INSTRUCTOR: Mari-jo Ulbricht
OFFICE TELEPHONE: 410-572-8780 (open computer lab – MTC 200) or
410-334-2846 (office - MTC 202)
E-MAIL: mulbricht@worwic.edu

I look forward to working with you this semester. If you need assistance, please see me in the
open computer lab (MTC 200), office (MTC 202) or call me at one of the above numbers.

COURSE DESCRIPTION
Students will create documents used in a business environment, using dictation audio and
equipment controlled by a foot pedal. Students will review punctuation, spelling, and grammar
rules and apply these to proofreading exercises and documents. Prerequisites: OFT 104 and OFT
110 with grades of “C” or better or permission of the department head. Laboratory fee: $15.
This self-paced course is offered in fall, spring and summer.

REQUIRED MATERIALS
Mitchell, Carol A. Machine Transcription: A Comprehensive Approach for Today’s Office


One USB drive to save your work on.

RECOMMENDED TEXT

Blackboard is being used as a supplementary site in this course. To access course content in
Blackboard you need to have access to a computer with an Internet connection, (other
requirements may apply). Computers that meet these requirements are available on campus in
MTC 200, AAB 217, HH 100, GH 204, WDC 305, and AHB 108.

To access course syllabi and any other materials posted for this course:

1. From Wor-Wic home page, point to "Quick Links" (top-right) and click the “Blackboard
   Login" link.

2. Enter your Wor-Wic user ID and password (same as your Wor-Wic email user ID and
   password). Don't know your user ID or password? Contact Student Services.
COURSE OBJECTIVES AND ASSESSMENT GOALS

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Assessment Goals</th>
<th>Assessment Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Listen to dictated text of documents used in business environment and transcribe correctly what is being said. <em>GEO 7</em></td>
<td>Transcribe documents using: • correct formats • correct punctuation • correct grammar</td>
<td>Graded documents in 11 sections and timed midterm and final exam.</td>
</tr>
<tr>
<td>2. Demonstrate ear/hand/foot coordination using dictation equipment controlled by a foot pedal. <em>GEO 7</em></td>
<td>Increase speed and accuracy in transcribing as familiarity with process increases.</td>
<td>Timed midterm and final exam.</td>
</tr>
<tr>
<td>3. Demonstrate proofreading skills. <em>GEO 1, 2, 8</em></td>
<td>Proofread a document, spot errors in formatting, punctuation, spelling, and grammar, and correct them.</td>
<td>Graded proofreading exercises throughout the course, as well as in midterm and final exam.</td>
</tr>
<tr>
<td>4. Use the Internet to research information. <em>GEO 2, 3, 7</em></td>
<td>Research careers in machine transcription</td>
<td>Electronic Assignment</td>
</tr>
</tbody>
</table>

CLASS GUIDELINES/PREPARATION

- In the back of your textbook, beginning on page 253, is an Appendix containing helpful information on spelling, proofreading marks, punctuation, grammar, transcription guidelines, document formatting, and language skills. **Sample letter and memorandum styles are on pp 286-289.** Refer to this section when in doubt, or use *The Gregg Reference Manual*, available at the Resource Desk. Also available at the Resource Desk are copies of the Reference Manual found in your OFT 104 textbook. This material includes formatting samples and language arts rules. **All the work you do for OFT 111 must conform to rules you learned in OFT 104. All transcription MUST be completed in MTC 200 (open computer lab).**

- Read the special instructions for each assignment, both in your textbook and the syllabus, before beginning your document.

- Always run Spell Check on your documents before you turn them in. Because you want Spell Check to check words in ALL CAPS as well as words in lower case letters, click on the **Review** Tab on the Ribbon. Then select **Spelling and Grammar** and click on the **Options** tab. Remove the check beside **Ignore words in UPPERCASE**, then click **OK**.

WHEN DOCUMENTS ARE DUE

Follow the calendar in the syllabus indicating when each section is due. These dates are guidelines (with the exception of fixed dates explained below); but be aware that there is a great deal of work in this course; pace yourself accordingly. Submit all transcribed documents through Blackboard. Turn in the proofreading exercises with your folder in MTC 200 (open computer lab). Tell lab personnel the folder has “Work To Be Graded” in it. The first test has a **fixed due date** with a one-week grace period. No work will be accepted after the last day of class, including documents and the electronic assignment. If you feel you are having difficulty pacing yourself according to the schedule, see your instructor. The **final exam may be taken earlier; however, it must be taken by the date specified in the calendar.**
ATTENTION: In the event of a flu epidemic or other emergency that results in the suspension of classes, faculty will be communicating with students about their courses and course requirements, such as assignments, quiz and exam dates, and class and grading policies, via faculty websites or Blackboard. Students will be responsible for completing all these assignments in accordance with class policies. Information about the resumption of classes will be communicated via the College's website and email system.

HOW YOUR FINAL GRADE IS COMPUTED:
Graded documents: *(GEO 7)* 60%
Proofreading exercises *(GEO 1, 2, 8)* 5%
Test 1 *(GEO 1, 2, 7)* 10%
Final Exam *(GEO 1, 2, 7, 8)* 20%
Electronic Assignment *(GEO 2, 3, 7)* 5%

GRADING SCALE FOR OFT 111 =

A = $\geq 90$ and $< 100$
B = $\geq 80$ and $< 90$
C = $\geq 70$ and $< 80$
D = $\geq 60$ and $< 70$
F = 0 and $< 60$

GRADED DOCUMENTS:
When you have completed a section, submit all documents for that section through Blackboard. Do NOT submit one document at a time. Documents will be returned for you to make note of any errors. For pre-transcription, Section 1 and Section 2, make the necessary corrections and resubmit the revised files. Beginning with Section 3, it is NOT necessary to type the corrections or resubmit the documents, so please proofread very carefully.

- **A** = 0-2 errors.
- **B** = 3-5 errors. Minor spelling and formatting mistakes are in the document. The instructor will indicate the error(s) according to the abbreviations listed on page 4 of syllabus. You must make the appropriate corrections and resubmit. If necessary, listen to the dictation again.
- **C** = 6-8 errors. Major formatting mistakes have been made which require you to retype a lot of work.
- **D** = 9-12 errors. Even more numerous formatting mistakes have been made which require major revisions.
- **F** = 13+ errors.

DOCUMENT GRADING SCALE
The total points earned for all documents are divided by the total number of assigned documents to arrive at the documents portion of your final grade. Documents completed in Test 2 will be graded on the same scale.
Graded documents: A=9-10 points  B=8 points  C=7 points  
D= 6 points  F= 5 points

ALL DOCUMENTS MUST BE SUBMITTED BEFORE YOU TAKE THE FINAL EXAM. PLAN YOUR TIME ACCORDINGLY.

The abbreviations used to indicate errors in your document are as follows:
sp spelling  ap apostrophe  ds double space
spc spacing error  hy hyphen  qs quadruple space
cap capitalization  ns new sentence  tr transpose
wm word missing  p punctuation missing ¶ new paragraph
xw extra word  xp extra punctuation  f format
ww wrong word  wp wrong punctuation  ital italics
pl plural  ul underline
gr grammar  ss single space
1=2 one word should be two words  2=1 two words should be one word

SPELLING WORDS:

A list of spelling words is dictated at the end of each section. Type these as dictated; include definitions when given.

PROOFREADING EXERCISES: There is a proofreading exercise required for the pre-transcription portion of the course and each section. The exercises for Section 2 through 12 will be graded according to the number of errors overlooked:

0-1 errors = A  2 errors = B  3 errors = C  4 errors = D  5+ errors = F

Proofreading exercises MUST be completed along with the documents for each section; however proofreading exercises are not submitted through Blackboard. Please tear out each exercise as you complete it and hand it to lab personnel in MTC 200 with your orange folder. Tell them the folder has work “to be graded” in it.

TESTS: Lab personnel will check your photo id prior to taking the tests. Please be sure to bring a photo id with you. ** Documents and proofreading exercises from Sections 1-6 must be submitted before you take Test 1.

- ** Test 1:** This test follows Section 6. You must transcribe five letters within a 90-minute time frame. Ask for the test at the Resource Desk. You will receive detailed printed instructions and a blank storage device on which to save your work. When you are ready to start transcribing, lab personnel will provide dictation and start your timer. When you have completed and printed your documents, you must turn in the printed documents, the storage device, and the test. You may not continue with Section 7 until this test is completed. This test has a one-week grace period after the due date. If it is taken later, a 10 percent late penalty will apply.

- ** Final Exam:** There are two parts to this final exam: document production and proofreading exercise.
You will transcribe six documents. You may use your textbook, *Gregg Reference Manual*, the OFT 111 Reference Manual, and a dictionary. Ask for the document portion of the test at the Resource Desk. You will receive detailed printed instructions and a blank storage device on which to save your work. When you are ready to start transcribing, lab personnel will provide dictation and start your timer. When you have completed and printed your documents, you must turn in the printed documents, the disk, and the test.

- You will complete a proofreading exercise that tests your knowledge of spelling, grammar, and punctuation.
- You have three hours to complete the documents and proofreading exercise.

The final exam may be taken earlier; however, it MUST be taken by the date specified.

**ELECTRONIC ASSIGNMENT**
An electronic assignment involving research in the Media Center or open lab is required for all courses completed at Wor-Wic Community College. You may obtain the electronic assignment from the Resource Desk.

**ACADEMIC HONESTY POLICY (GEO 8)**
Students are expected to maintain a high level of academic performance. Cheating and plagiarism are defined in Wor-Wic’s Student Conduct Policy (Primary Offenses in appendix of College Catalog, page 169). Infractions of this policy may result in your receiving 0 for your document or, in very serious cases, a lowered final grade. You may not turn in a document that has been created by another student and claim it as your own—this is plagiarism. If you have a question regarding a document, ask the instructor. Do not rely on another student, who may not know the correct answer to your question and therefore may cause you to create additional errors. If you have any questions regarding the scope of Wor-Wic’s Academic Honesty Policy, please talk with the instructor.
OFT 111 MACHINE TRANSCRIPTION SCHEDULE
SEMESTER: SUMMER 2013

PART 1

ASSIGNMENT

Read introductory material
Pretranscription exercises

DUE DATE

May 18
May 22

PART 2

Section 1
Section 2
Section 3
Section 4
Section 5
Section 6

May 25
May 29
June 3
June 8
June 12
June 17

TEST 1

June 21 [penalty if not completed by June 28] see p. 5

Section 7
Section 8
Section 9
Section 10
Section 11
Section 12

June 22
June 26
July 1
July 6
July 11
July 15

ELECTRONIC ASSIGNMENT

July 18

FINAL EXAM

[last day to take final exam is July 22]

Event | Deadline | Description
---|---|---
Mid Semester | N/A | Does not apply in summer sessions
Test 1 | June 21 | Fixed date with one-week grace period; you will be penalized if you do not meet it. See explanation on Page 5. Check lab hours.
Last day of classes | July 22 | NO COURSE WORK WILL BE ACCEPTED AFTER THIS DATE.
Final Exam | July 22 | Check lab hours. You may take the exam any time before the due date as long as all course work is complete.

NO WORK WILL BE ACCEPTED AFTER JULY 22. Pace yourself since you cannot take the final exam until all prior work has been graded and corrected.

LAST DAY OF CLASSES: MONDAY, JULY 22.
• If you have completed Sections 1-6 and Test 1 with passing grades by the last day of classes, you will receive a grade of “R” (Re-register). This means you must **RE-REGISTER** and **PAY** for the course again the next semester, but you may resume work right where you stopped the previous semester.

• If you have NOT completed Sections 1-6 and Test 1 with passing grades, you will receive an “F” (Failure).

**HOW TO USE THE DICTATION EQUIPMENT**

**USING THE GEARPLAYER SOFTWARE**

1. **Start the GearPlayer software:** Login to a transcription computer. On the desktop, double click on the Applications folder and then double click on the GearPlayer 4 icon.

2. **Open the dictations for your class:** Click the Browse button, click on the folder for your class to select it, and click OK.

3. **Play a dictation:** At the bottom of the GearPlayer window, double click on the item you wish to load. Use the foot pedal to play, pause, rewind, and fast forward as needed.

4. **Adjust dictation speed:** Drag the slider in the upper right portion of the GearPlayer window to speed up or slow down the audio.

5. **Jump to a specific point in the dictation:** Click on the progress bar near the top of the GearPlayer window.

**USING HEADPHONES**

1. You may use your own headphones or sign out a set from the resource counter.

2. Plug the headphones into the appropriate port on the front of the computer.
3. To adjust the volume, click on the bars next to the speaker icon in the upper right portion of the GearPlayer window.

USING THE FOOT PEDAL

1. Place the foot pedal on the floor in a comfortable position for operation.
2. Press the CENTER part of the foot pedal to PLAY.
3. Lift your foot off of the CENTER part of the foot pedal to STOP.
4. Press the RIGHT side of the foot pedal to REWIND.
5. Press the LEFT side of the foot pedal for FAST FORWARD.

HOW TO BEGIN YOUR FIRST TRANSCRIPTION

1. Do the proofreading exercise, check it against the proofreading key at the Resource Desk, make any necessary corrections, and place it in your folder to be turned in.

2. Login to a transcription computer (look for pink signs throughout the lab) with your Wor-Wic username and password.

3. Start the GearPlayer software: On the desktop, double click on the Applications folder and then double click on the GearPlayer 4 icon.

4. Open the dictations for your class: Click the Browse button, click on the folder for your class (C:\Program Files\GearPlayer\Work) to select it, and click OK.

5. Review the instructions next to PART 2 on page 11 of this syllabus to get a feel for the documents you will be transcribing.

6. In the GearPlayer window, double click on “Pre-Transcription Exercise” to load the first dictation.

7. Open Microsoft Word by clicking Start >> All Programs >> Microsoft Office >> Microsoft Office Word 2007. You can also use the Word button on the Quick Launch bar next to the Start button.

8. Use the foot pedal to start playing the dictation as well as to pause, rewind, and fast forward as needed. When you have finished transcribing the first dictation you will hear an “At End” notification sound. Now is a good time to save your work.

9. To start the next transcription exercise, click the GearPlayer button on the taskbar at the bottom of the screen (look for a blue and white speaker icon) and then double click the next exercise (Pre-Transcription Paragraph 2). Switch back to Word by clicking its button on the taskbar and when you are ready, use the foot pedal to start the dictation.

10. Repeat step 8 for practice paragraph #3. Remember to save your work every so often.
11. When you get to practice paragraph #4, start a new document in Word by clicking the Office button >> New >> Blank Document >> Create. Transcribe practice paragraph #4 in the new document and save your work.

12. Print your documents and check them against the key located at the resource counter. Mark any necessary corrections on your printed copy (use proofreader marks) and then return to your computer to make the corrections to your files. Save your work; upload documents as attachments through Blackboard. Put proofreading exercise n your folder and turn it in.

13. After the pre-transcription exercises, you will begin using templates to create letterheads for your documents. (Each section tells you what templates to use for each document). To retrieve them from the network, follow this procedure:

- Put a USB drive in computer.
- Click on Start button at lower left corner of your screen.
- Click on Computer.
- Double click on DATA (H:).
- Double click on Self-paced files.
- Double click on the icon for your class (OFT 111).
- Double click on the template you need.
- The template will open in a Word screen. Depending on how the template is formatted, you may need to change the font to Times New Roman 12 pt. before you begin typing the document. All documents should be in this font.
- Before you begin typing, press and hold down the CTRL key and the “End” key at the same time. Then hit “Enter” two times.
- Type your document.
- When your document is complete, save it to your work disk or USB drive; click SAVE AS and Word Document. Direct the computer to save your document to your particular storage device.
- UPLOAD THE DOCUMENTS FOR EACH SECTION THROUGH BLACKBOARD.

14. Log-off the computer.

15. Your instructor will review your document to check for errors; if any are found, the instructor will mark them (using the abbreviations found on page 4 of your syllabus) and return the document to you in Blackboard.
IMPORTANT FINAL INSTRUCTIONS:

- In this course, you **must** use all the formatting, grammatical, and punctuation rules you learned in OFT 104 and in OFT 110. This means you must apply these rules when you are creating letters, memoranda, tables, etc. Failure to do so will result in costly errors. If you need a refresher on these rules, at the Resource Desk we have copies of the Reference Manual information found in the OFT 104 textbook. You may also refer to the Reference Handbook found at the end of your textbook, starting on p. 269.

- Keep your syllabus open beside you as you transcribe documents. It contains special instructions/information to help you avoid errors.

- You will be expected to insert punctuation, reference initials, and enclosure notations as necessary. You will not be told to do so.

- You will be expected to insert the second page header if you are typing a two-page letter. You may not be told to do so.

- You MUST proofread every document you prepare. Each error is costly.

- Put the document number on all documents. For example, type “Doc. 1-3” for the third document in Section 1.
## OFT 111 MACHINE TRANSCRIPTION

<table>
<thead>
<tr>
<th>PART 1</th>
<th>May 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>All the information in Part 1, pp. 2-58, is helpful in understanding the role of transcriptionists in today’s world, and the different types of equipment they might use. Read this in its entirety when you have time. But for the purposes of this class, read NOW (not later!) the sections beginning with “Concentrate and THINK” and ending with “Produce Mailable Transcripts” (pp. 26-29).</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>PART 2</th>
<th>PRE-TRANSCRIPTION EXERCISES</th>
<th>May 22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do the pre-transcription proofreading exercise in your packet. (See instructions on p. 4 of syllabus.) Mark all errors and indicate what the correction should be. Check against the Proofreading Key at the Resource Desk, make any necessary corrections, and turn in with folder.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 1</th>
<th>Use block style, open punctuation for all letters in this section.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study the information on pp. 61-65, beginning with “Punctuation Review” and ending with “E-Mail Address.” Also review the rules for commas found on pp. 275-278.</td>
<td></td>
</tr>
</tbody>
</table>

| Item 1 – Letter to Pritam Patel. Remember to insert commas as necessary. Include reference initials and enclosure notation. Save as Doc. 1-1. Note: Web site (capital W), e-mail. |
| Item 3 – Letter to Rafael Ramirez. This letter will use the company name in the closing lines. Refer to p. 63 for formatting |
is another practice section. It must be completed in order to proceed with Section 2.

**Item 4** - Agenda. Use plain paper (no letterhead). Save as Doc. 1-4. Create this as a table, with title and subtitle formatted properly and two columns. The left column will contain the time; the right column will contain the event. Center horizontally, and remove the gridlines.

<table>
<thead>
<tr>
<th>Section 2</th>
<th>Study the information on pp. 73-77, beginning with “Punctuation Review” and ending with “Jr., Sr., II, and So Forth.&quot; Do <strong>Proofreading Exercise 2-B</strong> (p. 83). Mark all errors and indicate what the correction should be. Turn in.</th>
</tr>
</thead>
<tbody>
<tr>
<td>All letters are modified-block style with open punctuation.</td>
<td><strong>Item 1</strong> – Letter to George Meadows. Use the enclosure notation style that indicates the number of items being enclosed (see format on p. 64). Note the use of compound adjectives that require hyphens (see p. 278). Save as Doc. 2-1.</td>
</tr>
<tr>
<td><strong>Item 2</strong> – Two-page letter to Charles R. Kenner on North Gardner Street. Review the rule for how to write money on p. 89. See p. 292 for the rule regarding how to write percentages. Use the horizontal style (see formatting guidelines on p. 76-77) for the header on page 2. Save as Doc. 2-2.</td>
<td></td>
</tr>
<tr>
<td><strong>Item 3</strong> – E-mail: <a href="mailto:emclandish@imperialclock.com">emclandish@imperialclock.com</a>. Type on plain paper. Follow the instructions for e-mails on p. 77. No caps in e-mail address. Save as Doc. 2-3.</td>
<td></td>
</tr>
<tr>
<td><strong>Item 4</strong> – Two-page letter to Winston Spencer, Jr. Use horizontal style for header on second page. Review the rule for numbers (p. 291). Start Page 2 at the one-inch line. Treat the names of the bay, resort, showroom, restaurant, and café as proper nouns. Insert postscript (see p. 77). Special words: concierge, Marilyn. Save as Doc. 2-4.</td>
<td></td>
</tr>
<tr>
<td>Type the spelling words and definitions. These words will be used in Section 3. Submit documents through Blackboard.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>May 29</th>
<th>Study the information on pp. 85-89, beginning with “Punctuation Review” and ending with “Transcription Guidelines.” Do <strong>Proofreading Exercise 3-A</strong> (p. 94). Mark all errors and indicate what the correction should be. Turn in.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 3</td>
<td><strong>Item 1</strong> – Letter to Roy Williams. Save as Doc. 3-1.</td>
</tr>
<tr>
<td>All letters are in modified-block style, with indented paragraphs and mixed punctuation.</td>
<td><strong>Item 2</strong> – Letter to Robert Gates. Remember: When you have a letter with indented paragraphs, you also indent the subject line (see p. 88). Be sure to send this letter by certified mail (see p. 88). Save as Doc. 3-2.</td>
</tr>
<tr>
<td><strong>Item 3</strong> – Letter to Dinah Powell. Use the enclosure notation style that indicates the number of items being enclosed. Save as Doc. 3-3.</td>
<td></td>
</tr>
<tr>
<td><strong>Item 4</strong> – Two-page letter to David Kimball. Format the name of the book collection properly (p. 280). Use the horizontal header on the second page. Use the company name in the closing lines (see p. 64). In the fourth paragraph, the fourth word is rare (not</td>
<td></td>
</tr>
</tbody>
</table>
### Section 4.

All letters are in block style, with open punctuation.

**Directions and a list of the letterheads to be used in this section are found on p. 100.**

**June 8**

Study the information on pp. 97-99, beginning with “Word Study” and ending with “Transcription Guidelines.” Pay special attention to the information regarding Canadian addresses, since this is information with which you may not be familiar. There will be occasional letters sent to Canadian addresses from this point on.

Do **Proofreading Exercise 4-A** (p. 102). Mark all errors and indicate what the correction should be. Turn in.

- **Item 1** – Letter to Daniel Powers. This letter is written by a Canadian to a Canadian; therefore, you will not need to insert CANADA as the last line of the inside address. Special word: **Crowchild**. Save as Doc. 4-1.
- **Item 2** – Letter to Amos Morgan. Save as Doc. 4-2.
- **Item 3** – E-mail. Use plain paper. E-mail address: bob.smith@scuttle3.com. Review rule on p. 63 regarding the way to write the entry name. There is no sample e-mail format in the book. Review information on p. 77 (or 282) to help you format this. Save as Doc. 4-3.
- **Item 4** – Letter to Save as Doc. 4-4. Richard Snyder. See p. 291 for help on expressing age.
- **Item 5** – Letter to Central Computers, Inc., in Marion, IL. The second sentence of the first paragraph should read, “We have 25 computer stations…” Save as Doc. 4-5.

Type the spelling words and definitions. These words will be used in Section 5.

Submit documents through Blackboard.

### Section 5.

All letters are in modified-block style, with indented paragraphs and open punctuation.

**Directions and a list of the letterheads to be used in this section are found on p. 113.**

**June 12**

Study the information on pp. 105-109, beginning with “Punctuation Review” and ending with “Transcription Guidelines.”

Do **Proofreading Exercise 5** (p. 118). Mark all errors and indicate what the correction should be. Turn in.

- **Item 1** – Letter to Kathy Evans. Review p. 63 for rule regarding capitalization of the insurance policy name. (The words insurance program are not part of the policy title.) Remember to use a comma(s) to set off a word(s) that rename the words they follow. (Example: …insurance policy, Policy 27380,…) Save as Doc. 5-1.
- **Item 2** – E-mail. Use plain paper. No capital letters in the e-mail address; use ampersand in address (see note for Doc. 1-2). Special word: **Whiz**. Save as Doc. 5-2.
- **Item 3** – Two-page letter to Heritage Manufacturing, to the attention of the Office Manager. Refer to the formatting guidelines on p. 107. Use the company name in the closing lines.
This letter contains a postscript. Refer to formatting guidelines on p. 77 (or 295). Follow guidelines on pp. 75-76 for formatting the second page header. Start Page 2 on the one inch line. Use lowercase letters in e-mail address. Save as Doc. 5-3.

- **Item 4** – Letter to Sara Welborn. Show number of enclosures. Save as Doc. 5-4.
- **Item 5** – E-mail. Use plain paper. Special instructions:
  1. Capitalize NAP in the first paragraph.
  2. Capitalize T3 in the second paragraph.
  3. Special words: Paducah, bandwidth.
  4. Use lowercase letters in e-mail addresses. Save as Doc. 5-5.
- Type the **spelling words** and definitions. These words will be used in Section 6.
Submit documents through Blackboard.

Beginning with the next section, from time to time you will hear dictated corrections after the main part of the document has been dictated. Be alert for these corrections, and follow the instructions exactly. This happens frequently in the “real world” office, so it will be helpful to get some experience learning how to cope with dictators who make mistakes!

### Section 6.

**All letters are in block style, with open punctuation.**

**Directions and a list of the letterheads to be used are found on p. 122.**

<table>
<thead>
<tr>
<th>June 17</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Study the information on pp. 121-122 (“Word Study” and “Spelling Review”).</strong></td>
</tr>
<tr>
<td>Do <strong>Proofreading Exercise 6-A</strong> (p. 124). Mark all errors and indicate what the correction should be. Turn in.</td>
</tr>
<tr>
<td><strong>Item 1</strong> – Letter to C. E. Doty. A special instruction for adding some text will be given at the end of the dictation for this letter. Save as Doc. 6-1.</td>
</tr>
<tr>
<td><strong>Item 2</strong> – Letter to Margaret Harmon. This is a letter from a Canadian to a Canadian, so you will not need to have CANADA as the last line of the inside address. Save as Doc. 6-2.</td>
</tr>
<tr>
<td><strong>Item 3</strong> – Letter to Gordon A. Parrish. Save as Doc. 6-3.</td>
</tr>
<tr>
<td><strong>Item 4</strong> – Letter to John Rogers. Save as Doc. 6-4.</td>
</tr>
<tr>
<td><strong>Item 5</strong> – Minutes of a meeting for Board of Directors of M &amp; M Industries. Use plain paper. There is a sample of minutes in Reference Manual at Resource Desk. Double space and center the four lines of the header; bold the name of the company in the header. Single space each paragraph; double space between each paragraph. Capitalize committee names. Save as Doc. 6-5.</td>
</tr>
<tr>
<td>Type <strong>spelling words</strong> and definitions. These words will be used in Section 6.</td>
</tr>
<tr>
<td>Submit documents through Blackboard.</td>
</tr>
</tbody>
</table>

### June 21**

**TEST 1. (See special instructions on pg. 5 of syllabus.)**

**Section 7**

**All letters are in modified-block style, with mixed punctuation and blocked paragraphs (do not**

<table>
<thead>
<tr>
<th>June 21**</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Study the information on pp. 127-129, beginning with “Punctuation Review” and ending with “Spelling Review.”</strong></td>
</tr>
<tr>
<td>Do <strong>Proofreading Exercise 7-B</strong> (p. 135). Mark all errors and indicate what the correction should be. Turn in.</td>
</tr>
<tr>
<td><strong>Item 1</strong> – Memorandum to Frank Maschhoff. Sample format of memorandum on p. 289; be sure to bold guidewords. Review information on attachments on p. 64. Treat the names of the</td>
</tr>
</tbody>
</table>
# Section 7

## Directions and a list of the letterheads to be used in this section are found on p. 130.

### June 22

- **Item 1A** – Table. Use plain paper, and format this appropriately, according to rules for tables you learned in OFT 104. Information for this table is found on p. 130 in your book. (This will be attached to the Item 7-1 Memorandum.) Save table as Doc. 7-1A.

- **Item 2** – Two-page letter to Randall Browning. Apply rule regarding how to write money (p. 89) and percentage (p. 63). Use appropriate header style on Page 2. Save as Doc. 7-2A.

- **Item 3** – Letter to Barbara Black, Attorney at Law. In the subject line, use the word *Re:* instead of *Subject:* this is another way of introducing the subject line. When you hear the word *versus,* you may spell it or use the abbreviation *(vs.)*. Hyphenate the word x-rays. Abbreviate the title Doctor in the letter. Save as Doc 7-3.

- **Item 4** – Letter to Sam Mitchell in West Frankfort. Save as Doc. 7-4. Note: Regardless of dictation, one sum of $$ takes a singular verb.

- **Item 5** – E-mail message. Use plain paper and lowercase letters in e-mail address. Special word: McGraw. Treat the name of the club and council as proper nouns. Save as Doc. 8-5.

- Type the spelling words and definitions. These words will be used in Section 8.

Submit documents through Blackboard.

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# Section 8

All letters are in modified-block style, with open punctuation and indented paragraphs.

## Directions and a list of the letterheads to be used in this section are found on p. 139.

### June 26

- **Item 1** – Letter to Edward Parson. Note: The words *biannual* and *biennial* sound very similar; you must determine which one to type according to the meaning of the sentence in which it is used. Treat the celebration, association, and committee names as proper nouns. Save as Doc. 8-1.

- **Item 2** – Letter to Rose Oliver. Treat the form name as a proper noun. Save as Doc. 8-2.

- **Item 3** – Letter to Karen Brown. Special words: *hollyhocks,* *foxgloves.* Treat the name of the rose as a proper noun. Review instructions in doc. 5-1 regarding use of commas to set off an appositive. Save as Doc. 8-3.

- **Item 4** - Memorandum to all department managers. Remember to bold guide words. There is reference to a chart in the memorandum; you will not create this chart. Save as Doc. 8-4.

- **Item 5** – Fax cover sheet. Save as Doc. 8-5.

- Type the spelling words and definitions. These words will be used in Section 9.

Submit documents through Blackboard.

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OFT 111 Syllabus- Summer 2013
Page 15 of 18
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### Section 9

**All letters are in modified-block style, with open punctuation and blocked paragraphs (do not indent).**

Directions and a list of the letterheads to be used in this section are found on p. 148.

**July 1**

Study the information on pp. 145-147 (“Punctuation Review” through “Transcription Guidelines”).

Do **Proofreading Exercise 9-A** (p. 152). Mark all errors and indicate what the correction should be. Turn in.

- **Item 1** – Two-page letter to Mr. and Mrs. Frank Swan. Note spelling: *Auckland, Fiji, Sydney*. Save as Doc. 9-1.
- **Item 2** – Itinerary. OMIT
- **Item 3** – Letter to Richard Parker. Save as Doc. 9-3.
- **Item 4** – Letter to Sam C. Mitchell in West Frankfort. Save as Doc. 9-4.
- **Item 5** – Letter to Arthur Gibson. Treat the name of the building as a proper noun. Save as Doc. 9-5.
- Type the **spelling words** and definitions. These words will be used in Section 10.

Submit documents through Blackboard.

### Section 10

**All letters are in modified-block style, with open punctuation and indented paragraphs.**

Directions and a list of the letterheads to be used in this section are found on p. 158.

**July 6**

Study the information on pp. 155-157 (“Word Study” through “Transcription Guidelines”).

Do **Proofreading Exercise 10-B** (P. 163). Mark all errors and indicate what the correction should be. Turn in.

- **Item 1** – Letter to Roger Lawson. Save as Doc. 10-1.
- **Item 2** – Letter to Keith Wells. Save as Doc. 10-2.
- **Item 3** – News Release. Use plain paper. You will create a letterhead for M & M Industries; there will be three single-spaced lines in the letterhead, centered horizontally. The body of the text will be double spaced. Spell out name of state in body of text. Save as Doc. 10-3.
- **Item 4** – Letter to Dean Merrill. Save as Doc. 10-4.
- **Item 5** – Letter to Rhonda Jacobs. Treat *American Traditional* as a proper name for a specific line of furniture. This book wants you to hyphenate the word *pre-inventory*. Save as Doc. 10-5.
- Type the **spelling words** and definitions. These words will be used in Section 11.

Submit documents through Blackboard.

### Section 11

**All letters are in block style, with open punctuation.**

Directions and a list of the letterheads to be used in this section are found on p. 165.

**July 11**

Study the information on pp. 165-166 (“Punctuation Review” through “Spelling Review”).

Do **Proofreading Exercise 11-C** (p. 174). Mark all errors and indicate what the correction should be. Turn in.

- **Item 1** – Two-page letter to Juliet Carson. Format the magazine name correctly; if you are unsure of the correct format, look it up in *The Gregg Reference Manual*. See p. 291 for rule regarding how to write very large numbers. Save as Doc. 11-1.
- **Item 2** – News article. OMIT.
- **Item 3** – Letter to Sam C. Mitchell. Note spelling of city: *West*
are found on p. 167.

July 11

Frankfort. Refer to directions for Item 7-3 regarding versus. Save as Doc. 11-3.

- **Item 4** – Memorandum to Division Managers. Save as Doc. 11-4.
- **Item 5** – Letter to Ruth Summers in Mobile, AL. Special word: *Wabash*. Save as Doc. 11-5.
- Type the spelling words and definitions. These words will be used in Section 12.

Submit documents through Blackboard.

Section 12

All letters are in modified-block style, with mixed punctuation and indented paragraphs.

Directions and a list of the letterheads to be used are found on p. 177.

July 15

Study the information on pp. 175-177 (“Word Study” through “Transcription Guidelines”).

Do **Proofreading Exercise 12-A** (p. 180). Mark all errors and indicate what the correction should be. Turn in.

- **Item 1** – Letter to Ellen Berkshire. Save as Doc. 12-1.
- **Item 2** – Letter to John Tabor. Save as Doc. 12-1.
- **Item 3** – Letter to Jerome Swanson. This letter is going from a Canadian address to an address in England. Format the inside address accordingly. Use lowercase letters in e-mail address. (See p. 177.) Save as Doc. 12-3.
- **Item 5** – Letter to Martin Wagner. Save as Doc. 12-5.

Submit documents through Blackboard.

July 22

May be taken earlier; last day to take final exam is July 22

**ELECTRONIC ASSIGNMENT**

**FINAL EXAM**

**CHECKLIST - HAVE YOU ...**

- COMPLETED AND TURNED IN ALL DOCUMENTS
- FINISHED ALL PROOFREADING EXERCISES
- TAKEN TEST 1
- TURNED IN YOUR ELECTRONIC ASSIGNMENT?
- TAKEN FINAL EXAM?

No work will be accepted after July 22, 2013
Wor-Wic Community College provides access to computer equipment and resources necessary to support the educational mission of the college. Access to college computer systems is granted to students and employees as a privilege, and as such, imposes certain responsibilities and obligations. By using the college’s computing resources, users agree to abide by these policies and procedures. Disciplinary sanctions for violations range from the loss of computer use privileges, dismissal from the college and/or legal action, depending on the nature of the violation.

All computer users are expected to act responsibly, ethically and legally, and to limit their use of computer resources to the educational purposes and legitimate business of the college. College computer usage policies and procedures apply to all computer users, and are applicable to all computer hardware, software, networks, peripheral devices, data and any other components connected to or associated with the college’s computer systems, including access to the Internet and the use of electronic mail. The college will not be held liable for the actions of college computer users when those actions are inconsistent with these policies and procedures.

The college makes no representations concerning the availability of computer resources, the privacy of material and the integrity or retrievability of material placed on these resources. The college is not responsible for any damages resulting from the receipt and/or transmission of any electronic information. The college reserves the right to collect, process and retain appropriate information pertaining to the users, usage, integrity and security of its computing resources.

Computer usage policy violations include:

1. Unauthorized use of a computer or unauthorized access to files and data that belong to another individual or that are not publicly available;
2. Obstructing the operation of the college’s computer systems, including, but not limited to, inserting inappropriate objects into disk drives, tampering with cables, adding or deleting files or software without authorization, changing network settings and the introduction or creation of invasive software, such as worms or viruses;
3. Violation of copyright laws, including the use of images, programs, sounds and text;
4. Use of computers to violate the privacy of others, or send or receive electronic mail of an unwanted, abusive, threatening, obscene, slanderous or harassing nature;
5. Displaying on a computer screen or printing materials of a sexually-explicit or discriminatory nature;
6. Monopolizing computer systems, overloading networks with excessive data or wasting computer time, disk space, printer paper or other college resources;
7. Unauthorized use of college computers for commercial, political or religious purposes, personal profit, the promotion of other external organizations or other activities not related to the mission of the college;
8. Use of computers to violate any other college policy or procedure or for illegal or criminal purposes that violate federal, state and local laws; and
9. Violation of any additional rules or regulations regarding computer usage established by college employees at specific locations.

Employee or student violators are subject to college disciplinary procedures. Based on the nature of the offense and/or the number of violations, employees are subject to appropriate personnel action, up to and including dismissal. Students are subject to disciplinary action taken in accordance with procedures that govern student conduct, up to and including permanent suspension. If appropriate, the college may pursue criminal and civil prosecution.