

## ***General Transcription: Theory and Practice***

*General Transcription: Theory and Practice* is a comprehensive training course that implements multimedia content with online learning tools to effectively prepare students to master the art of transcribing audio or video into text documents for clients in a multitude of industries (other than medical and legal). The course is divided into seven modules with each module building upon the skills learned and mastered in the preceding module. There are over 60 audio/video practice dictation files in the course.

### **Module I – Laying the Foundation**

Within Module I are the required tools and teaching of the skills needed to become a proficient transcriptionist. Upon completion of Module I, students will have an understanding and appreciation for what general transcription is and is not and the skills needed to master the art of transcription.

- Introduction
- Process for Submitting Support Requests
- The Right Equipment for the Job
- Tools of the Trade
- GT Style
- Standard vs. Strict Verbatim
- Types of GT Jobs
- Formatting a Transcript
- Cyber Security

### **Module II – Essential Skills for Excellent Transcription**

In Module II, we expand upon the skills learned in Module I and focus on the correct usage of punctuation, spelling, and critical thinking skills required to become an effective and proficient transcriptionist.

- Parts of Speech
- Sentences, Fragments, and Run-ons
- Phrases
- Clauses
- Punctuation Makes Perfect

- Punctuation Practice
- Spelling: The Lost Art
- Transcribing Numbers
- Miscellaneous Transcription Conventions

### **Module III – Time-saving Tools for Efficient Transcription**

Module III is where resources to gain efficiency and speed are taught and practiced. Time Coding for video production is also taught in this module.

- Using Text Expanders and Shortcut Keys
- Shortcut Keys for the Top 102 Most Frequently Used English Phrases
- Spell Check, Search & Replace, Modern Usage Notes
- Commonly Used Transcriptionist’s Notes
- Using Transcription Templates (includes downloadable templates)
- How to Download Practice Transcription Files (video tutorial)
- Time Coding
- Midterm Exam

### **Module IV – Introduction to Practice Dictations**

Module IV dives into practice on real-world audio and video dictations. There are seven practice levels, beginning with easier dictation files and moving through to more difficult transcription exercises as the student progresses through each level.

- Level 1 Practice Dictations: Clear audio in simple, short videos
- Level 2 Practice Dictations: Audio-only Files; Non-American English accents
- Level 3 Practice Dictations: Transcribing “Strict Verbatim” Style
- Level 4 Practice Dictations: Transcribing Multiple Speakers
- Level 5 Practice Dictations: Semi-Poor Audio Quality & Research Skills
- Level 6 Practice Dictations: Working with Time Codes
- Level 7 Practice Dictations: Transcribing Poor Audio with Foreign Accents

### **Module V – Final Exam and Certification of Completion**

Upon successfully completing *General Transcription: Theory and Practice*, students are invited to take the final exam. The final exam is graded by a human being and valuable feedback will be provided to the student concerning any areas that may need further study. Upon passing the

exam, students are awarded a Certificate of Completion. Students may take or retake the test as many times as necessary to be awarded a certificate.

## **Module VI – Building Your Business**

Module V prepares the student for setting up their own home-based transcriptionist business or guides them with resources for finding work as a transcriptionist working for larger transcription companies.

- Income Guidelines and Setting Your Rates
- How to Handle Finances and Taxes When Working as a Freelance Transcriptionist
- Developing a Business Plan
- Marketing and Advertising
- Customer Service Essentials
- Connecting with Clients
- Where to Find Contract Work
- Top Business Directories for Local Marketing
- How to Find Clients on YouTube
- Opportunities for Expanding Your Services

## **BONUS – *Transcriptionist Pro Website Theme***

This bonus content provides graduates with their very own professionally designed transcription service website template with full tutorials to customize as desired.

### **Additional Information**

Although the course is available online 24/7 and is self-paced, students should be prepared to spend at least two months to six months, depending on their own schedules and the amount of time they have to devote to study, to complete the course. Certificates are not automatically awarded. The student must demonstrate proficiency in all subject matter covered in the course.

Students receive lifetime access to the course content, the support forum, and all updates to the course curriculum.