OFFICE TECHNOLOGY INFORMATION 2305
Word Processing Transcription
3 credit hours

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION
Development of transcription skills with word processing emphasizing mailable copy through the refinement of grammar, punctuation, proofreading, spelling and word usage. Prerequisite: Office Technology Information 1110, Office Technology Information 1130 and Office Technology Information 1210; all with a grade of C or better, or equivalent or consent of instructor. (3 lecture hours)

REQUIRED AND RECOMMENDED COURSE MATERIALS
Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From COD home page, click on myACCESS.
2. Click on Search for Credit Classes.
3. From the Term drop-down box select the term.
4. Choose your course from the Subjects drop-down menu.
5. In the Course # field, enter your course number.
6. In the Section field, enter the course section number if known.
7. From the Course Types drop-down menu select Internet/Online.
8. Scroll to the bottom of the page and click on SUBMIT.
9. Click on the Section Name and Title link.
10. Click on Click here for prices of required textbook(s) and supplies and course material information will be displayed.

Alternatively, you can visit the COD Bookstore website to find this information.

COURSE TOPICAL OUTLINE
- Operation of transcription equipment
- Review correct format as it applies to routine business correspondence
- Continued development of English grammar and punctuation
- Enhancement of proofreading skills, spelling ability and vocabulary pertaining to routine business correspondence
- Mailable transcription production

EVALUATION/GRADING
All assignments and tests are assigned specific point values.
**Grading Procedures**
You will be required to transcribe correspondence that includes letters, memorandums, and business documents, and reports. Your responsibility is to produce error-free transcripts; therefore, you must proofread carefully for correct English usage, spelling, typographical errors, format, and accuracy of information. Correspondence that meets these criteria is considered mailable in business offices.

Correspondence will be retrieved from an indicated Internet site. One point will be deducted for each error that appears on the final transcript. However, if a document has more than four errors, zero points will be given.

**Final Grading Scale**

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
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<tr>
<td>B</td>
<td>80% - 89%</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
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<tr>
<td>D</td>
<td>60% - 69%</td>
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<tr>
<td>F</td>
<td>59% &amp; below</td>
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**Satisfactory/Fail Option**
The S/F grade option is available to students in this course. Contact the instructor or refer to the syllabus for details and conditions.

**Incomplete Grade Policy**
If you may find that you are unable to complete the course by the end of the semester for some unavoidable reason you may request an Incomplete grade. Contact the instructor or refer to the course syllabus for details.