

BUS 176 Office Transcription (1 Units)
Instructor: Vicki Vloria 760-791-1849
Vicki.Vloria@imperial.edu
Office 1713 Office Hours: M-Th Noon to 1 p.m.

Course # 20772

Fridays 8:05 - 10:00 a.m.

TERM HOURS: 18 Lecture & 18 Lab

COURSE DESCRIPTION:

Recommended Preparation: BUS 164: Microsoft Word for the Workplace

This course is designed to teach students to develop office technology skills using machine transcription equipment.

Institutional Student Learning Objectives:

Students who complete a degree or certificate at Imperial Valley College will demonstrate competency in these five areas: Communication Skills, Critical Thinking Skills, Personal Responsibility, Information Literacy and Global Awareness.

Student Learning Outcomes

- 1 Demonstrate the use of a transcription/dictation machine using the proper ergonomic posture.
- 2 Transcribe business documents displaying correct formatting for business documents and demonstrate knowledge of proper grammar usage, and proofreading skills.
- 3 Transcribe a one-page business document in 15 minutes with no more than two errors.

COURSE OBJECTIVES:

- 1 Demonstrate the use of transcription/dictation machine.
- 2 Continue to develop word processing skills to create, edit, and save documents.
- 3 Display correct formatting and editing features for business documents and show knowledge of proper grammar usage and proofreading skills.
- 4 Transcribe a one-page business document in 15 minutes with no more than two errors.

TEXTBOOK: Machine Transcription & Dictation; 6E, Ballentine

MATERIALS: 2GB Flash drive
Dictionary for use during assignments (optional)

GRADING:	25% Assignments	Grading Scale is as follows:
	25% Spelling / Word Study Quiz	90 - 100% A
	25% Transcription Tests	80 - 89% B
	25% Final Exam	70 - 79% C
		60 - 69% D

Makeup Exams

Makeup Exams must be taken before the next class meeting. Please call me to make arrangements.

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services office as soon as possible. Room 2117, Health Sciences Bldg., 760 355-6312..

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Office Transcription
Fridays 8:05 a.m. to 10:00 a.m.
Spring 2013 Timeline

Week	Date	Chapter	Topic	Spelling/Word
1	15-Jan		Course Overview	
2	22-Jan	1	Machine Transcription	
3	29-Jan	2	Advertising, Journalism, and Publishing	1
4	5-Feb	3	Education, Government, and Public Service	2
5	12-Feb	4	Real Estate, Appraising, and Property Management	3
6	19-Feb	5	Accounting, Auditing, and Financial Planning	4
7	26-Feb	6	Banking, Financial Management, and Consumer Credit	5
8	5-Mar		Basic Machine Transcription Test (25%)	
9	12-Mar	7	Insurance	6
10	19-Mar	8	Engineering, Industrial, and Manufacturing	7
11	26-Mar	9	Entertainment, Food, and Restaurant Services	8
	2-Apr		NO CLASS SPRING BREAK	
12	9-Apr	10	Marketing, Retail, and Wholesales Management	9
13	16-Apr	11	Travel, Tourism, and Hotel Services	10
14	23-Apr	12	Airline, Automotive, and Trucking Industries	11
15	30-Apr		Review	12
16	7-May		Intermediate Machine Transcription Test (25%)	