## MOHAWK VALLEY COMMUNITY COLLEGE

**UTICA AND ROME, NEW YORK**

**COURSE OUTLINE**

**AA 203 Machine Transcription C-1, P-4, CR-3**

**COURSE DESCRIPTION**

This course provides intensive training in the transcription of letters, memoranda, and reports, using various types of equipment and instructional materials. Government, medical, legal, and business documents are keyboarded. Prerequisite: AA112 Keyboarding -Intermediate.

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**STUDENT LEARNING OUTCOMES:**

Upon completion of this course:

1. The student will be able to transcribe mailable business communications.
2. The student will be able to identify and analyze the errors made in transcribing materials.
3. The student will be able to demonstrate the proper way to set up mailable communications.
4. The student will be able to identify, analyze, and correct grammar, punctuation, and spelling errors.
5. The student will be able to demonstrate the ability to use proper transcription software.

**Major Topics:**

* Machine Transcription
* The Transcription Process
* Transcription Agreement Principles
* Transcription Agreement Problems
* Hotel Services and Recreation
* Media and Entertainment
* Banking
* Insurance
* Global Manufacturing
* Travel and Tourism
* Electronic Publishing
* Real Estate and Property Management
* Computers
* Human Resources Management
* Electronic Communications
* Advertising and Marketing
* Health Services
* Retailing and Entrepreneurship
* Investments
* Government Services
* Legal Services