

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Outline: LEGAL SHORTHAND

Code No.: SPR 20q-5

Program: SFHRETARIAL

Semester: THREE ;

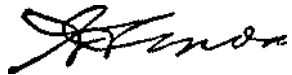
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APPROVED:



Chairperson

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Date

COURSE OUTLINE FOR  
LEGAL SHORTHAND

SPR 209-5

INSTRUCTOR: Mrs. R. Caicco

TEXT: -Northern and Skills for the Future  
-Legal Studies, To Wit: Basic Term, f Transcription  
(Roderick)

PREREQUISITE: SPR 117 Intermediate Shorthand I  
or SPR 115 Pitman Shorterhand

TIME: 5 periods per week

INDIVIDUALIZED  
LEARNING AIDS:

Corporate Giants Dictate  
Dictation Disc Company Speed Tapes  
Prepared Legal Tapes

GENERAL  
OBJECTIVES:

To further develop the ability to transcribe  
MAILABLE letters and legal documents at increasing  
rates of speed

To further intensify application of correct English

To develop student's legal vocabulary suitable and  
skilled enough to be comparable with that of a lawyer

To expand a student's ability to write specialized  
legal dictation and to transcribe shorthand notes  
rapidly and accurately into MAILABLE correspondence  
and/or legal documents

SPECIFIC  
OBJECTIVES:

Students will be expected to have acquired skills in the  
following areas upon completion of this course:

- thorough knowledge of basic principles
- complete recall of brief forms and derivatives, con-  
tractions, phrasing and the proper outlines of legal  
words.
- sound knowledge of legal vocabulary through the  
continuous use of letters and legal documents
- the ability to write specialized legal dictation and  
transcribe the notes rapidly and accurately into mail-  
able correspondence and/or documents
- write office style dictation at uneven rates, making  
all changes and corrections indicated by the dictator;  
the ability to handle interruptions and to detect  
errors and omissions.

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at the completion of the first semester the student will pass a transcription test consisting of approximately 250 words of legal matter dictated at a minimum of 80 words per minute

student will pass a transcription test at the completion of the second semester consisting of approximately 500 words dictated at a minimum of 100 words per minute

the student will transcribe the above mentioned test at a typewriter in not more than 60 minutes and produce a MAILABLE copy

the mailable transcript will be 95% accurate

work will be assigned on a daily basis from the text by the instructor and it will be the student's responsibility to know thoroughly, in shorthand, all vocabulary pertinent to such assignments

legal shorthand will be closely correlated with the subject material being studied in Legal Office Procedures in order to give the student a better understanding of correspondence legal documents, etc. and the related shorthand outlines

the student will come to class prepared to transcribe all material in correct legal form in accordance with proper legal typing principles

the student will transcribe material from unpreviewed work from time to time, at the discretion of the instructor

the student will come to all classes prepared to transcribe

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STUDENT  
EVALUATION:

- all dictation speed standards are based on new material. No previews are given on tests
- accuracy of 95% on transcribed copy is required for tests to count
- Errors include:
  - (a) deviation from dictated material
  - (b) misspelled words
  - (c) major punctuation errors
  - (d) incorrect use of capital letters
  - (e) unacceptable erasures
- an automatic "I" will be given for all material with proofreading errors
- letters with more than two good erasures are not considered mailable
- students are urged to strive for perfect copies
- students who are having difficulty meeting the speed requirements are urged to spend more time in the laboratory
- other considerations will be:
  - (a) homework
  - (b) attendance
  - (c) ability to follow instructions
  - (d) effort put forth to improve
  - (e) practice of good work habits

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FINAL GRADE: The final mark in both first and second semesters will be determined by the following:

Speed	25%
Production	50%
Tests and other considerations	<u>25%</u>
Final Mark	_____100%

The numerical equivalents corresponding to an alphabetical grade are as follows:

85	-	100%	=	A
70	-	84%	=	B
60	-	69	=	C
0	-	59%	=	D

MAKE-UP PROCEDURE:

If a student fails to achieve an acceptable grade on either the daily transcription or any test, a "C" or better, the student will be required to write supplemental transcriptions or tests during the course of the regular semester at the discretion of the instructor. Any student who has not attained an acceptable grade by the end of the regular term will be given an "I" or incomplete grade and must return for the make-up period after the regular term at which time a concentrated effort will be made to increase the student's speed to an acceptable level.

The highest grade possible on any make-up during the regular term or the make-up period will be a "B".

An "I" grade upon completion of the make-up period will result in an "R".

NOTE: SPR 209-5 is a prerequisite of SPR 210-5.

SUPPLIES REQUIRED:

- dictionary
- 2 shorthand notebooks
- typing paper for transcription
- carbon paper
- typing eraser

NOTE: Students will not be allowed into class without a dictionary or other required texts and material.