

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO


COURSE OUTLINE

Course Title: SHORTHAND (Basic, Intermediate, Advanced)
Code No.: SHD 110
Program: SECRETARIAL
Semester: ONE
Date: JUNE 1983
Author: T. PRENTICE

New:

Revision:

APPROVED:


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Date

CALENDAR DESCRIPTION

<u>Shorthand (Basic)</u>	<u>SHD 110</u>
Course Name	Course Number

PHILOSOPHY/GOALS:

To acquire a thorough understanding of the theory of Pitman Shorterhand. To achieve a rapid and accurate reading level from plate shorthand with a minimum of 120 w.p.m. To be able to write legible shorthand notes from material within your vocabulary range at a minimum of 40 w.p.m. and to be able to accurately transcribe from your shorthand notes. Students must be prepared to do a minimum of 20 minutes of homework each day. This course is designed for six periods per week.

METHOD OF ASSESSMENT (GRADING METHOD):

Tests will be comprised of 30 words, 15 short forms and 10 phrases, as well as two short paragraphs. In the theory part of the test, two marks will be deducted for each error. One mark will be deducted for each error in the transcripts of the paragraphs.

Students must pass each test before they will be allowed to try the next test. Make up tests will be held outside regular classroom hours. The highest mark assigned to a rewritten test will be a "C". Delayed tests will be down graded one level.

A	85% - 100%
B	70% - 84%
C	60% - 64%
I	Under 60%

Final Marks in first semester will be determined by:

Reading Speed	15%
Average of Theory Tests	75%
Class Participation	10%

TEXTBOOK(S): Pitman Shorterhand
Drill Book for Tape Program 1
Shorterhand Dictionary

Supplementary Text: Developing Shorthand Skills

Tapes: Shorterhand Tape Programme One

- WEEK 1: Lessons 1 and 2
Tape for Lesson 1
- WEEK 2: Lessons 3 and 4
Tapes for Lesson 2 and 3
- WEEK 3: Lessons 5 and 6
Tapes for Lessons 4 and 5
- WEEK 4: Test for Lessons 1 to 5
Lessons 7 and 8
Tapes for Lessons 6 and 7
- WEEK 5: Lessons 9 and 10
Tapes for Lessons 8 and 9
Review Lessons 6 to 10
- WEEK 6: Lessons 11 and 12
Tapes for 10 and 11
Test for Lessons 6 to 10
- WEEK 7: Lessons 13 and 14
Tapes for Lessons 12 and 13
- WEEK 8: Lessons 15 and 16
Review Lessons 11 to 15
Tapes for Lessons 14 and 15
- WEEK 9: Test for Lessons 11 to 15
Lessons 17 and 18
Tapes for Lessons 16 and 17
- WEEK 10: Lessons 19 and 20
Tapes for Lessons 18 and 19
Review Lessons 16 to 20
- WEEK 11: Lessons 21 to 22
Tapes for Lessons 20 and 21
Test for Lessons 16 to 20
- WEEK 12: Lessons 23 to 24
Tapes for Lessons 22 and 23
- WEEK 13: Lessons 25 and 26
Tapes for Lessons 24 and 25
Review Lessons 21 to 25
- WEEK 14: Lessons 27 and 28
Tapes for Lessons 26 and 27
Test for Lessons 21 to 24

WEEK 15: Tape for Lesson 28
Review Lessons 26 to 28

WEEK 16: Review Lessons 21 to 28
Test for Lessons 25 to 28

SHORTHAND (INTERMEDIATE)

PHILOSOPHY/GOALS:

To develop a higher level of proficiency in the reading, writing and transcription skills introduced in the Basic text. To provide a complete recall of Shorterhand principles. To introduce additional pacers and intersections. To greatly expand the students' shorthand vocabulary and develop their writing facility. This course is designed for five periods per week.

METHOD OF ASSESSMENT (GRADING METHOD):

Transcription will be submitted approximately twice weekly. Tapes will be used for remedial purposes and for increasing speed. At the end of the first semester a student must have handed in 10 letters each with two errors or less, which have been dictated at the appropriate speeds. Speed standards will be based on unfamiliar letters.

A - 60 wpm
B - 50 wpm
C - 40 wpm

TEXTBOOK(S): Writing and Transcription Skill Development

TAPES: Shorterhand Tape Programme Two
DDC

SHORTHAND (ADVANCED)

PHILOSOPHY/GOALS:

To develop the ability to write familiar and sight material at high rates of speed, to initiate outlines under the stress of dictation, to take sustained dictation over a relatively long period of time, to type a correct transcription by the proper use of spelling, punctuation and grammar.

METHOD OF ASSESSMENT (GRADING METHOD):

The same marking scheme as stated in the intermediate course outline will apply.

TEXTBOOK(S): Shorterhand Skills for the Future-

TAPES: Corporate Giants
DDC