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Senado Académico
Secretaría

CERTIFICACIÓN NÚM. 52-2015-2016

Yo, Arnaldo Rodríguez Rivera, secretario ejecutivo del Senado Académico de la Universidad de Puerto Rico en Bayamón, **CERTIFICO QUE**:

> El Senado Académico, en reunión ordinaria celebrada el 31 de marzo de 2016, aprobó la creación del curso *SOFI 3321 – English Transcription Techniques* del Departamento de Sistemas de Oficina.

Y PARA QUE ASÍ CONSTE, expido la presente certificación en Bayamón, Puerto Rico, hoy 31 de marzo de 2016.

Arnaldo Rodríguez Rivera
Secretario Ejecutivo

Vo.Bo. Rosa Rivera Álamo, Ph.D.
Rectora interina

UNIVERSITY OF PUERTO RICO AT BAYAMÓN
Office Systems Department

SYLLABUS

RECIBIDO
MAR 04 2016
JUNTA Y SENADO

TITLE : English Transcription Techniques

CODIFICATION : SOFI 3321

CREDITS : Three (3)

MEETING HOURS : Three hours weekly (45 hours per semester)

PREREQUISITE : SOFI 3112—Document Production and Design I
INGL 3102—Basic English II

COREQUISITE : None

COURSE DESCRIPTION : This course will develop the necessary skills to transcribe diverse documents from different media, applying language and grammar rules in an acceptable format. **The minimum approval grade will be C.**

GENERAL OBJECTIVES

At the end of the course, the student will be able to:

1. Transcribe at 11 wpm diverse documents applying grammar and spelling rules.
2. Produce mailable documents applying keyboarding knowledge and skills.
3. Proofread documents with 100% accuracy.
4. Use printed and digital reference material.
5. Demonstrate desirable work and attitude skills.

SPECIFIC OBJECTIVES

At the end of the course, the student will be able to:

1. Transcribe by computer at 11 wpm diverse documents such as memorandums and letters with and without tables, unbound reports with title and reference page APA style applying capitalization, punctuation, numbers, grammar, and spelling rules.
2. Transcribe diverse documents from proofreading marks at 11 wpm applying capitalization, punctuation, numbers, grammar, and spelling rules.

3. Produce diverse documents applying keyboarding style and format.
4. Produce diverse documents applying word and number processing software.
5. Evaluate documents according to keyboarding style and format, grammar and spelling rules with 100% accuracy.
6. Demonstrate through their daily work and behavior organization, responsibility, punctuality, and neatness.

CONTENT AND TIME DISTRIBUTION

Content	Hours
Students and Course Content Presentation	1.5
Diagnostic material • diagnose grammar/punctuation • diagnose simple business documents	4.5
Dictation Technics Recommendations • apply dictation recommendations	6
My Ethical Values • review grammar, punctuation, spelling • transcribe one and two-page letters • transcribe letters with special parts • transcribe letters with tables • print envelopes	9
Serving for an Ethical Puerto Rico • review grammar, punctuation, spelling • transcribe traditional memorandums • transcribe simplified memorandums • transcribe memorandums with simple graphics	7.5
Going global • review grammar, punctuation, spelling • transcribe one and two-page reports • transcribe reference (APA style)	10.5
Tests	6
TOTAL HOURS	**45**

COMMON PROFESSIONAL COMPONENT (CPC) HOURS

Ethic	15
Global Dimensions	9
Technology	3
TOTAL	**27**

TEACHING-LEARNING STRATEGIES

The teaching strategies to be used are:

1. Small group interaction

   Groups of two or three students will work together to discuss their homework, grammar, punctuation and spelling practice exercises, and pronunciation, among other activities.

2. Pronunciation practices

   By means of audio online resources, students will hear and repeat new vocabulary words.

3. Group interaction

   Guided by the instructor, the students will discuss grammar, punctuation, and spelling rules.

4. Dictation and construction of new vocabulary

   The student will abbreviate new vocabulary applying abbreviations general recommendations or their own abbreviations.

5. Direct dictation

   Students will transcribe directly to the computer old and new vocabulary, phrases, and sentences.

6. Transcription exchange

   Students will exchange their transcription and give to each other corrections and recommendations.

7. Power drill

   Documents with multiple and diverse mistakes will be given to the students so that they can identify and correct them.

8. Proofreaders´ marks

   Documents with multiple and diverse proofreaders´ marks will be given to students in order for them to transcribe the document without errors.

9. Reflective lines

   Students will form two lines facing each other. They will discuss with the person in front of them their abbreviations recommendations, grammar, punctuation, and spelling rules, among others.

10. Socratic methodology

    By continues questioning, the students will develop their knowledge related to abbreviations recommendations, grammar, punctuation, and spelling rules, among others.

11. Individual supervision

    The instructor will supervise the student´s work and give individual attention according to their specific needs.

ASSESSMENT STRATEGIES

The assessment strategies to be used according to the complexity of the content are:

1. One-minute paper

   It can be used to express their doubts or concerns with any abbreviation recommendations, grammar, punctuation or spelling rules that requires more practice.

2. Crossword

   Utilizing old and new vocabulary, the students will complete the word puzzle.

3. Word finder puzzle

   Utilizing old and new vocabulary, the students will find them in the word puzzle.

4. Daily homework

   Extra practice will be assigned to the subject under study.

MINIMUM RESOURCES AND MATERIALS REQUIRED

1. Resources

   a. classroom with computers
   b. demonstration computer with speakers
   c. word processing programs
   d. white board or black board
   e. digital projector
   f. traditional projector and screen

2. Class materials

   a. different color pens, pencils, erasers, markers
   b. wirebound (spiral) Steno notebook
   c. cord Steno notebook
   d. elastic bands
   e. Pressboard folder, 2 dividers

EVALUATION STRATEGIES

1. **Evaluation Criteria and Percentages Distribution**

Criteria	Percentage
Unit I	15%
Unit II	20%
Unit III	25%
Speed	5%
Proofreading	10%
Short Test	15%
Miscellaneous (dairy homework, working attitudes, and class assistance)	10%
TOTAL	**100%**

2. **Tests**

There will be given three transcription tests during the semester. Tests represent 60% of the final grade. Each unit will have a specific percentage. (See Section: Evaluation Criteria and Percentages Distribution). The evaluation of the tests is as follows:

A. Evaluation Norms

Depending on the letter length, each document will be classified as perfect, mailable, correctable, and unacceptable.

1. *Perfect Documents*: Documents will be considered perfect if they are free of any kind of error. Perfect documents will be graded with three points.

2. *Mailable Documents:* Documents will be considered mailable if the error can be corrected without printing them a second time. Mailable documents will be graded with two points.

3. *Correctable Documents:* Documents will be considered correctable if it has to be reprinted to correct the error. Correctable documents will be graded with one point. The errors to be corrected cannot exceed the maximum accepted according to the following table:

50 or less real words*	2 correctable errors
51 – 100 real words	3 correctable errors
101 – 150 real words	4 correctable errors
151 – 200 real words	5 correctable errors
201 – 250 real words	6 correctable errors
251 – 300 real words	7 correctable errors

*Including every part of the document

4. *Unacceptable Documents:* Documents will be considered unacceptable if the number of errors exceeds the maximum required for each document according with the table. It will be also be considered unacceptable an incomplete document.

B. Documents Curves

Three Documents (9 points)	Four Documents (12 points)	EQUIVALENCE
7 – 9 A	9 – 12 A	A = 4.0
6 ½ A-	8½ A-	A- = 3.5
5 – 6 B	6 – 8 B	B = 3.0
4 1/2 B-	5 ½ B-	B- = 2.5
3 – 4 C	4 – 5 C	C = 2.0
2 ½ C-	3 ½ C-	C- = 1.5
2 D	3 D	D = 1.0
0 – 1 ½ F	0 – 2 ½ F	F = 0.0

C. Transcription Speed

Each unit will be graded for transcription speed. These grades will be averaged for a final grade that represents 5% of the final grade.

Tests I and II	Tests III
14 A	15 A
13 B	14 B
11 – 12 C	12 - 13 C
10 D	11 D
9 F	10 F

D. Proofreading

Each unit will be graded for proofreading. These grade will be averaged for a final grade that represents 10% of the final grade.

3. **Short Tests**

Short test may include grammar, punctuation, and vocabulary. At the end of the semester, there will be an average of these short tests that represents 15% of the final grade.

GRADING SCALES

Grammar and Punctuation	Spelling
97-100% A	97-100% A
92-96% B	92-96% B
85-91% C	81-91% C
80-84% D	76-80% D
83% F	79% F

4. **Miscellaneous** (Attitudes-Work Habits and Homework)

Attitudes and work habits will be evaluated using a rubric. This grade represents 10% of the final grade. The curves for attendance and homework are shown below:

Attendance		Homework	
0 absences	A	-0	A
1 absences	B	-1	B
2 absences	C	-2	C
3 absences	D	-3	D
4 or more	F	-4	F
Three delays equal one absence.			

ACCOMMODATION

The UPRB accomplish the American with Disabilities Act Law and 51 Law (*Servicios Educativos Integrales para Personas con Impedimentos*) in order to guarantee equality in education and services access. Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Office of Disability Services, located on the first floor of the Students Center, next to the cafeteria, to discuss your specific needs and provide written documentation. At the request of the student, the Office of Disability Services will prepare a letter individualized for each professor. This letter certifies that the student has a disability and provides reasonable accommodations required by the student to obtain an adequate academic achievement. If you are not yet registered as a student with a disability, please contact the Office of Disability Services. Please notify your course's professor about your special needs and reasonable accommodation writing it in the information card the first week of class. Confidentiality is assured.

ACADEMIC INTEGRITY

The University of Puerto Rico promotes the highest standards of academic and scientific integrity. Article 6.2 of the UPR Students General Bylaws (Board of Trustees Certification 13, 2009-2010) states that academic dishonesty includes, but is not limited to: fraudulent actions; obtaining grades or academic degrees by false or fraudulent simulations; copying the whole or part of the academic work of another person; plagiarizing totally or partially the work of another person; copying all or part of another person answers to the questions of an oral or written exam by taking or getting someone else to take the exam on his/her behalf; as well as enabling and facilitating another person to perform the aforementioned behavior. Any of these behaviors will be subject to disciplinary action in accordance with the disciplinary procedure laid down in the UPR Students General Bylaws.

FINAL SCALES

Departmental Curve		Department Scale	
100 – 90%	A	3.50– 4.00	A
89 – 80%	B	2.50 – 3.49	B
79 – 70%	C	1.60 – 2.49	C
69 – 60%	D	1.00 – 1.59	D
59%	F	99	F

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