

**BUS 176, OFFICE TRANSCRIPTION**  
**Syllabus**  
**Spring 2014: Tuesdays 8 to 10 a.m.**

<b>INSTRUCTOR:</b>	Alison Jill Brock, CPA (inactive), MSAcc. Office: 1713 Email: alison.brock@imperial.edu Phone: 760-355-6485
<b>COURSE OBJECTIVE:</b>	This course is designed to teach students to develop office technology skills using machine transcription equipment. (CSU)
<b>STUDENT LEARNING OUTCOMES:</b>	Upon course completion, the successful student will be able to (1) Demonstrate the use of a transcription/dictation machine using the proper posture. (ILO3) (2) Transcribe business documents with correct formatting and proper grammar usage. (ILO1, ILO2, ILO3, ILO4) (3) Transcribe a one-page document in 15 minutes with no more than two errors. (ILO1, ILO2, ILO4)
<b>REQUIRED Materials:</b>	Ballentine, Mitsy. <i>Machine Transcription &amp; Dictation w/CD</i> , 6 <sup>th</sup> edition, South-Western Cengage Learning.
<b>GRADING SCALE:</b>	A 90% -100% B 80% - 89% C 70% - 79% D 60% - 69% F 0% - 59%
<b>GRADING:</b>	<p>Grades are posted regularly on Blackboard. You may earn 1,000 points as follows:</p> <p>100 points Basic transcription exercises (5 sets, 20 points each set)  375 points Intermediate transcription exercises (5 sets, 75 points each set)  225 points Advanced transcription exercises (3 sets, 75 points each set)</p> <p>50 points Language usage exercises (10 sets, 5 points each)  150 points Language usage exams (3 exams, 50 points each)  100 points Language usage final</p> <p>Therefore, to earn an A, you must earn at least (1,000 X 90%) 900 points; to earn a B, you must earn at least (1,000 X 80%) 800 points; and so forth.... <b>No late assignments are accepted.</b> We will follow IVC's cheating policy.</p>
<b>NEED FOR ASSISTANCE:</b>	If you have any condition, such as a physical or learning disability, for which you need extra assistance, please provide me with information about your special needs as soon as possible so that appropriate accommodations are made. You should also meet with the DSP&S staff.

<b>SCHEDULE:</b>		
Week	Topics	Assignment
1	Introductions <b>LEVEL: BASIC</b> Proofreading exercise Machine Transcription (Ch. 1)	Read Chapter 1, complete English Skills Exercises A, B, C, D
2	Continue Chapter 1	Read Chapter 2, complete English Skills Exercises A, B, C, D
3	Advertising, Journalism, and Publishing (Ch. 2)	Read Chapter 3, complete English Skills Exercises A, B, C, D
4	Education, Government, and Public Service (Ch. 3)	Read Chapter 4, complete English Skills Exercises A, B, C, D
5	Real Estate, Appraising, and Property Management (Ch. 4)	Read Chapter 5, complete English Skills Exercises A, B, C, D <b>Prepare for exam</b>
6	Accounting, Auditing, and Financial Planning (Ch. 5) <b>Language usage exam</b>	Read Chapter 7, complete English Skills Exercises A, B, C, D
7	<b>LEVEL: INTERMEDIATE</b> Insurance (Ch. 7)	Read Chapter 8, complete English Skills Exercises A, B, C, D
8	Engineering, Industrial, and Manufacturing (Ch. 8)	Read Chapter 9, complete English Skills Exercises A, B, C, D
9	Entertainment, Food, and Restaurant Services (Ch. 9)	Read Chapter 10, complete English Skills Exercises A, B, C, D
10	Marketing, Retail, and Wholesale Management (Ch. 10)	Read Chapter 12, complete English Skills Exercises A, B, C, D <b>Prepare for exam</b>
11	Airline, Automotive, Trucking Industries (Ch. 12) <b>Language usage exam</b>	Read Chapter 13, complete English Skills Exercises A, B, C, D
12	<b>LEVEL: ADVANCED</b> Contingency Fee Agreement, Certificate of Notary, and Probate Court Form (Ch. 13)	Read Chapter 14, complete English Skills Exercises A, B, C, D
13	Bill of Sale, Complaint on Account, and Notice of Garnishment (Ch. 14)	Read Chapter 18, complete English Skills Exercises A, B, C, D <b>Prepare for exam</b>
	<b>SPRING BREAK</b>	
14	Radiology Report, Relocation Announcement, and Lifesaving Screening Letter (Ch. 18) <b>Language usage exam</b>	
15	Market research and analysis	<b>Prepare for final exam</b>
16	<b>Language usage final</b>	Congratulations, you did it! :) )

**Tentative, subject to change without prior notice**

**NOTE: The textbook website has resources to help you study, including games, tips, and practice quizzes.**