Eastern WV Community & Technical College
Master Course Record

Course Prefix and Number: BOS 134
Course Title: Administrative Machine Transcription
Recommended Transcript Title: Administrative Machine Transcription
Date Approved/Revised: January 28, 2015

Credit Hours: 3
 Contact hours per week (Based on 15 week term):
     Lecture: 3
     Lab:

Prerequisite: RDG 100 or minimum acceptable testing scores. BOS 103 or demonstrated proficiency in Keyboarding   **Corequisite:**   **Pre/Corequisite:**
Grading Mode: Letter grade
Catalog Description: This course provides instruction on how to operate a dictating/Transcribing machine. The focus of this course is on editing, proofreading, grammar and punctuation.
Course Outcomes: • Effectively apply spelling and grammar checker of word processing software   • Use dictionary and other reference sources   • Apply necessary listening, proofreading and transcribing techniques   • Apply formatting   • Apply proper punctuation and sentence structure   • Utilize appropriate reference sources   • Producing mailable or usable transcripts
Implementation Cycle: Fall

Role in College Curriculum:
   General Education Core (Specify category)
 X   Technical Core AAS in BOS
 X   Restricted Elective CAS in BOS
 X General Elective
   Workforce Education
   Other (Please specify)

Course Fee: None
Instructor's Qualifications: Bachelor's degree in business with two years of related work experience, or master's degree with 18 graduate level credits in Business Management.
Expanded Course Description: This course integrates listening skills, computer skills, keyboarding skills, proofreading grammar skills.

Prepared by: Seyed Mirkhani, Division Chair for Business, Computer and Information Technology   1/05/15

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Name, Title   Date

Approved Per LOT Minutes

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Dean, Academic and Student Services   Date