

## BSAD B280 Machine Transcription

Student Learning Outcomes	Measure	PLO	ILO	GE
1. Operate the transcribing machine and manipulate the controls properly.	Practice set	1-1 2-1	I II III	N/A
2. Demonstrate effective listening techniques to transcribe data properly.	Simulated Problem	1-1 2-1	I II III	N/A
3. Demonstrate ear-finger-foot coordination in transcribing material.	Simulated Problem	1-1 2-1 1-4 2-4	I II III	N/A
4. Transcribe a mailable copy on the first draft from the transcribing equipment.	Simulated Problem	1-1 2-1 1-4 2-4	I II III	N/A
5. Recognize appropriate words when transcribing from dictated material. (i.e. effect/affect)	Simulated Problem	1-1 2-1 1-4 2-4	I II III	N/A
6. Supply the correct punctuation in dictated copy.	Simulated Problem	1-1 2-1 1-4 2-4	I II III	N/A
7. Edit letters using standard proofreader's marks.	Simulated Problem	1-1 2-1 1-4 2-4	I II III	N/A
8. Effectively use the spell check feature of the software, a dictionary, and other reference sources to assist in producing usable transcripts.	Simulated Problem	1-1 2-1 1-4 2-4	I II III	N/A

### **PLOs:**

#### **BC Administrative Office Assistant AA - PLOs**

1-1. Demonstrate minimum acceptable skill levels in ten-key, keyboarding, and document processing

1-2. Demonstrate minimum filing competencies

1-3. Interact effectively in oral and written communication

1-4. Participate in office related work experience to achieve the following desirable job qualities: • Function as a team member • Demonstrate interpersonal skills on the job • Manage multi-tasks efficiently • Model professional and ethical behaviors • Identify soft skills such as being on time

### BC Office Assistant COA - PLOs

2-1. Demonstrate minimum acceptable skill levels in ten-key, keyboarding, and document processing.

2-2. Demonstrate minimum filing competencies.

2-3. Interact effectively in oral and written communication.

2-4. Participate in office related work experience to achieve the following desirable job qualities: • Function as a team member • Demonstrate interpersonal skills on the job • Manage multi-tasks efficiently • Model professional and ethical behaviors • Identify soft skills such as being on time

### ILOs:

- I. **Think critically and evaluate sources and information for validity and usefulness.**
- II. **Communicate effectively in both written and oral forms.**
- III. **Demonstrate competency in a field of knowledge or with job-related skills.**
- IV. **Engage productively in all levels of society – interpersonal, community, the state and nation, and the world.**

### GELOs:

N/A