarial Machine Transcription Modules I-II

OIS 230.1 Secretarial Machine Transcription Basic Module I

OIS 230.2 Secretarial Machine Transcription Advanced Module II

UNIT VALUE: 1 unit per module; 2 units total

MINIMUM NUMBER OF SEMESTER HOURS: 32 hours per module

BASIC SKILLS REQUIREMENTS: Appropriate language skills.

ENTRANCE REQUIREMENTS

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION:

Module I: A minimum grade of "C" in OIS 102

Module II: A minimum grade of "C" OIS 230.1

SCOPE OF COURSE:

Module I: Techniques of transcribing dictation of business documents from transcription equipment. Designed for the Office Information Systems — Administrative Assistant major.

Module II: Advanced transcription techniques and skill development of multi-page documents and specialized reports. Designed for the Office Information Systems Administrative Assistant major.

SPECIFIC COURSE OBJECTIVES: Students will:

1. Possess proficiency in using transcription equipment utilizing the "start-listen-stop-type" technique;
2. Apply "ear-hand-foot" coordination in producing mailable documents;
3. Produce acceptable formats of business forms and documents;

4. Proofread appropriately in the transcription of all documents
5. Understand and apply the correct business terminology to a variety of documents;
6. Possess a skill performance level that qualifies for entry-level employment in a business office with transcription needs.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- Module I:
1. Introduction to audio approach
 2. Introduction to transcribing equipment
 3. Transcribing basic letters, memos, and short reports
 4. Spelling, punctuation, and grammar review.

- Module II:
1. Continued development of transcribing techniques and proficiency.
Transcribing of multi-page documents and forms

REQUIRED READING:

Module I: Miseneheimer, E. Luther, III. Dictaphone Word Processing Secretarial Transcription Course. New York: Dictaphone Corporation, 1987. Cassettes 1-5.

Visaggi, John and Loretta Kmech. DDC Comprehensive Machine Transcription Course. New York: Dictation Disc Co., 1985. Tapes 12A, 12B, and 13A.

Module II: Miseneheimer, E. Luther, III. Dictaphone Word Processing Secretarial Transcription Course. New York: Dictaphone Corporation, 1987. Cassettes 6-7.

Visaggi, John and Loretta Kmech. DDC Comprehensive Machine Transcription Course. New York: Dictation Disc Co., 1985. Tapes 13B, 14A, 14B, 15A, 15B, and 16B.

SUGGESTED READING:

Current reference manuals, dictionaries, word-division manuals, and specialized style manuals pertinent to the area of general business.

REQUIRED WRITING: Skills demonstration is more appropriate. Students continually practice manipulation of equipment and eye-hand-foot coordination in producing mailable transcripts using a current word processing program. Students will be compiling one-page and multi-page documents.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes. Due to the nature of the open-entry concept, students are encouraged to spend at least 4 hours per week in and/or out of the lab to complete each Module within 8 weeks from the time they register. This work may include the required reading from the text, review of lecture material, proofreading and correcting assigned exercises.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination
- directed study

Students work in an individualized, self-paced, open-entry/open-exit lab; 32 hours of laboratory time are arranged by each student with the instructor during a semester. The instructor orients the student to lab procedures, equipment, and materials; an instructor and laboratory technician are available for student questions.

This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes No

If yes, check all that apply.

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

Lab Assignments	= 60%
Three 30-Minute Production Timings	= 20%
Final Exam	= 20%.

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes No Number of times course may be taken for credit: 2; each Module may only be taken one time.

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

58161 (c) (2) (A) and (B)

CONTACT PERSON: Judy Dolan, x2875

SIGNATURES ON FILE