

COURSE OUTLINE

OFFI-272

Transcription Skills for Word Processors

2 Semester Hours

HOWARD COMMUNITY COLLEGE

Description

After successful completion of this course, the student will be able to transcribe material from prerecorded dictation. This course may be completed in fewer than 14 weeks and may be started at any time during the school year. Approximately 50% of the work for this course may be done outside of class if the student has compatible word processing software. Prerequisites: CMSY-102 and OFFI-176.

Overall Course Objectives

Upon completion of this course, the student will be able to:

1. Efficiently operate a transcribing unit.
2. Apply a basic knowledge of business vocabulary as well as the rules of grammar, punctuation, and spelling to preparing business documents.
3. Correct grammatical and other errors made in dictation.
4. Think for yourself and seek your own solutions to transcription problems.

Major Topics

- I. Transcribing Machine Operation
- II. Editing and Proofreading
- III. Transcribing Letters, Memos, and Reports from these types of Businesses:
 - A. Insurance
 - B. Real Estate and Property Management
 - C. Media and Entertainment
 - D. Manufacturing
 - E. Banking
 - F. Hotel Services and Recreation
 - G. Travel and Tourism
 - H. Electronic Publishing
 - I. Computers
 - J. Human Resources
 - K. Electronic Communications
 - L. Retail
 - M. Investments
 - N. Government
 - O. Legal Services

Course Requirements

- Grading/exams:** Specific assignments and procedures for evaluating student performance in the class (i.e., grading) will be described in the individual class syllabus, but will include the following:
1. Written tests
 2. Computer hands-on tests
 3. Projects

Other Course Information

Call 410-772-4876 between 9:00 a.m. and 3:00 p.m. for more information about this course or to register for this course.