



**Course Title:**  
**Machine Transcription & Dictation**  
**Course #: ADM 204-ONL**

**Credit Hours: 3**  
**Semester: SP 2022**

**Faculty:** Myron Tsosie

**E-mail:** m.tsosie@navajotech.edu

**Office:**

**Office Phone:**

**Office Hours** (face-to-face or online): ONLINE

**Preferred Communication** (email and/or text; will respond within 24 hours): Please email to communicate

**Modality** (face-to-face, hybrid, or online): ONLINE

**Class Location and Meeting Times** (if face-to-face):

**Meeting Hours and Online Hours** (if hybrid):

**Required Materials:**

**Textbooks:** Machine Transcription & Dictation 6E: Ballentine

**Tools:** Textbook, computer/laptop, flash drive, pen/pencil, NTU email address, NTU Username

**Laptop and Internet Access:** Every student is required to own a laptop and have internet access.

**Lab Fee (if applicable):**

**Mission, Vision, and Philosophy**

**Mission:** Navajo Technical University honors Diné culture and language, while educating for the future.

**Vision:** Navajo Technical University provides an excellent educational experience in a supportive, culturally diverse environment, enabling all community members to grow intellectually, culturally, and economically.

**Philosophy:** Through the teachings of Nitsáhákees (thinking), Nahátá (planning), Íina (implementing), and Siihasin (reflection), students acquire quality education in diverse fields, while preserving cultural values and gaining economic opportunities.

**Course Description**

This course will introduce the concept of document processing by means of receiving dictation from a recording device. Transcribing, formatting, proof-reading, creating, editing, and printing are skills taught in this course.

**Learning Outcomes**

- By completing a variety of assignments, students will demonstrate an understanding of the characteristics and personal qualities that are important for transcribing.
- Students will transcribe and dictate by demonstrating understanding of the skills, equipment, tools and techniques used by administrative professionals by completing class assignments and projects.

## Connections to Program Assessment (Course-Embedded Measures)

### Date Files:

Data files are required to complete some of the activities in the textbook. You can download the data files from the product website or by loading the CD provided in your textbook.

### Course Activities

Week	Date	Class Topics/Reading Due	Assignments Due	Assessments
1	1/18/2022	Chapter 1: <b>Machine Transcription</b> Chapter 2: <b>Advertising, Journalism &amp; Publishing</b>	1/23/2022	Read English Skill Review Transcription Exercise
2	1/24/2022	Chapter 3: <b>Education, Government &amp; Public Service</b> Chapter 4: <b>Real Estate, Appraising &amp; Property Management</b>	1/30/2022	Read English Skill Review Transcription Exercise
3	1/31/2022	Chapter 5: <b>Accounting, Auditing &amp; Financial Planning</b> Chapter 6: <b>Banking, Financial Management &amp; Consumer Credit</b>	2/6/2022	Read English Skill Review Transcription Exercise
4	2/7/2022	Chapter 7: <b>Insurance</b> Chapter 8: <b>Engineering, Industrial &amp; Manufacturing</b>	2/13/2022	Read English Skill Review Transcription Exercise
5	2/14/2022	Chapter 9: <b>Entertainment, Food &amp; Restaurant Services</b> Chapter 10: <b>Marketing, Retail &amp; Wholesale Management</b>	2/20/2022	Read English Skill Review Transcription Exercise
6	2/21/2022	Chapter 11 <b>Travel, Tourism &amp; Hotel Services</b>	2/27/2022	Read English Skill Review Transcription Exercise
7	2/28/2022	Chapter 12 <b>Airline, Automotive &amp; Trucking Industries</b>	3/6/2022	Read English Skill Review Transcription Exercise
8	3/7/2022	<b>MIDTERM</b>	3/13/2022	<b>MIDTERM</b>
9	3/14/2022	Chapter 13 <b>Contingency Fee Agreement, Certificate of Notary &amp; Probate Court Form</b>	3/20/2022	Read English Skill Review Transcription Exercise
10	3/21/2022	Chapter 14 <b>Bill of Sale, Complaint on Account &amp; Notice of Garnishment</b>	3/27/2022	Read English Skill Review Transcription Exercise
11	3/28/2022	Chapter 15 <b>Petition of Dissolution of Marriage, Billing Statements &amp; Partnership Agreement</b>	4/3/2022	Read English Skill Review Transcription Exercise

12	4/4/2022	Chapter 16 <b>Estate &amp; Tax Matters, Last Will &amp; Testament &amp; Power of Attorney</b>	4/10/2022	Read English Skill Review Transcription Exercise
13	4/11/2022	Chapter 17 <b>Consultation Letter, Medical Memorandum, Mammogram Report &amp; History and Physical Report</b>	4/17/2022	Read English Skill Review Transcription Exercise
14	4/18/2022	Chapter 18 <b>Radiology Report, Relocation Announcement &amp; Lifesaving Screening Letter</b>	4/24/2022	Read English Skill Review Transcription Exercise
15	4/25/2022	Chapter 19 <b>Medical Transcriptionist Job Description, Operative Report, Dental Report, Dental Letter &amp; Endodontist Letter</b>	5/1/2022	Read English Skill Review Transcription Exercise
16	5/2/2022	Chapter 20 <b>Admission Letter, Surgical Pathology Report, Discharge Summary &amp; Medication Renewal Letter</b>	5/8/2022	Read English Skill Review Transcription Exercise
17	<b>5/9/2022</b>	<b>Finals</b>	<b>5/12/2022</b>	
		<b>Grades due to the Registrar</b>		
		<b>Graduation</b>		

### Grading Plan

Homework:

Class Participation:

Project(s):

Quizzes:

Mid-term:

Final Exam:

Portfolio:

A = 100-90%

B = 89-80%

C = 79-70%

D = 69-60%

F = 59% or less

### Grading Policy

Students must do their own work. Cheating and plagiarism are strictly forbidden. Cheating includes (but is not limited to) plagiarism, submission of work that is not one's own, submission or use of falsified data, unauthorized access to exams or assignments, use of unauthorized material during an exam, or supplying or communicating unauthorized information for assignments or exams.

## **Participation**

Students are expected to attend and participate in all class activities. Points will be given to students who actively participate in class activities including guest speakers, field trips, laboratories, and all other classroom events.

## **Cell phone and headphone use**

Please turn cell phones off **before** coming to class. Cell phone courtesy is essential to quality classroom learning. Headphones must be removed before coming to class.

## **Attendance Policy**

Students are expected to attend all class sessions. If more than ten minutes late, students will be counted as absent. A percentage of the student's grade will be based on class attendance and participation. Absence from class, regardless of the reason, does not relieve the student of responsibility to complete all course work by required deadlines. Furthermore, it is the student's responsibility to obtain notes, handouts, and any other information covered when absent from class and to arrange to make up any in-class assignments or tests if permitted by the instructor. Incomplete or missing assignments will necessarily affect the student's grades. Instructors will report excessive and/or unexplained absences to the Counseling Department for investigation and potential intervention. **Instructors may drop students from the class after three (3) absences unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable.**

## **Study Time Outside of Class for Face-to-Face Courses**

**For every credit hour in class, a student is expected to spend two hours outside of class studying course materials.**

## **Study Time for Hybrid or Blended Courses**

**For a hybrid or blended course of one credit hour, a student is expected to spend three hours per week studying course materials.**

## **Study Time for Online Courses**

**For an online course of one credit hour, a student is expected to spend four hours per week studying course materials.**

## **Academic Integrity**

Integrity (honesty) is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students who engage in academic dishonesty diminish their education and bring discredit to the University community. Avoid situations likely to compromise academic integrity such as: cheating, facilitating academic dishonesty, and plagiarism; modifying academic work to obtain additional credit in the same class unless approved in advance by the instructor, failure to observe rules of academic integrity established by the instructor. **The use of another person's ideas or work claimed as your own without acknowledging the original source is known as plagiarism and is prohibited.**

## **Diné Philosophy of Education**

The Diné Philosophy of Education (DPE) is incorporated into every class for students to become aware of and to understand the significance of the four Diné philosophical elements, including its affiliation with the four directions, four sacred mountains, the four set of thought processes and so forth: Nitsáhákees, Nahát'á, Íina and Siih Hasin which are essential and relevant to self-identity, respect and wisdom to achieve career goals successfully.

At NTU's Zuni Campus, the A:shiwi Philosophy of Education offers essential elements for helping students develop Indigenous and Western understandings. Yam de bena: dap haydoshna: akkya hon detsemak a:wannikwa da: hon de:tsemak a:ts'umme. *Our language and ceremonies allow our people to maintain strength and knowledge.* A:shiwi core values of hon i:yyułashik'yanna:wa (respect), hon delank'oha:willa:wa (kindness and empathy), hon i:yyayumola:wa (honesty and trustworthiness), and hon kohoł lewuna:wedyahnan, wan hon kela i:tsemanna (think critically) are central to attaining strength and knowledge. They help learners develop positive self-identity, respect, kindness, and critical thinking skills to achieve life goals successfully.

### **Students with Disabilities**

Navajo Technical University is committed to serving all students in a non-discriminatory and accommodating manner. Any student who feels that she or he may need special accommodations should contact the Accommodations Office (<http://www.navajotech.edu/student-services#accomodations-services>) in accordance with the university's Disability Accommodations Policy (see [http://www.navajotech.edu/images/about/policiesDocs/Disability\\_Exhibit-A\\_6-26-2018.pdf](http://www.navajotech.edu/images/about/policiesDocs/Disability_Exhibit-A_6-26-2018.pdf)).

### **Email Address**

Students are required to use NTU's email address for all communications with faculty and staff.

**Final Exam Date: 5/9/2022**